

 **Student  
Government****Governing Codes of the Student Government Association of the University of Kentucky  
(UKSGA)****TABLE OF CONTENTS**

<b>CODIFICATION</b>	<b><u>3</u></b>
<i>Ch. 100 – Organization of the Governing Codes</i>	<u>4</u>
<b>THE LEGISLATIVE BRANCH CODES</b>	<b><u>5</u></b>
<i>Ch. 200 – The Senate</i>	<u>6</u>
<i>Ch. 201 – Officers of the Senate</i>	<u>8</u>
<i>Ch. 202 – Senate Executive Council</i>	<u>10</u>
<i>Ch. 203 – Senate Committees</i>	<u>11</u>
<i>Ch. 204 – Caucuses</i>	<u>14</u>
<i>Ch. 205 – Legislation</i>	<u>16</u>
<i>Ch. 206 – Procedure</i>	<u>19</u>
<i>Ch. 207 – Registered Student Organization Appropriations</i>	<u>24</u>
<i>Ch. 208 – Student Grant Allocations</i>	<u>31</u>
<i>Ch. 209 – Viewpoint Neutral Compliance and Accountability</i>	<u>34</u>
<i>Ch. 210 – Accountability</i>	<u>36</u>
<b>THE EXECUTIVE BRANCH CODES</b>	<b><u>39</u></b>
<i>Ch. 300 – The Cabinet</i>	<u>40</u>
<i>Ch. 301 – Executive Branch Responsibilities</i>	<u>45</u>
<i>Ch. 302 – Procedures</i>	<u>46</u>
<i>Ch. 303 – Accountability</i>	<u>47</u>
<i>Ch. 304 – Supreme Court Nominations</i>	<u>48</u>
<i>Ch. 305 – Interim Executive Officer Procedures</i>	<u>49</u>
<b>THE JUDICIAL BRANCH CODES</b>	<b><u>51</u></b>
<i>Ch. 400 – The Supreme Court</i>	<u>52</u>
<i>Ch. 401 – Cases Brought Before the Supreme Court</i>	<u>53</u>
<i>Ch. 402 – Parties to the Actions Before the Supreme Court</i>	<u>54</u>
<i>Ch. 403 – Actions Before the Supreme Court</i>	<u>55</u>

<b>THE GENERAL CODES</b>	<b><u>56</u></b>
<i>Ch. 500 – Definitions</i>	<u>57</u>
<i>Ch. 501 – Ethics</i>	<u>58</u>
<i>Ch. 502 – Referenda</i>	<u>59</u>
<i>Ch. 503 – Open Meetings</i>	<u>60</u>
<i>Ch. 504 – Separation of Powers</i>	<u>62</u>
<i>Ch. 505 – Public Records</i>	<u>63</u>
<i>Ch. 506 – Senator Accountability</i>	<u>64</u>
<i>Ch. 507 – Video Archives</i>	<u>65</u>
<i>Ch. 508 – Programming Evaluations</i>	<u>66</u>
<i>Ch. 509 – Evaluating the Executive Branch</i>	<u>67</u>
<b>ELECTION PROCEDURES AND RULES</b>	<b><u>68</u></b>
<i>Ch. 600 – Application and Definitions</i>	<u>69</u>
<i>Ch. 601 – Elections Board of Supervision</i>	<u>70</u>
<i>Ch. 602 – Timeline</i>	<u>72</u>
<i>Ch. 603 – Candidates</i>	<u>73</u>
<i>Ch. 604 – Candidate Meeting</i>	<u>74</u>
<i>Ch. 605 – Candidate Platform</i>	<u>75</u>
<i>Ch. 606 – Campaign Materials</i>	<u>76</u>
<i>Ch. 607 – Ticketing</i>	<u>78</u>
<i>Ch. 608 – Campaigning</i>	<u>79</u>
<i>Ch. 609 – Eligible Voter</i>	<u>81</u>
<i>Ch. 610 – Voting Procedures</i>	<u>82</u>
<i>Ch. 611 – Pollsters and Polling Locations</i>	<u>84</u>
<i>Ch. 612 – Vote Counting</i>	<u>85</u>
<i>Ch. 613 – Complaints and Claims</i>	<u>86</u>
<i>Ch. 614 – Violations and Penalties</i>	<u>88</u>
<i>Ch. 615 – Determining a Winner</i>	<u>89</u>
<i>Ch. 616 – Expenditures</i>	<u>90</u>
<i>Ch. 617 – Balloting and Tabulation</i>	<u>92</u>



# CODIFICATION

## CHAPTER 100: ORGANIZATION OF THE GOVERNING CODES

- 100.1 All UKSGA legislation shall be compiled in a codification known as the UKSGA Governing Codes, hereinafter referred to as the Governing Codes. Upon assembly of a quorum, the UKSGA Governing Codes can be amended through bills passed in the Senate by a majority of the members present.
- 100.2 The Governing Codes shall be arranged by subject matter within the six (6) main titles, each composed of a number or numerically designated chapters, according to the following scheme:
- Title I (Ch. 100-199) Codification
  - Title II (Ch. 200-299) The Legislative Codes
  - Title III (Ch. 300-399) The Executive Codes
  - Title IV (Ch. 400-499) The Judicial Codes
  - Title V (Ch. 500-599) The General Codes
  - Title VI (Ch. 600-699) Election Procedures and Rules
- 100.3 Each chapter shall be subdivided by means of a decimal arrangement carried out to two or more decimal places. The decimal place shall represent a chapter's section. A subsection shall be referenced by lower-case letters. A subsection's subsection shall be represented by Romanettes. For example, Chapter 100 would begin with 100.1 with potential subsection 100.1(a) and potential sub-subsection 100.1(a)(i). Subsections shall relate back to the previous section. Sub-subsections shall relate back to the previous subsection.
- 100.4 The Operations and Evaluations Committee shall further classify laws to provide a logical, orderly, and comprehensive arrangement of the UKSGA Governing Codes by subject matter. Such classification shall be made prior to debate on a proposed bill in the Student Senate.
- a. The Attorney General has the authority to make corrections to spelling and non-punctuation typographical errors in any piece of legislation.
- 100.5 There shall be one official copy of the UKSGA Governing Codes. This shall be kept in the UKSGA office and made available to all students electronically. The Attorney General is responsible for continuous maintenance of the official copy of the UKSGA Governing Codes such that at any given time they reflect all legislation enacted as of that time. The UKSGA Statutes must also be published on the UKSGA website and BBNvolved and it is the responsibility of the Attorney General to maintain them.



# **THE LEGISLATIVE** **BRANCH CODES**

## CHAPTER 200: THE SENATE

200.1 The Senate shall be composed as prescribed in Article I, Section 1 of the UKSGA Constitution.

200.2 There shall be one (1) senator elected by and from each College.

200.3 Additional Senate seats shall be allocated each calendar year by the following means:

a. Undergraduate Senators-at-Large

- i. The total undergraduate student population from the most recent University of Kentucky enrollment statistics, minus the total population of students classified as freshmen, shall be divided by the number 1,000. The resulting number is then rounded up to the next whole number, indicating the number of prescribed Undergraduate Senators-at-Large.

A. If the prescribed number of Undergraduate Senators-At-Large is less than seventeen (17) Senators, the total number of allocated senate seats for Undergraduate Senators-at-Large shall instead be seventeen (17).

b. Graduate and Professional Senators-At-Large

- i. The graduate and professional student population from the most recent University of Kentucky enrollment statistics, including only students under the degree levels “Graduate” and “Post-Doctoral” shall be divided by the number one thousand (1,000). The resulting number is then rounded up to the next whole number, indicating the number of prescribed Graduate and Professional Senators-at-Large.

A. If the prescribed number of Graduate and Professional Senators-at-Large is less than eight (8) Senators, the total number of allocated senate seats for Graduate Senators-at-Large shall instead be eight (8).

c. Freshman Senators

- i. The total population of students classified as freshmen from the University of Kentucky enrollment statistics shall be divided by the number one thousand (1,000). The resulting number is then rounded up to the next whole number, indicating the number of prescribed Freshman Senators.

A. If the prescribed number of Freshman Senators is less than five (5) Senators, the total number of allocated senate seats for Freshman Senators shall instead be five (5).

d. Source of “Enrollment Statistics”

- i. Enrollment statistics for the allocation of senate seats shall be obtained from the “Enrollment & Demographics” data provided by the University of Kentucky Office of Institutional Research, Analytics, and Decision Support, which is most easily accessible via the office’s website at [www.uky.edu/irads](http://www.uky.edu/irads).

A. The most recent data available shall be used for the purposes of Senate seat allocations.

- e. The Operations and Evaluations (O&E) Committee within the Senate shall maintain sole authority over allocating Senate seats. This allocation shall be completed no later than the second meeting of the Operations and Evaluations Committee during the spring semester.
  - i. Whenever feasible with other deadlines, the allocation shall occur after the release of fall enrollment statistics, expected by January 15<sup>th</sup> of each year.
  - ii. Should the need arise, the Operations and Evaluations Committee, with the consent of the Senate, may reallocate the seats as assigned during the initial allocation.

200.4 Senators shall serve from the time they are sworn in by the Chief Justice or their designee until the time that the next Senate is sworn into office unless they resign or are impeached.

## CHAPTER 201: OFFICERS OF THE SENATE

201.1 The Student Body Vice President shall serve as the President of the Senate.

- a. The President of the Senate shall serve as an ex-officio member of the Senate Executive Council, as defined in Robert's Rules of Order, 12<sup>th</sup> edition.
  - i. The President of the Senate shall only assume voting authority to cast the tie-breaking vote in the Senate or Senate Executive Council.

201.2 The Senate shall elect the appropriate officers prescribed by the Constitution.

201.3 There shall be a Senate Clerk, who shall be recognized and act as the UKSGA Clerk, and a Senate Parliamentarian appointed by the Senate Chair, subject to approval by a simple majority of Senators present and voting.

- a. The Senate Clerk shall:
  - i. Aid the Senate Chair in clerical matters pertaining to the Senate;
  - ii. Ensure proper form and distribution of impeachment and censure resolution to the Senate Executive Council and all relevant parties;
  - iii. Collect minutes and legislation from Standing Committees upon their passing and distribute to the Senate Executive Council;
  - iv. Record and publish minutes of Senate Executive Council Meetings;
  - v. Provide templates to students drafting legislation formed according to the process set in the UKSGA Governing Codes;
  - vi. Serve as an ex-officio and non-voting member of the Senate Executive Council;
  - vii. Not hold another office within UKSGA; and
  - viii. During a vacancy of the office of Senate Clerk, the Senate Vice Chair shall be responsible for carrying out the duties of the Senate Clerk until the vacancy is filled.
- b. The Senate Parliamentarian shall:
  - i. Aid the Senate Chair in ensuring Robert's Rules of Order, 12<sup>th</sup> edition, and UKSGA Governing Codes pertaining to Senate and Standing Committee procedure are followed;
  - ii. Issue standing rulings on questions or issues of parliamentary procedure which may be found in Robert's Rules of Order, 12<sup>th</sup> edition, or UKSGA Governing Codes pertaining to Senate and Committee procedure;
    - A. These rulings may be overturned by the Senate Chair;
    - B. Rulings made by the Senate Chair or the Parliamentarian may be overruled by a simple majority of Senators present and voting.
  - iii. Provide a training on Parliamentary Procedure on Robert's Rules of Order, 12<sup>th</sup> edition, and UKSGA Governing Codes pertaining to Senate and Committee procedure;



- A. This training shall be offered to all Senators and made mandatory for newly elected or appointed Senators;
- iv. Serve as an ex-officio and non-voting member of the Senate Executive Council;
- v. Not hold another office within UKSGA;
- vi. Be available to rule on questions or issues of parliamentary procedure during Standing Committee meetings;
- vii. Hold speaking rights during Senate sessions; and
- viii. During a vacancy of the office of Senate Parliamentarian, the Senate Chair shall be responsible for carrying out the duties of the Senate Parliamentarian until the vacancy is filled.

A. A vacancy of Senate Parliamentarian shall not last more than five (5) weeks.

201.4 All legislative branch office that the Senate or Standing Committees fill(s) by election or appointment can be vacated by motions to vacate from the appropriate body, as prescribed in Robert's Rules of Order, 12<sup>th</sup> edition.

- a. A proper motion shall be, "I move to declare the office of [office] vacant."
- b. This motion must be seconded and approved by a two-thirds (2/3) vote of the entire body in which it is made for the vacancy to occur;
- c. Any member made to vacate an office must submit a resignation to the body;
- d. Should the office of any Chair be vacated, the Vice Chair shall preside over the body until a Chair is elected;
  - i. An office of the Chair may only be vacated by the membership of their respective Committee.
  - ii. If neither the Chair nor Vice Chair can preside over the body during any meeting, the body shall elect a Chair pro tempore as outlined in Robert's Rules of Order, 12<sup>th</sup> edition, until a Chair has been elected.
- e. This process shall not apply to Senators appointed to be removed from their Senate seats.

## CHAPTER 202: SENATE EXECUTIVE COUNCIL

202.1 There shall be a Senate Executive Council who shall do the following:

- a. Set the agenda for Full Senate meetings;
  - i. Review legislation for proper form and sponsorship;
  - ii. Make substantive changes they deem necessary;
  - iii. May send items to committees for further review;
- b. Have the power to grant emergency status to bills;
  - i. In extenuating circumstances, the Council may take action on an emergency status bill on behalf of the Senate;
- c. Reassign senators to committees as needed;
  - i. “As needed” may include health and safety concerns, equitable distribution of Senators and Senate Executive leadership, and at the request of Senators contingent upon availability;
  - ii. Reassignment outside the listed “as needed” circumstances will go before Full Senate as a Committee Assignment Roster before final approval;
- d. Create and populate ad hoc committees as they deem necessary;
- e. Rule on excuses for absences at senate meetings, committee meetings, Senator office hours, and accountability;
- f. Oversee the general operation of the Senate;
- g. Make mandatory any trainings they deem necessary for any member of the Senate. This shall be conducted by a simple majority vote.

## CHAPTER 203: SENATE COMMITTEES

203.1 The Senate shall establish the following standing committees:

- a. Appropriations and Revenue Committee
- b. Academic and Student Affairs Committee
- c. Operations and Evaluations Committee

203.2 For each respective committee, their primary responsibility shall be:

- a. Appropriations and Revenue Committee
  - i. Review and Approve the budget of the UKSGA;
  - ii. Review and grant allocation of money to registered student organizations as designated by the UKSGA Budget in accordance with viewpoint neutrality;
  - iii. Monitor the allocation of funds by the UKSGA;
  - iv. Approve executive appointments to the Department of the Wildcat Wardrobe and the Department of Communications and refer these to the Full Senate;
  - v. May review and approve legislation that has financial impact.
    - A. This clause empowers the Appropriations and Revenue Committee to consider legislation amending the Governing Codes that has a potential financial impact.
- b. Academic and Student Affairs Committee
  - i. Review and draft resolutions concerning changes or recommendations to academic policy;
  - ii. Identify university-wide academic issues and draft appropriate legislation to the Student Senate and appropriate university governing bodies;
  - iii. Work for the betterment of students' campus and academic experience through drafting resolutions on behalf of the student body;
  - iv. Approve executive appointments to the Department of Event Management and the Department of University Affairs, the Elections Board of Supervision, and of the Elections Commissioner and refer these to the Full Senate;
  - v. May review and approve legislation that has an impact on the representation of student voice, academic affairs, and student affairs;
    - A. This clause empowers the Academic and Student Affairs Committee to consider legislation amending the Governing Codes that has a potential impact on the representation of student voice, academic affairs, and student affairs.
  - vi. Review and grant allotted money to individual grant applicants as designated by the UKSGA Budget.
- c. Operations and Evaluations Committee

- i. May review and approve legislation affecting the structure of the UKSGA Governing Codes;
  - A. This clause shall not preclude the other standing committees from considering legislation altering the UKSGA Governing Codes and instead emphasizes the Operations and Evaluations Committee’s role in considering internal operations.
- ii. Approve executive appointments to the Department of Operations and refer these to the Full Senate;
- iii. Approve executive appointments to the Supreme Court and the positions of Chief of Staff and Attorney General and refer these to the Full Senate;
- iv. Approve appointments to the position of UKSGA Clerk and refer these to the Full Senate;
- v. Oversight of action following the passage of legislation;
- vi. Evaluation of active members of UKSGA, if necessary, and evaluation of UKSGA programming as prescribed in Chapter 508.

203.3 Temporary or ad hoc committees may be established for a particular purpose and a limited duration by resolution of the Senate or by the Senate Executive Council.

#### 203.4 Committee Membership

- a. Senate members shall be divided evenly between the three committees by the Vice President of UKSGA based on experience and preference;
- b. Committee assignments by the Vice President or committee reassignments by the Senate Executive Council shall be made into a Committee Assignment Roster to be approved only by the Full Senate and must be approved by a majority of the Full Senate before assignment may occur.

#### 203.5 Standing Committee Rules

- a. At the first meeting of each Standing Committee, during the first meeting of the Senate immediately following the election of the Senate Chair, each legislative cycle, the Standing Committees shall elect a Committee Chair and Vice Chair.
  - i. 203.5(a) shall not apply to the Senate Executive Council, with the Vice President serving as its Committee Chair and the Senate Chair serving as its Vice Chair.
- b. Standing Committee meetings may be called by their Committee Chair. Standing Committee meetings shall occur bi-weekly alternating with Full Senate meetings.
- c. A quorum of each Standing Committee is fifty (50) percent of the members assigned to that Standing Committee.
- d. The Vice Chair of each Standing Committee shall record the audio and the minutes of said Committee meetings and upload them to the designated channels made available to the public within twenty-four (24) hours.

- e. Should, for any reason, the Committee Chair of a Standing Committee be unable to perform their duties for the duration of a proposal, motion, or the entirety of the meeting, the Vice Chair of the Committee shall act as the Committee Chair. Should the Committee Chair and Vice Chair of a Standing Committee be unable to perform their duties for the duration of a proposal, motion, or the entirety of a meeting, then the Standing Committee shall elect a Committee Chair pro tempore to serve as the Committee Chair.
  - i. When acting as the Committee Chair, the Vice Chair shall designate an individual to perform the duties of the Vice Chair for the duration of their time serving as the Committee Chair.
- f. Informal discussion of a subject is permitted while no motion is pending.
- g. The Committee Chair shall ensure that all Standing Committee members clearly understand the matters before there may be a vote.
- h. The Committee Chair of each Standing Committee shall retain their right to speak in discussion and vote on matters before their Committee. This shall not preclude the Committee Chair from recommending motions be made by their Committee members.
- i. On all matters unaddressed by the Governing Codes and Constitution pertaining to the operation of Standing Committees, Robert's Rules of Order, 12<sup>th</sup> edition, shall be treated as the final authority.

203.6 Any member of UKSGA may request to appear before a committee. Approval of these requests will be the decision of the chair.

## CHAPTER 204: CAUCUSES

- 204.1 A caucus shall be defined as a standing group of University of Kentucky students that has been formally recognized by the UKSGA Senate, whose organization is aimed at solving a persistent issue on campus, in Lexington, or generally in society. Issues may include, but are not limited to:
- a. Sustainability
  - b. Legislative Affairs
  - c. Diversity and Inclusion
- 204.2 A caucus shall consist primarily of SGA members, including active members in the Executive and Legislative branches.
- 204.3 The caucus Chair must be an active UKSGA Legislative Branch member. The Chair may create other positions to assist in the administration of the caucus as they see fit.
- 204.4 In order to be recognized as a caucus, the potential caucus must have at least three (3) members and they must submit a Caucus Recognition Statement to the UKSGA Senate Chair. This Statement must contain the following information:
- a. Name of the caucus;
  - b. Description of the common cause of the standing group of students;
  - c. Description of the goals of the caucus and objectives of how they will work to achieve these goals;
  - d. Procedures for electing a Chair each academic year or semester;
  - e. A statement defining membership, in accordance with Administrative Regulation 4:1, Registration and Recognition of Student Organizations, stipulating that no caucus will be hindered or discriminated against in the ordering of its internal affairs, selection of its leaders and members, defining of doctrines and principles, and resolving organization disputes in the furtherance of its mission or in its determination that only persons committed to its mission should conduct such activities;
  - f. In all other respects, caucuses must comply with the University's nondiscrimination policy, Administrative Regulation 6:1, Policy on Discrimination and Harassment.
- 204.5 Upon receiving the Caucus Recognition Statement, the Senate Chair must present the Statement to the Senate Executive Council for review. If the Council finds that the potential caucus satisfies the aforementioned requirements and is in general compliance with the UKSGA Constitution and Governing Codes, the Senate Chair shall read the Caucus Recognition Statement at the next Full Senate, thereby formally recognizing the newly formed caucus. In the event the Senate Executive Council rejects a caucus application, they must specify the basis for their conclusion in writing.
- 204.6 Formally recognized caucuses shall have regular opportunities to report and speak at meetings of the Full Senate. Caucus members may seek recognition from the Caucus Chair or other Senators to speak as well.

- 204.7 If a caucus is unable to retain the minimum requirements for membership, the caucus shall no longer be recognized by the Student Government Association as a legitimate entity and must reapply to the Senate Executive Council for reconsideration.
- 204.8 A caucus in noncompliance with the UKSGA Governing Codes shall be subject to the impeachment and censure procedures of the UKSGA.
- 204.9 In addition to complying with the UKSGA Constitution and Governing Codes, caucuses shall be prohibited from endorsing or opposing a candidate for elected UKSGA office.

## CHAPTER 205: LEGISLATION

205.1 “Legislation” shall be defined as formalized proposals and measures, encompassing both bills and resolutions.

205.2 “Bill” shall be defined as a written motion expressing a formal opinion, intention, or decision, particularly addressing temporary or special matters.

205.3 “Resolution” shall be defined as a written motion expressing a formal opinion, intention, or decision, particularly addressing temporary or special matters.

205.4 Each piece of legislation shall include:

- a. An official title that adequately and fairly reflects its subject matter and purpose. The official title shall begin with the words “A BILL To” or “A RESOLUTION To,” followed by a brief description of the legislation;
  - i. If a piece of legislation is materially modified, or the scope of its application has been extended or decreased, the official title of the legislation shall be changed by the Senator introducing the legislation so as to indicate the full purport of the amended legislation.
- b. The name of the principal sponsor, followed by the names of all co-sponsors after the principal sponsor, listed in alphabetical order by their last name.
  - i. Only Senators have the authority to propose and sponsor legislation.
  - ii. Following the sponsor(s) listing, there shall be a statement specifying the origin of the legislation.
- c. A measure number assigned by the Senate Chair in the form of “SX.#.YEAR,” where ‘X’ indicates the type (‘B’ for bills, ‘R’ for resolutions), ‘#’ indicates the chronological sequence number, and ‘YEAR’ indicates the year of filing.
  - i. Once a piece of legislation has been assigned its measure number, it shall not be changed prior to its consideration by the Full Senate.
- d. An enacting clause that states the authority and intent of the legislation. Depending on the necessary approval threshold and if the legislation is either a bill or resolution, such clause shall read:
  - i. For bills requiring a simple majority: “BE IT ENACTED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION,”
  - ii. For bills requiring a two-thirds (2/3) majority: “BE IT ENACTED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION (TWO-THIRDS OF MEMBERS CONCURRING THEREIN),”
  - iii. For resolutions requiring a simple majority: “BE IT RESOLVED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION,”
  - iv. For resolutions requiring a two-thirds (2/3) majority: “BE IT RESOLVED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT



ASSOCIATION (TWO-THIRDS OF MEMBERS CONCURRING THEREIN),”

- v. For resolutions requiring a three-fourths (3/4) majority: “BE IT RESOLVED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION (THREE-FOURTHS OF MEMBERS CONCURRING THEREIN),”
- e. The date of introduction in the form of “Month Day, Year.”
- f. A short title section, mandated under “Section 1,” including:
  - i. The statement: “This Act may be cited as the...”
  - ii. A concise, descriptive name summarizing the legislation’s primary intent and contents.
- g. A body section, containing the substantive content, arranged into sections, subsections, paragraphs, and clauses as deemed necessary, following the existing numerical order of the UKSGA Constitution and UKSGA Governing Codes.
  - i. The title for sections may either be “Body,” the short title from “Section 1,” or another heading that aptly describes the section’s content.
- h. A uniform computer-typed format, with all text typed in Times New Roman font, size 12 points.
  - i. For distinctiveness, the measure number, and the beginning of the official title (“A BILL” or “A RESOLUTION”) may be formatted in a font size ranging from 12 to 22 points.

205.5 Legislation may include a preamble defined as a short body of text that explains the reasons and objectives of the measure. The preamble shall come before the enacting clause. The preamble shall consist of one or more clauses, each beginning with the word “WHEREAS” and ending with a semicolon. The last clause shall end with a colon, followed by the words “THEREFORE.”

205.6 Any additional information pertinent to the legislation but not directly part of the substantive provisions, such as varying effective dates, supporting data, or supplementary details, shall be included in subsequent sections following the mandatory body section(s). These sections should be clearly labeled to reflect their content and arranged to maintain the coherence and logical flow of the legislation.

205.7 All legislation submitted to the Senate Chair or any standing committee shall:

- a. Be prepared as a separate electronic document. No two pieces of legislation are to be included within the same document, ensuring clear distinction and organization.
  - i. Senators may motion to consolidate multiple pieces of legislation into a single comprehensive bill or resolution, henceforth known as an Omnibus Bill or Resolution. This consolidation aims to streamline related legislative matters into one cohesive package.

- A. Within a committee, an Omnibus Bill or Resolution may be introduced initially as such or proposed for consolidation after individual pieces of legislation have received committee approval.
  - B. Proposing a consolidation into an Omnibus Bill or Resolution necessitates a two-thirds (2/3) majority approval from Senators present and voting.
  - C. At any meeting, Senators may motion to separate a specific piece of legislation from an Omnibus Bill or Resolution for independent consideration. This motion requires a simple majority vote of Senators present and voting to pass.
- b. Adhere to the legislative templates provided by the UKSGA Clerk. These templates shall be designed in accordance with the UKSGA Governing Codes to ensure uniformity and standardization.
  - c. Clearly indicate any new text in red and deletions from the existing text with a strikethrough.
- 205.8 All legislation shall aim to be written using language that is clear, concise, and coherent, ensuring it is straightforward and easy for all members to comprehend and follow. Efforts should be made to prevent ambiguity, inconsistency, redundancy, and vagueness in any form. It is recommended to utilize simple terminology and sentence structures, alongside an active voice and verbs, while ensuring that all statements are direct and affirmative.
- 205.9 The UKSGA Clerk is authorized to make corrections of typographical errors in the text of legislation at any time prior to ratification. Before the correction is made, the UKSGA Clerk shall have the approval of the Senate Chair.
- 205.10 These rules shall not apply to legislation referred to or originating from the Appropriations and Revenue Committee.

## CHAPTER 206: PROCEDURE

- 206.1 “Quorum” shall be met when 50% of currently serving Senators are present and voting, as defined in the UKSGA Constitution.
- 206.2 “Amendment” shall be defined as a proposed change to a pending piece of legislation or the UKSGA Constitution.
- 206.3 All legislation shall be formally filed with the Senate Chair who shall refer the legislation to the Senate Executive Council, who shall then determine the appropriate standing committee for referral per the UKSGA Constitution and UKSGA Governing Codes.
- a. Legislation may also originate from one of the standing committees and Senators may opt to file the legislation direction with the appropriate Committee Chair.
  - b. Legislation shall be considered by committees in accordance with the UKSGA Constitution and UKSGA Governing Codes.
  - c. No legislation shall be voted on in the Full Senate without prior approval through one of the standing committees unless otherwise stated within the UKSGA Constitution or UKSGA Governing Codes.
- 206.4 For both committee and Full Senate meetings, the following protocols shall be observed:
- a. No less than twenty-four (24) hours in advance of any regularly scheduled meeting, whether it be of a standing committee or the Full Senate, the respective Chair is responsible for distributing the meeting agenda to all relevant members via electronic mail.
  - b. Upon receipt of legislation to a standing committee, either from the Senate Executive Council or through direct filing, the respective committee shall list the legislation under the ‘New Business’ section of the upcoming committee meeting agenda. Similarly, for Full Senate meetings, any legislation slated for consideration must also be listed under ‘New Business.’ In both cases, legislation will be identified by either its official title or short title. For Full Senate meetings, the agenda shall also include the legislation’s measure number.
  - c. Each item on the agenda, including individual pieces of legislation, must be attached as separate documents within the same electronic mail message that contains the meeting agenda for both committee and Full Senate meetings. No two pieces of legislation are to be included within the same document unless consolidated into an Omnibus Bill or Legislation.
- 206.5 The process for amending legislation, is as follows:
- a. In a standing committee meeting, any Senator is entitled to propose amendments to legislation under consideration.
  - b. In a Full Senate meeting, any Senator is entitled to propose amendments to legislation under consideration, regardless of their committee membership status.
  - c. Proposed amendments under consideration shall be written in computer-type form and provided to all voting members for review before a vote.

- d. Proposed amendments will be subjected to debate and consideration by the respective bodies. All Senators can contribute to discussions and suggest modifications to the legislation.
- e. In order for legislation to be amended, all amendments must be approved by a simple majority of Senators present and voting within committees and in the Full Senate.
- f. A piece of legislation can be amended without needing a vote if the principal sponsor consents to the amendment, but only if no other Senator objects, a Senator objecting to the amendment shall trigger a debate and vote on the amendment.
- g. If legislation is approved with amendments within a committee, these changes must be clearly marked in the text before it is introduced to the Full Senate. Deletions should be indicated with an italicized strikethrough and addition in italicized red text.
- h. All amendments shall be germane to the original subject matter of the legislation. The question of germaneness is in order at any time the legislation is before a body prior to final action on the legislation.

206.6 If a piece of legislation within a committee receives approval through a simple majority vote of the present and voting committee members, the legislation shall be referred to the Senate Chair for its required inclusion in the subsequent Full Senate meeting agenda, unless otherwise stated within the UKSGA Constitution or UKSGA Governing Codes.

206.7 During Full Senate meetings, the Committee Chairs of each standing committee or a designated Senator by their respective Committee Chair, is obligated to present the committee report from the preceding committee meeting.

- a. Committee reports shall encompass the minutes of the preceding committee meeting. The minutes are to be submitted to the UKSGA Clerk no later than twenty-four (24) hours after the conclusion of the preceding committee meeting.
- b. The presenting Senator shall speak on the principal items discussed or voted upon during the committee meeting. Any legislative pieces subjected to a vote shall be distinctly mentioned and include the outcome of the vote. In instances where legislation has secured committee approval, it shall be explicitly stated that a committee quorum was in attendance and a majority of the members present and voting affirmed the legislation.

206.8 The Senate Chair shall oversee the maintenance of comprehensive and accurate records for the Senate, ensuring transparency and public access to legislative information.

- a. This shall include agendas and minutes of all Senate meetings; agendas, minutes, and/or reports of all standing or ad hoc committees of the Senate; comprehensive financial records of the Senate; documentation relating to Senate ethics; the most recent Senate roster; the latest published copy of the UKSGA Governing Codes; the complete set of documents on every measure introduced or examined in the Senate; and any other documents deemed significant for Senate operations.
- b. All legislation passed by the Senate shall be considered public record. These records shall be made available on the UKSGA website and the UKSGA BBNvolved page.

- c. The UKSGA Clerk, in collaboration with the Senate Chair and the Executive Director of Operations, shall ensure that records are not only maintained accurately but also made easily accessible to the public. This includes timely updates to the UKSGA Legislative Archive on the official website, which will systematically organize all legislation by academic year with necessary details, after consideration in a Full Senate meeting, which shall include:
  - i. The official title and short title of each legislation, accompanied by a link to its full text in PDF (Portable Document Format);
  - ii. The unique legislative measure number assigned to the legislation;
  - iii. The name(s) of the legislation's sponsor(s);
  - iv. The legislation's final status in the Senate, including the outcome of the vote;
  - v. The legislation's final disposition, specifying whether it was approved, vetoed, or if action by the Student Body President was not applicable.

206.9 Any Senator may motion to refer legislation back to its respective committee for further deliberations. This motion requires the consent of a simple majority of the Full Senate present and voting to be enacted. Additionally, the principal sponsor of the legislation is granted the authority to recall the legislation for further committee deliberations prior to the commencement of the Full Senate meeting.

206.10 The voting process, applicable to both committee and Full Senate meetings is established as follows:

- a. Senators shall retain the unequivocal right to vote on each question presented, with one vote per question, unless otherwise stipulated by the UKSGA Constitution or UKSGA Governing Codes. Alongside the privilege of voting, Senators may choose to vote affirmatively, negatively, or abstain from voting altogether.
- b. Meetings shall employ one of three distinct methods of voting, dependent upon the nature of the matter requiring resolution:
  - i. A voice vote shall be the default method for matters requiring a simple majority for approval. In a voice vote, Senators express their support by saying 'Aye' or 'Yea' and express their opposition by saying 'Nay' or 'No.' A voice vote may also be defined to include votes via electronic tabulation and/or teleconferencing communication. This method facilitates a rapid assessment of the collective will without attributing votes to individual Senators.
  - ii. A roll call vote shall be the default method for matters requiring more than a simple majority for approval or following a successful motion. In a roll call vote, Senators are called upon individually to state their vote aloud. This process provides a clear count of votes without recording names.
    - A. Senators may motion for a roll call vote; this shall require the approval of one-third (1/3) of the Senators present and voting.

iii. A recorded vote is an extension of the roll call vote, where each Senator's vote is recorded by name. This method is used upon a successful motion, ensuring full transparency of voting position.

A. Senators may motion for a recorded vote; this shall require approval of two-fifths (2/5) of the Senators present and voting.

206.11 Following the passage of legislation in the Senate:

- a. The Senate Chair is responsible for officially certifying the passage of legislation. This certification must reflect the specific voting outcome, indicating whether approval was by a simple majority, a two-thirds (2/3) majority, or a three-fourths (3/4) majority of the Senators present and voting.
- b. Within three (3) business days following the passage of legislation, the Senate Chair is required to sign a copy of the approved legislation which is to be delivered promptly to the Student Body President for further action.

206.12 The procedure for the enactment of legislation includes:

- a. Legislation is enacted into law following its passage by the Full Senate and subsequent signature by the Student Body President, except where specified otherwise in the UKSGA Constitution or UKSGA Governing Codes.
- b. If the Student Body President neither signs nor vetoes the legislation within seven (7) business days following its passage by the Senate, the legislation shall automatically become law. This automatic enactment is to be formally recorded by the Senate Chair and documented within the UKSGA Legislative Archive.
- c. Signed copies of enacted legislation must be distributed to all relevant parties within five (5) business days following enactment.
- d. Following action by the Student Body President on the legislative item, the copy of the item shall be returned to the UKSGA Clerk for maintenance of records. If the Student Body President neither signs nor vetoes the item, as outlined in 206.12(b), the item shall be returned to the UKSGA Clerk with only the Senate Chair's signature, and Presidential inaction shall be documented in the legislative record.
- e. The Student Body President and UKSGA Clerk shall retain a joint record of all signed legislation, which will be archived as part of the official UKSGA legislative record and remain in a designated binder in the UKSGA office.

206.13 The veto process is as follows:

- a. In the event of a veto, the Student Body President is required to return the vetoed legislation to the Senate Chair accompanied by a veto message within seven (7) business days of its receipt.
- b. The veto message must include the date of the veto, the legislation's original measure number, its official title, and may also contain an explanation for the veto. The message must conclude with the signature of the Student Body President.
- c. Upon delivery of the vetoed legislation, the Senate Chair will present the veto message at the next Full Senate meeting, where any Senator present and voting may

propose a motion to override the veto. An override of the veto requires a two-thirds (2/3) majority vote of the Senators present and voting.

- d. During the discussion to override the veto, there shall be no amendments or modifications to the legislation under consideration.
- e. If the override motion does not achieve the required two-thirds (2/3) majority, the veto shall remain in effect. If the motion succeeds, the legislation is enacted into law despite the veto, and the Senate Chair shall note the veto override on the official record.

206.14 At the conclusion of each academic year, a joint effort between the UKSGA Clerk and the Attorney General shall be undertaken to compile all legislation approved by the Senate into the “Annual Legislative Compilation.” This compilation will be maintained both as a physical binder within the UKSGA Office and in digital format, made accessible on the UKSGA website and the UKSGA BBNvolved page. The purpose of this compilation is to ensure that all legislative actions taken within the academic year are systematically organized and readily available for reference.

- a. Previous editions of the Annual Legislative Compilation will be archived and made available on the UKSGA Legislative Archive, accessible through the UKSGA website.

206.15 The Student Body President and Vice President shall be granted time to address the Senate at each meeting after old business and new business items during the period referred to as “Officer Reports,” as explained in Robert’s Rules of Order, 12<sup>th</sup> edition. During this time, the Student Body President and Vice President may speak on any matters pertaining to the Student Government Association.

206.16 All members of UKSGA shall be granted a time to address the Senate after old and new business items have been discussed during the period referred to as “Members’ Privilege.” All members of UKSGA shall be allowed to speak once during this time.

206.17 In all matters before the Senate, no Senator shall speak twice on an item before another Senator has spoken once on that item. Should no Senator wish to speak for the first time, then any Senator who has already spoken may speak. This process shall continue to apply for the third time a Senator wishes to speak on an item and repeat thereafter for each subsequent time they desire to speak.

- a. Individuals, Senators or otherwise, shall speak for at most seven (7) minutes in any given instance during discussion on a given item before the Senate.
  - i. The Senate Chair, at their discretion, may waive this requirement for business items, including but not limited to presentations, guest speakers, and other items identified by the Senate Executive Council.

206.18 On all matters unaddressed by the Governing Codes and Constitution pertaining to the operations of the Senate, Robert’s Rules of Order, 12<sup>th</sup> edition, shall be treated as the final authority.

- a. Any rule(s) for Full Senate and Standing Committee meetings outlined by Robert’s Rules of Order, 12<sup>th</sup> edition, may be suspended for a specific duration of a meeting. This shall be done by a majority vote of the body.

## CHAPTER 207: REGISTERED STUDENT ORGANIZATION APPROPRIATIONS

207.1 As used in this chapter, unless the context otherwise specifies:

- a. “Registered Student Organization (RSO)” means a student organization that is officially registered with the University of Kentucky
- b. “Funding Request means any application for appropriation of funds. Funding requests include General Funding Requests, Service Grants, Travel Grants, and Recruitment Grants.
  - i. The application is found online on UKSGA’s BBNvolved page.
- c. “Fiscal Year” is observed to be July 1<sup>st</sup> to June 30<sup>th</sup>.
- d. “A&R” refers to the Appropriations and Revenue Committee.

207.2 The following are the general rules for all Registered Student Organization funding:

- a. An organization must be a Registered Student Organization through the University of Kentucky at the time the reimbursement is disbursed.
- b. All funding request forms can be found on BBNvolved and must be filled out correctly using the official UKSGA form via BBNvolved.
- c. All funding requests must include an itemized budget of all expenses.
- d. The A&R Committee must approve all requests. A representative must appear in person at the committee meeting to speak on behalf of the funding request.
  - i. All RSOs will be given at least twenty-four (24) hours’ notice of the meeting in which their request will be discussed.
- e. UKSGA reserves the right to request its name and logo be displayed on all materials associated with the project or event. The following disclaimer may be substituted for the name and logo, “Funded by Student Government.” For events that are partially funded by UKSGA, the disclaimer may read, “Funded in part by Student Government.”
  - i. All promotional materials must be submitted to the Executive Director of Marketing and Communications for approval no later than one week prior to the UKSGA-sponsored event if requested by the A&R Chair.
- f. UKSGA is not responsible for expenses that exceed the approved allocation.
- g. UKSGA will only reimburse original receipts submitted by the RSO within thirty (30) days following the last day of the event or purchase.
- h. UKSGA funds appropriated must be used for the purposes stated in the funding request. If the nature of the approved funding significantly changes, the RSO must re-apply to the committee before proceeding with using approved funds.
- i. UKSGA will not disburse funds to cover expenses until after the event or purchase has occurred.
- j. UKSGA will not fund certain items listed below:
  - i. Food and beverages



- ii. Non-university-approved printing or duplicating services
  - iii. Subscriptions
  - iv. Taxes
  - v. Management or consulting fees
  - vi. Organizational membership dues
  - vii. Personal gifts, T-shirts, donations, or contributions
  - viii. Financial aid or academic scholarships
  - ix. Expenses incurred prior to UKSGA approval
  - x. Prizes, awards, or trophies
  - xi. Grants which provide direct wages, stipends, or other cash compensation to another University of Kentucky student, for goods or services provided to a student organization
- k. An RSO can only receive \$2,000 total via funding request(s) per fiscal year.
  - l. If an RSO does not submit a funding application twenty-one (21) days prior to their event/purchase, the A&R Chair has the right to decline said RSO's application.
  - m. All funding requests submitted by an RSO to the A&R Committee will be considered in accordance with viewpoint neutrality via a standard grant rubric in order to ensure fairness and equitability throughout the consideration process.

207.3 The following describes the payment process for funding:

- a. After a funding request has been approved and communicated to the RSO by the A&R Committee, the RSO must meet with the Office Manager within five (5) business days.
- b. To receive full allocated funding the RSO must complete the required evaluation survey provided by the A&R Committee within two (2) weeks following the sponsored event or when expenses are incurred.
  - i. Failure to do so could result in the RSO not receiving their reimbursement.
- c. All transactions will be done by direct billing for internal University of Kentucky expenses or preferably reimbursement. The decision as to the process will be at the discretion of the UKSGA Office Manager.

207.4 The following are the details of the funding request process:

- a. Funding Requests must have the following general information:
  - i. Title of Request
  - ii. Amount of Request
  - iii. Organizational Information
    - A. Organization Name
    - B. Organization Contact

- C. Phone Number
- D. Email Address
- b. Funding Request Forms must ask specific questions about the details of the Request. The following questions must be answered in the form.
  - i. Describe the funding request in detail.
  - ii. What is the mission and purpose of the organization?
  - iii. Include the date, time, and location of the event.
  - iv. How has the organization (or individual members) raised funds to prepare for this project/event?
  - v. Total members in the RSO
  - vi. If an event, what is the estimated attendance at the event? If not, what is the total amount of people to be impacted by this grant?
- c. An RSO will be expected to itemize the costs associated with their event/purchase via the official Funding Request Form
  - i. Requested Funding
    - A. A List of Items
    - B. Quantity of Items
    - C. Cost per Item
    - D. Total Cost
  - ii. The Total Cost of Running the Event (Requested + Provided)
- d. Funding Requests may include any other pertinent information deemed necessary for the applicants per the discretion of the A&R Chair.

207.5 The following are the terms and conditions of funding:

- a. The funding requests will have the Terms and Conditions included as part of the official Funding Request Form. This statement will outline the stipulations of funding and will include the following clauses:
  - i. UKSGA will not disburse funds to cover expenses in advance of the event or purchase.
  - ii. UKSGA will not reimburse any expenses for printing and duplicating services performed by vendors other than University of Kentucky-approved printing services.
    - A. If a printing service is not offered through the University of Kentucky, an outside printing service may be used with approval from both the A&R Chair and the UKSGA Office Manager.
  - iii. The UKSGA Office Manager must receive all receipts within thirty (30) days of the final date of the event or purchase.

- iv. UKSGA funds will only be available during the fiscal year that the funds were allocated.
  - v. To be eligible to receive funding for international travel, student organizations must participate in an in-person orientation with the University of Kentucky's Director of International Health, Safety & Security, at least forty-five (45) days before departure.
- b. The funding request will be reviewed by the A&R Committee pursuant to an applicable, viewpoint-neutral rubric drafted by the A&R Chair following careful consultation with the UKSGA Advisor.
- i. There may be a rubric created for each grant to best evaluate the funding request.

207.6 The following describes the type of funding that UKSGA offers:

- a. General Funding Grant
  - i. An RSO may receive a maximum of \$1,000 per General Funding application.
  - ii. An RSO may receive one General Funding Grant per semester and receive a maximum of \$2,000 each fiscal year in General Allocation Funding.
- b. Service Grant
  - i. A Service Grant is a funding request in which any registered student organization can apply for the purpose of carrying out a community service project. An RSO may receive a maximum of \$2,000 each fiscal year in Service Grant Funding.
- c. Travel & Conference Grant
  - i. A Travel & Conference Grant is a funding request in which any registered organization may apply to obtain funding for an Academic or Professional Conference that is closely relatable to the purpose of the RSO. Academic and Professional Competitions will also be considered. An RSO may receive a maximum of \$2,000 each fiscal year through the Travel & Conference Grant.
- d. Recruitment Grant
  - i. A Recruitment Grant is a funding request in which any RSO may apply for funding for the purpose of recruiting new members from the University of Kentucky student body to join their organization. An RSO may receive a maximum of \$2,000 each fiscal year through the Recruitment Grant.

207.7 The Senate Chair and the A&R Chair are responsible for the reaction and maintenance of the funding request application.

207.8 All Funding Requests will be heard by the A&R Committee except in extraordinary circumstances as determined by the Senate Chair and A&R Chair.

- a. In an "extraordinary circumstance," the A&R Chair has the power to approve funding on behalf of the A&R Committee.

207.9 The final decision in multiple applications and all rules herein lies with the Appropriations and Revenue Committee. If an RSO's funding proposal is denied by the A&R Committee, they may appeal that decision via the process outlined herein.

- a. A link to the appeals form or a description of appeals should be sent in denial and acceptance emails to the registered student organization's representatives. The appeals form should also be available on the UKSGA website and UKSGA's BBNvolved page.
- b. The RSO may first appeal the decision to the Appropriations and Revenue Committee. If their denial is upheld by A&R, they may then present their appeal to the Senate Executive Council. If their denial is upheld by that body, they may then proceed to the UKSGA Supreme Court. Finally, if their denial is upheld by that body, they may then choose to proceed to the University's Dean of Students or their designee.
- c. All decisions appealed will be reviewed *de novo*. The UKSGA Vice President shall be considered the presiding officer over this hearing body unless recused. If the UKSGA Vice President is recused, the Senate Chair shall be considered the presiding officer over this hearing body, unless recused. If the Senate Chair is recused, the remaining members of the Senate Executive Council shall elect from their ranks a presiding officer.
  - i. The Presiding Officer shall only cast a vote in the event of a tie.
  - ii. The composition of the Senate Executive Council sitting as a hearing body shall be as prescribed by the UKSGA Constitution. The A&R Chair shall be automatically recused from the Senate Executive Council while sitting for this hearing and determining the issue. All other members of the Senate Executive Council have the right to recuse themselves for good cause and the responsibility to recuse themselves for conflicts of interest.
- d. Both UKSGA and the Registered Student Organization have the right to representation in front of each hearing body. In each appeal, the interest of UKSGA will be represented by:
  - i. the A&R Chair and/or other designee to Senate Executive Council (and therefore must recuse themselves from the decision);
  - ii. the Attorney General of the UKSGA with assistance from the A&R Chair and/or other designee in front of the Supreme Court of UKSGA; if the Attorney General cannot or will not zealously represent the decision of the Senate Executive Council, the Council may vote to replace them with proper representation;
  - iii. the President of UKSGA with assistance of the Attorney General of UKSGA with assistance from the A&R Chair and/or other designee to the Dean of Students or their designee; if the UKSGA President cannot or will not zealously represent the decision of the UKSGA Supreme Court, the Court may vote to replace them with proper representation.

- e. Any registered student organization whose funding application has been denied has the right to appeal via the process as outlined above.
- f. A written opinion is required to be submitted by every respective hearing body following an appeal hearing. This written opinion must detail their disposition and must be sent to all parties involved in a timely manner following the hearing. The written opinion must be kept on file within the records of the UKSGA Office by the Attorney General.
- g. The Senate Executive Council may debate the disposition of the body in private with invited, non-involved guests. The Senate Executive Council's presiding officer, during its consideration of the issue, shall select one or more authors who can deliver the majority of the Senate Executive Council to their disposition. These authors are encouraged, but not required, to attach their names to the opinion and disposition.
  - i. Dissenting opinions shall not be published by the Senate Executive Council. However, letters by dissenting Senate Executive Council members may be sent to the UKSGA Supreme Court if the decision is appealed to that body.
- h. The registered student organization's leadership will initially have three (3) days from the day that they are notified by the A&R Chair of the Committee's decision to notify the Senate Executive Council that they wish to appeal the decision of the Committee. If this is completed within three (3) days, the registered student organization will have the automatic right to a hearing within fourteen (14) days of the initial decision. However, if an appeal is not submitted within three (3) days, the UKSGA Senate Chair has the discretion to allow an appeal to be submitted up to fourteen (14) days after the initial decision. The UKSGA Senate Chair is encouraged to grant said appeal request. If such a discretionary appeal is granted, a hearing of the Senate Executive Council will be held within fourteen (14) days.
  - i. The Senate Executive Council shall issue their disposition of the issue before it within fourteen (14) days of the appeals hearing. The Senate Executive Council shall issue a full opinion within fourteen (14) days of the hearing.
  - ii. The party with the right of appeal after the disposition of the Senate Executive Council shall have seven (7) days to file an appeal with UKSGA pursuant to the procedures of the UKSGA Supreme Court. The UKSGA Supreme Court shall hear and consider this matter pursuant to the UKSGA Constitution and Governing Codes. The UKSGA Supreme Court shall issue a full opinion and disposition within fourteen (14) days of hearing the appeal.
  - iii. The party with the right of appeal after the determination of the UKSGA Supreme Court shall have fourteen (14) days to file an appeal with the University's Dean of Students pursuant to any procedures they may prescribe.
- i. Any evidence submitted by a registered student organization they wish to be considered in their appeals hearing should be arranged in a clear, organized fashion.
  - i. Evidence from the registered student organization and the A&R Committee may be submitted to the Senate Executive Council until seventy-two (72) hours before the hearing begins. Such evidence will be shared with the representatives of both parties. New evidence may not be introduced upon

appeal to the UKSGA Supreme Court or the Dean of Students, absent extraordinary circumstances.

- ii. All evidence provided to the Senate Executive Council shall be considered anew at each level of the registered student organization's appeal.

## CHAPTER 208: STUDENT GRANT ALLOCATIONS

208.1 As used in this chapter, unless the context specifies otherwise:

- a. “Undergraduate Member” shall refer to any member of the UKSGA classified by the University of Kentucky as an undergraduate student.
- b. “Graduate/Professional Member” shall refer to any UKSGA member classified by the University of Kentucky as a graduate or professional student.
- c. “Dependent” shall refer to any individual a student may have legal guardianship over.
- d. “Funding Request” shall refer to any application, submitted through BBNvolved or the equivalent platform as designated by the University of Kentucky Office of Student Organizations and Activities, for the Professional Development Grant, the Professional Readiness Grant, and/or Graduate Prep Book Grant.
- e. “Fiscal Year” shall refer to the period from July 1<sup>st</sup> of each year to June 30<sup>th</sup> of the subsequent year.
- f. “ASA” shall refer to the Academic and Student Affairs Committee.

208.2 The following describes the funding available through UKSGA for undergraduate members:

- a. Professional Development Grant
  - i. An undergraduate member may request up to \$300 in reimbursement for professional development opportunities, including but not limited to attending or presenting at professional conferences, seminars, and research conferences.
  - ii. Applicants shall only receive their allotted amount after providing receipts verifying attendance and expenses.
  - iii. An undergraduate member may receive up to one Professional Development Grant per fiscal year.
- b. Graduate Prep Book Grant
  - i. An undergraduate member may request up to one (1) piece of study materials for any graduate or professional school entry exam, such as the LSAT or MCAT, with a value of no more than \$75.
  - ii. An undergraduate member may receive up to one (1) Graduate Prep Book Grant per fiscal year.

208.3 The following describes the funding available through UKSGA for graduate/professional members:

- a. Professional Development Grant
  - i. A graduate/professional member may request up to \$300 in reimbursement for professional development opportunities, including but not limited to attending or presenting at professional conferences, seminars, and research conferences.
  - ii. Applicants shall only receive their allotted amount after providing receipts verifying attendance and expenses.

- iii. A graduate/professional member may receive up to one Professional Development Grant per fiscal year.
- b. Professional Readiness Grant
  - i. A graduate/professional member may request up to \$300 in reimbursement for professional readiness opportunities, defined as any licensure or professional examinations.
  - ii. Applications shall only receive their allotted amount after providing receipts verifying their payment for the relevant examination.
  - iii. A graduate/professional member may receive up to one Professional Readiness Grant per fiscal year.
- c. Graduate Prep Book Grant
  - i. A graduate/professional member may request up to one (1) piece of study materials for any graduate or professional school entry exam, such as the LSAT or MCAT, with a value of no more than \$75.
  - ii. A graduate/professional member may receive up to one (1) Graduate Prep Book Grant per fiscal year.

208.4 The following describes funding supported by UKSGA to support graduate/professional and undergraduate members:

- a. Childcare/Dependent Grant
  - i. A member may request up to \$1,000 should they have one (1) dependent.
  - ii. A member may request up to \$1,500 should they have two (2) or more dependents.
  - iii. Applicants must provide documentation verifying dependency or risk denial of their application.
  - iv. A member may receive up to one (1) Childcare/Dependent Grant per academic year.
    - A. Chapter 208.4(a)(iv) shall not be interpreted to prevent granting more than one (1) Childcare/Dependent Grant per household per fiscal year.

208.5 The ASA Chair shall publish forms on BBNvolved for each of the aforementioned grants, excluding those established in Chapter 208.4, that will receive the relevant funding requests no later than the second week of classes of the fall semester of each academic year. The ASA Chair shall maintain and monitor applications submitted through this form.

- a. For grants for which both undergraduate and graduate/professional members are eligible, one (1) joint application shall be published.

208.6 The forms referenced in Chapter 208.5 shall include all details deemed pertinent by the ASA Committee Chair but must include the following:

- a. The eligibility requirements for each grant;
- b. The amount of funding available to each grant applicant; and
- c. A timeline for approval or denial for each grant.



208.7 The forms referenced in Chapter 208.5 shall collect the following information from applicants:

- a. Their name;
- b. Their LinkBlue;
- c. Their Student ID number;
- d. Their University of Kentucky-assigned email address; and
- e. The pertinent documentation or information necessary to determine eligibility for the grants as established in Chapters 208.2 and 208.3.

208.8 The ASA Chair shall coordinate with the UKSGA President and the Office of Student Success to ensure the efficient marketing and allocation of funds for the grants established in Chapter 208.4.

208.9 ASA shall approve all applications for the grants established in Chapters 208.2 and 208.3 if the applicant fully completes the form(s) and provides all proper documentation. Should ASA have no funding remaining in their allocation for the current year, then ASA shall not review any further applications until such a time that more funding becomes available.

208.10 Only ASA shall have the authority to hear and approve the grants established in Chapters 208.2 and 208.3.

- a. In extraordinary circumstances, the Senate Chair and the ASA Committee Chair may hear and approve the grants established in Chapters 208.2 and 208.3.
  - i. Extraordinary circumstances include but are not limited to the ASA Committee's inability to meet due to an academic break or other unforeseen circumstances.

208.11 The UKSGA Office Manager shall establish the timeline for applicants to meet with the Office Manager and provide any necessary receipts.

208.12 The UKSGA Office Manager shall establish the systems and timeline for disbursing funds in accordance with Chapter 208 and the UKSGA Budget.

208.13 Any applicant who fails to collect their allotted funds by the end of the academic year shall forfeit the right to said funding.

208.14 UKSGA is not responsible for any expense beyond the amount allotted by ASA.

## CHAPTER 209: VIEWPOINT NEUTRAL COMPLIANCE AND ACCOUNTABILITY

- 209.1 This section shall focus on a removal process for A&R Committee or ASA Committee member noncompliance with viewpoint neutrality as it is defined by the Supreme Court of the United States of America and other binding laws, rules, regulations, etc.
- 209.2 A perceived infraction of any member of an A&R Committee or an ASA Committee may be reported via an anonymous form that shall be included in acceptance and denial emails sent to grant applicants. This form will also be made available on the UKSGA website and on UKSGA's BBNvolved page. This form should be accessible and constantly monitored by the Senate Chair and/or their designee. The Senate Chair and/or their designee should inform the member of the reported infraction as soon as they are aware of the submission.
- 209.3 A reported infraction shall be heard by the Senate Executive Council prior to the next A&R Committee or ASA Committee meeting unless the next A&R or ASA meeting is five (5) days or less from the report of a perceived infraction. In such case, the Senate Executive Council must hear the reported perceived infraction before the next Full Senate meeting.
- a. A determination shall be made within fourteen (14) days of the hearing, unless the Senate Executive Council decides, by a majority vote of its membership, to certify the question to the Vice President for Student Success or their designee.
  - b. During said hearing, the Senate Executive Council will review relevant materials, such as evidence that has been submitted, meeting recordings, and the viewpoint-neutral rubric utilized by the Committee and determine the potential noncompliance of the Committee member.
  - c. During the hearing, both parties shall have the right to representation.
  - d. If at any time the issue resolves itself through the withdrawal of the complaint, the resignation of the Senator from the A&R Committee, the ASA Committee, or the UKSGA Senate as a whole, or by any other means, the proceedings may be dismissed and the certified question, if present, may be withdrawn before determination.
  - e. The Senate Executive Council may debate the disposition of the body in private with invited, non-involved guests. The Senate Executive Council's presiding officer, during its consideration of the issue, shall select one or more authors who can deliver the majority of the Senate Executive Council to their disposition. These authors are encouraged, but not required, to attach their names to the opinion and disposition.
- 209.4 If by a preponderance of the evidence the Senate Executive Council determines that the Senator was noncompliant with viewpoint neutrality, then the Executive Council shall conclude such.
- 209.5 Any evidence submitted by a Senator that they wish to be considered in the hearing should be arranged in a clear, organized fashion. Evidence outside of that submitted by a Senator may be utilized.
- a. Evidence from both sides may be submitted to the Senate Executive Council until seventy-two (72) hours before the hearing begins. Such evidence will be shared with the representatives of both sides.

209.6 If the A&R Chair or the ASA Chair is the member against which the infraction report is made, they shall be automatically recused from the decision.

209.7 If the issue that arises involves a complex or otherwise difficult matter, the Senate Executive Council may certify the question to the University's Office of Legal Counsel for a determination. The Senator against which the infraction has been reported must be notified at least twenty-four (24) hours before such a question is sent. Such a determination on the certified question is binding and must be adopted by the Senate Executive Council.

209.8 There shall be no appeal from a determination by the Senate Executive Council.

209.9 If the determination is made that an infraction was committed, then immediate removal from the A&R Committee or ASA Committee is required. The Senator shall not be assigned to sit on the A&R Committee or ASA Committee for the remainder of the legislative cycle during which they were removed for said infraction.

- a. Beyond removal from A&R or ASA, the Senate Executive Council can implement a range of options, ranging from reassigning the Senator to another committee, should they see fit, to seeking further disciplinary action, such as censure or impeachment processes, as outlined in the UKSGA Constitution and Governing Codes.
- b. The Senate Executive Council shall also order the immediate reconsideration of any funding determination materially affected by the Senator's noncompliance. Such a recommendation shall be transmitted to the Appropriations and Revenue Chair or the Academic and Student Affairs Chair as a list of grant applicants to be reconsidered. The Appropriations and Revenue Committee or the Academic and Student Affairs Committee is authorized to reconsider such application.

## CHAPTER 210: ACCOUNTABILITY

- 210.1 “Censure is defined as a resolution passed by the Senate in lieu of impeachment. In effect, “censure” is a written reprimand given to an official whose actions may have warranted impeachment, but the Senate felt impeachment was unnecessary.
- 210.2 Offenses warranting censure include, but are not limited to, the following actions committed while in office: failure to perform UKSGA duties, unsatisfactory performance of UKSGA duties, and abuse of power.
- 210.3 Any active member of UKSGA may be censured.
- 210.4 A censure resolution must be sponsored by no less than five (5) senators and shall be filed with the UKSGA Clerk. A copy of the censure resolution shall be forwarded to the Senate Executive Council and the person(s) concerned in the resolution.
- 210.5 At the regularly scheduled Senate meeting immediately following the filing of a censure resolution, the Senate must take up the resolution for consideration. The person who is being considered for censure is not automatically given a right to appear before the Senate but may be granted that right.
- 210.6 The Full Senate adopts a censure resolution upon a two-thirds (2/3) vote of the Senators present and voting.
- 210.7 A censure motion may be made on any Article of Impeachment where a majority of the Senate voted in favor of it but failed to be adopted by two-thirds (2/3) of the Full Senate.
- 210.8 The following terms and phrases used in this chapter shall be defined as follows:
- a. “Impeached” means the formal adoption of Articles of Impeachment by the Impeachment Body.
  - b. “Impeachable Offense” means the conduct to which a person may be impeached. Impeachable offenses are limited to acts committed while in office under the following grounds: misfeasance, malfeasance, nonfeasance, abuse of power, and conviction of a criminal offense.
  - c. “Impeachment Resolution” means the statement filed by the requisite number of student Senators that accuses a person of an impeachable offense.
  - d. “Articles of Impeachment” means those sections of the Impeachment Resolution that have been adopted by a two-thirds (2/3) vote of the membership of the Impeachment Body to proceed to trial.
  - e. “Of the membership” means the total authorized number of student Senators in the Senate class, less the number of vacancies.
  - f. “Impeachment Body” means the membership of the Senate. If a member of the Senate is being impeached, they shall not be counted as part of the membership of the Senate. The Chief Justice of the Supreme Court shall preside over the Impeachment Body in all impeachment proceedings. If the Chief Justice is being impeached, then the member of the Supreme Court who has been in office the longest shall preside.
  - g. “Conviction of Impeachment” means those sections of the Articles of Impeachment adopted by three-fourths (3/4) vote of the membership of the Impeachment Body. An

officer convicted of impeachment shall be immediately removed from office. Conviction of Impeachment does not change the person's civil or criminal liability.

- h. "Disqualification from future office" means a separate vote of the Trial Body to prevent the person convicted of impeachment from holding any future UKSGA position. A three-fourths (3/4) vote of the membership shall be required to disqualify a person from future office.

210.9 Any active member of UKSGA may be impeached.

210.10 The filing date of an impeachment resolution shall be deemed the day that five (5) student Senators co-file an impeachment resolution. The five student Senators co-filing the impeachment resolution must certify that a copy of the impeachment resolution has been given to the person whose impeachment is being sought.

210.11 The person whose impeachment is being sought has no automatic right to appear before the Impeachment Body unless an Article of Impeachment is adopted to proceed to trial. The Impeachment Body may allow the person whose impeachment is being sought to present evidence and testimony to the Impeachment Body.

210.12 If any Articles of Impeachment are adopted by a two-thirds (2/3) vote of the Impeachment Body, a trial shall be held on those Articles by the Impeachment Body. Upon the adoption of the Articles of Impeachment, the presiding officer shall deliver to the person whose impeachment is being sought a copy of the Articles of Impeachment, and that person shall be automatically and immediately suspended from office.

210.13 The impeachment trial must begin no sooner than five (5) school days, but no later than fourteen (14) days from the adoption of the Articles of Impeachment. Failure to begin the impeachment trial shall constitute a dismissal with prejudice of the Articles of Impeachment and remove the suspension from the officer.

210.14 The person whose Conviction of Impeachment is being sought shall be afforded the opportunity to be heard, the right to present witnesses, the right to offer evidence, and the right to offer testimony.

210.15 After the impeachment trial, if any Article of Impeachment is adopted by three-fourths (3/4) of the Senate, the person shall be deemed convicted of impeachment and removed from office.

210.16 The Impeachment Body must vote separately to disqualify the person convicted of impeachment from holding any future position within UKSGA. A three-fourths (3/4) vote of the membership of the Impeachment Body shall be necessary to affect future disqualification.

210.17 If no Article of Impeachment is adopted by the Impeachment Body, the suspension shall automatically be removed, and the person shall resume office.

210.18 Any member of the Legislative Branch who has disciplinary action brought against them by censure may be instructed for further remediation. The Senate Executive Council shall have the ability to prescribe additional remediation material, such as trainings, to any member. The member whose action is being held accountable shall not be permitted to return to formal meetings until the material is verifiably complete.

210.19 The absence appeal process for Senators or other active members of the Legislative Branch shall operate as follows:

- a. After a member of UKSGA is marked absent and the Senate Executive Committee has deemed the absence as excused or unexcused and the member does not accept the designation, the member shall have the option to submit a written request for appeal. The Appeal Request should contain a brief statement of the reason the member of UKSGA was absent, an elaboration as to why they feel the absence is not in violation of the applicable standards set forth in the Senate Accountability Contract, and any evidence supporting their claim. This Appeal Request should be submitted within seventy-two (72) hours of the notice of the Senate Executive Committee decision, or the request shall be denied without further discussion.
- b. The Appeal Requests for missed Legislative Branch functions shall be submitted to both the acting Senate Chair and the acting Chief Justice.
- c. The Requests shall be presented in the UKSGA Supreme Court. The proceedings shall be arranged at the discretion of the parties involved.
- d. The Appellate ruling of the Supreme Court shall be the final decision on the matter. If the Appellate body maintains the absence as unexcused, the absence shall count against the allotment of allowed absences prescribed by the Senate Accountability Contract. An Appellate decision which overturns the ruling shall maintain full effect and the absence shall not count against the allotment of absences prescribed by the Senate Accountability Contract.
- e. Active members of the Legislative Branch shall have two (2) Appeal Requests per year, regardless of the outcome of these appeals. Any unused appeal requests shall not accumulate in the event of multiple terms.



# **THE EXECUTIVE** **BRANCH CODES**

## CHAPTER 300: THE EXECUTIVE BRANCH

300.1 A President and Vice President will be elected as prescribed in the UKSGA Constitution.

300.2 Once elected, the President shall appoint a Chief of Staff who must be confirmed by the Operations and Evaluations Committee and the Full Senate. Duties of the Chief of Staff include but are not limited to:

- a. Shall oversee the daily operation of the Executive Branch;
- b. Shall serve as the liaison between the Executive Leadership Team and the Executive Cabinet and Staff;
- c. Shall ensure the work being done in each department is collectively advancing the UKSGA mission;
- d. Shall provide support and guidance to other members of the Executive Branch; and
- e. Shall support the Student Body President and Vice President in ensuring that the goals of the Executive Leadership Team are achieved.

300.3 The President, Vice President, and Chief of Staff will constitute the Executive Leadership Team which will oversee the operation of the Executive Branch. The President shall be the leader and final decision-maker on matters within the Executive Leadership Team.

300.4 The Attorney General and Elections Commissioner will constitute the Department of Justice. The UKSGA Clerk will work closely with the Department of Justice while not being a member and is fully entitled to compensation for their duties.

- a. Duties of the Attorney General include but are not limited to:
  - i. Shall be the official custodian of the UKSGA Governing Codes and all other official records and shall ensure that they are made available as outlined in the Legislative Codes;
  - ii. Shall review Executive Orders for proper form and filing;
  - iii. Shall work with the Senate Operations and Evaluations Committee to ensure nominations, elections processes, and legislative review are following the proper timelines as outlined in the Governing Codes;
  - iv. Shall be responsible for the UKSGA Elections process as outlined in the Elections Codes;
  - v. Shall represent UKSGA in any cases in which the organization is brought before the UKSGA Supreme Court; and
  - vi. Shall serve as the UKSGA spokesperson regarding any official matters before the UKSGA Supreme Court. Any statement must be approved by the Student Body President.
- b. Duties of the Elections Commissioner include but are not limited to:
  - i. Shall create an application for and appoint an Elections Board of Supervision;
  - ii. Shall serve as the Chair of the Elections Board of Supervision;



- iii. Shall create the Election Timeline and candidacy filing application in collaboration with the Elections Board of Supervision based on guidelines as outlined in the UKSGA Election Codes;
  - iv. Shall be responsible for planning, executing, and promoting election-related events in collaboration with the Elections Board of Supervision, including but not limited to the mandatory candidate meeting, election material stamping, the Presidential and Vice-Presidential debate, election polls staffing, claims review meeting, and any election-related Supreme Court hearings;
  - v. Shall provide the Senate Operations and Evaluations Committee with any election materials that require the Committee's approval; and
  - vi. Shall execute any other election duties before and after the Fall and Spring Elections.
- c. Duties of the UKSGA Clerk include but are not limited to:
- i. Shall oversee record-keeping of UKSGA;
  - ii. Shall maintain the Legislative Archive in collaboration with the Executive Director of Operations;
  - iii. Shall provide UKSGA Senators with Legislative Drafting Templates;
  - iv. Shall coordinate the proper distribution and upkeep of all UKSGA Full Senate and Standing Committee Meeting Minutes and Recordings
  - v. Shall distribute enacted legislation to the Attorney General when applicable to update the official record of the UKSGA Governing Codes; and
  - vi. Shall ensure compliance with KRS Open Meetings and Open Records laws.

300.5 Appointments to the Department of Justice and UKSGA Clerk shall be made as follows:

- a. The Executive Leadership Team shall submit nominations for the Attorney General and the Elections Commissioner.
- b. The Senate Chair shall appoint the UKSGA Clerk.
- c. Appointments to the Department of Justice and UKSGA Clerk shall be submitted to the Chair of the Operations and Evaluations Committee no less than forty-eight (48) hours prior to the committee's established meeting time.
  - i. This provision shall not prevent the Senate Chair from presenting a nomination for UKSGA Clerk for confirmation by the Operations and Evaluations Committee and then the Full Senate at the first meeting of a Senate session.
- d. The consideration of nominations shall not be considered legislation when considered by the Senate, and nominees will automatically assume their roles upon confirmation by the Full Senate.
- e. Necessary documentation, including a resume, for the nominee's consideration shall accompany their nomination. Said documentation shall be provided to the evaluating

standing committee before consideration and then to the Full Senate prior to consideration by each respective body.

- i. If documentation is not provided, the nomination shall not be considered.

300.6 The Executive Cabinet shall consist of the Executive Director of Communications, the Executive Director of Event Management, the Executive Director of Operations, the Executive Director of University Affairs, and the Executive Director of the Wildcat Wardrobe.

- a. Duties of the Executive Director of Communications include but are not limited to:
  - i. Shall oversee the Department of Communications;
  - ii. Shall be responsible for any written, oral, or virtual communications to the campus community;
  - iii. Shall be responsible for the maintenance of UKSGA promotional items; and
  - iv. Shall create and implement a Strategic Communications Plan including a style guide, public relations campaign, and outreach initiatives.
- b. Duties of the Executive Director of Event Management include but are not limited to:
  - i. Shall oversee the Department of Event Management;
  - ii. Shall have Event Management Services (EMS) permissions;
  - iii. Shall create and follow a standardized event planning process for all UKSGA events;
  - iv. Shall coordinate UKSGA's involvement in K-Week, Labor Stay activities, and other Registered Student Organizations' events; and
  - v. Shall coordinate UKSGA's involvement in Homecoming events and activities.
- c. Duties of the Executive Director of Operations include but are not limited to:
  - i. Shall oversee the Department of Operations;
  - ii. Shall coordinate applications for unpaid departmental staff across all departments;
  - iii. Shall oversee the Executive Branch transition procedures and facilitate the transfer of materials between administrations; and
  - iv. Shall collaborate across UKSGA to record and preserve the history of the organization.
- d. Duties of the Executive Director of University Affairs include but are not limited to:
  - i. Shall oversee the Department of University Affairs;
  - ii. Shall advise the Executive Leadership Team and UKSGA on matters pertaining to university, local, state, and federal policies;
  - iii. Shall coordinate annual government relations initiatives;

- iv. Shall ensure all student voices are heard and communicate expressed needs to the Executive Leadership Team; and
  - v. Shall explore initiatives related to enhancing student financial and economic well-being across campus.
- e. Duties of the Executive Director of the Wildcat Wardrobe include but are not limited to:
- i. Shall oversee the Department of the Wildcat Wardrobe;
  - ii. Shall work to ensure that the Wildcat Wardrobe is adequately stocked and staffed;
  - iii. Shall oversee that a donations and inventory process is in place for the Wildcat Wardrobe;
  - iv. Shall coordinate Wildcat Wardrobe hours to ensure student accessibility and equity; and
  - v. Shall work towards expanding the Wildcat Wardrobe and its services.

300.7 The Executive Cabinet shall be appointed by the Executive Leadership Team. The Executive Leadership Team shall submit nominations for the Executive Cabinet to the Chair of the appropriate standing committee no less than forty-eight (48) hours prior to the committee's established meeting time.

- a. The Executive Cabinet will assume their roles upon appointment by the Executive Leadership Team and confirmation by a majority vote of the Full Senate.
- b. The consideration of nominations shall not be considered legislation when considered by the Senate, and nominees will automatically assume their roles upon confirmation by the Full Senate.
- c. Necessary documentation, including a resume, for the nominee's consideration shall accompany their nomination. Said documentation shall be provided to the evaluating standing committee before consideration and then to the Full Senate prior to consideration by each respective body.
  - i. If documentation is not provided, the nomination shall not be considered.

300.8 There shall be five (5) departments within the Executive Branch which shall be composed of the Executive Staff. The Executive Staff shall work under the direction and supervision of the members of the Executive Cabinet and the Executive Leadership Team. The departments shall be organized as follows:

- a. Department of Communications
  - i. Executive Staff may include the Director of Marketing, Director of Media, and Director of Design.
- b. Department of Event Management
  - i. Executive Staff may include the Director of Engagement, Director of Services, Director of Sustainability, and Director of Well-being.
- c. Department of Operations

- i. Executive Staff may include the Director of Assessment, Director of Belonging, and Director of the Leadership Development Program.
- d. Department of University Affairs
  - i. Executive Staff may include the Director of Civic Engagement, Director of Graduate and Professional Affairs, Internship Program Coordinator, and Student Safety Coordinator.
- e. Department of the Wildcat Wardrobe
  - i. Executive Staff may include the Director of Wildcat Wardrobe Outreach, Director of Inventory, and Volunteer Coordinator.

300.9 The Executive Staff shall be appointed by the Executive Leadership Team and may consult with the Executive Cabinet. The Executive Leadership Team shall submit nominations for the Executive Staff to the Chair of the appropriate standing committee no less than forty-eight (48) hours prior to the committee's established meeting time.

- a. The Executive Staff will assume their roles upon appointment by the Executive Leadership Team and confirmation by a majority vote of the Full Senate.
- b. The consideration of nominations shall not be considered legislation when considered by the Senate, and nominees will automatically assume their roles upon confirmation by the Full Senate.
- c. Necessary documentation, including a resume, for the nominee's consideration shall accompany their nomination. Said documentation shall be provided to the evaluating standing committee before consideration and then to the Full Senate prior to consideration by each respective body.
  - i. If documentation is not provided, the nomination shall not be considered.

300.10 In the event that an Executive Branch member chooses to resign, they must give the Executive Leadership Team at least two (2) weeks of notice prior to their departure. At the time of their resignation, the Executive Leadership Team may begin to search for an individual to fill the vacant position.

## CHAPTER 301: EXECUTIVE BRANCH RESPONSIBILITIES

- 301.1 The Executive Branch shall meet regularly. Executive Branch members are expected to attend any and all meetings called by the Executive Leadership Team.
- a. Executive Branch member absences shall only be considered excused pursuant to University Senate Rule 5.2.4.2.
- 301.2 All Executive Branch members are required to host regularly scheduled office hours in the UKSGA Office. The number of hours required will be set by the Executive Leadership Team and documented by the Chief of Staff.
- 301.3 The President shall reserve the right to make mandatory any additional events or meetings they deem necessary.
- 301.4 Every Executive Branch member shall keep a thorough record of their actions and experiences while in their roles. These records will serve to transition their successors into their roles.
- 301.5 The Executive Leadership Team shall establish a reporting structure for the Executive Branch to ensure that projects remain on track and are appropriately reported to the Executive Leadership Team as well as the Senate.
- 301.6 The President, in consultation with the Executive Leadership Team, shall make mandatory any trainings or continuing education programs they deem beneficial for the Executive Branch. The Executive Leadership Team shall maintain the authority to dismiss or excuse any Executive Branch member from any training.
- 301.7 The Executive Branch must engage in at least one inclusion and equity-related training every academic semester.

## CHAPTER 302: PROCEDURES

- 302.1 Executive Branch members should seek approval from the Executive Leadership Team for any and all major events and initiatives.
- 302.2 Executive Orders shall direct the operation of the Executive Branch and shall be communicated to the Senate and made available to the public.
- a. Executive Orders shall remain in effect through the remainder of the academic year during which they were enacted unless otherwise revoked by a later order.
- 302.3 The President must be a signatory on all contracts and memoranda to which UKSGA is a party.
- 302.4 All purchases must be executed by the Chief of Staff or their designee(s) and approved by the President. Any purchases made must follow the appropriate timelines set forth by University policy.
- 302.5 Any official communication on behalf of UKSGA or the Student Body must be approved by the President.
- 302.6 All events funded by the Executive Branch budget must be advertised for at least one full business week before they occur.
- 302.7 Direct budgetary transfers shall not be executed without a Memorandum of Understanding which details the responsibilities of and is signed by all parties involved.
- 302.8 Any Executive Branch member who wishes to initiate a new project or program or utilize their budget must first submit a proposal to the Chief of Staff for approval. This proposal must demonstrate the purpose of the initiative, how it aligns with the mission of UKSGA, and any internal or external collaborations. This proposal must also include a specific itemization of what the money will be spent on.

## CHAPTER 303: ACCOUNTABILITY

- 303.1 The Executive Leadership Team shall establish an accountability policy for members of the Executive Branch to review and sign at the beginning of each academic year.
- 303.2 The Chief of Staff, Department of Justice, and Executive Cabinet are subject to evaluation by the Executive Leadership Team and the Operations and Evaluations Committee of the Senate.
- 303.3 The President shall have the power to appoint and/or remove any non-elected member of the Executive Branch at will.

## CHAPTER 304: SUPREME COURT NOMINATIONS

304.1 Pursuant to Article III, Section 2 of the UKSGA Constitution, the President nominates Supreme Court Justices. These nominations are approved by the Operations and Evaluations Committee and the Full Senate.

304.2 When a Supreme Court vacancy arises, the President or their designee shall create and publish an application for interested students via BBNvolved. The President or their designee shall disseminate information about the vacancy to relevant groups in the university community, which should include but is not limited to the J. David Rosenberg College of Law, the Gatton College of Business and Economics, and the Martin School of Public Policy and Administration. The application shall elicit information about a potential nominee's credentials and shall be shared with the Operations and Evaluations Committee as it evaluates the nominee's candidacy. Consistent with the UKSGA Constitution and UKSGA Code 304.1, the President retains exclusive authority to select nominations for Senate review.



## CHAPTER 305: INTERIM EXECUTIVE OFFICER PROCEDURES

- 305.1 The President, Vice President, and Chief of Staff will constitute the Executive Leadership Team, which shall oversee the operation(s) of the Executive Cabinet.
- 305.2 An “Interim Office” is defined as a temporary Executive Branch member appointed by the Executive Leadership Team to fill a vacancy in the Executive Branch. This appointment can occur under any circumstances that lead to a vacancy, including but not limited to resignation, impeachment, or before the position has been initially filled.
- 305.3 Upon the occurrence of a vacancy in the Executive Branch, for any reason, the President is responsible for immediately notifying both the Legislative and Executive Branches of the vacancy. To ensure continuous operation of the Executive Branch, an Interim Office may be appointed to fill the vacant position. The vacancy immediately begins the “Emergency Nomination Period,” during which the Interim Officer may serve until a permanent officer is appointed and shall not exceed five (5) weeks.
- a. Applications for the vacant position will be accepted via BBNvolved throughout the Emergency Nomination Period.
    - i. In the event there are no applications submitted within the Emergency Nomination Period, the application shall remain open until there is an applicant for the vacant position.
  - b. Serving as an Interim Officer does not disqualify the individual from applying to fill the position permanently within the Executive Branch.
  - c. Serving as an Interim Officer does not guarantee the individual a permanent appointment within the Executive Branch.
- 305.4 If an Executive Branch member resigns, they are required to provide the Executive Leadership Team with at least two (2) weeks’ notice before their departure. This notice shall also immediately initiate the Emergency Nomination Period, during which the Executive Leadership Team will start the process to identify a suitable candidate to fill the vacancy.
- a. If the departing officer is in good standing, as required by this section, they are expected to work alongside the Interim Officer. This departing member is tasked with training the Interim Officer, ensuring a smooth transition of duties until the Emergency Nomination Period concludes and a permanent replacement is appointed and approved as per 300.7.
- 305.5 During the Emergency Nomination Period, the President is tasked with selecting a candidate from the pool of applications. The chosen nominee is then submitted to the Operations and Evaluations Committee for initial approval, followed by a final approval from the Full Senate. The nomination must be submitted by the end of the Emergency Nomination Period, which shall not last more than five (5) weeks:
- a. Following the date of notice of the departing Executive Branch member if they provide notice as per 300.6; or
  - b. From the date of vacancy if no notice is provided as per 300.6.

- 305.6 The Executive Leadership Team shall submit nominations for all Executive Branch members (including appointments during an Emergency Nomination Period) and all relevant information about the nominees to the Chair of the Operations and Evaluations Committee no less than two (2) days prior to the committee's established meeting time.
- 305.7 In the event that the President does not have a nominee for the Executive Branch position by the time of the last regular meeting of the Operations and Evaluations Committee before an academic break, the following procedure shall apply:
- a. The President may submit a Request for Interim Appointment as a last resort, aimed at addressing the operational needs of the Executive Branch during the academic break. The President is expected to prioritize the filling of all Executive Branch positions before the commencement of academic breaks to ensure uninterrupted governance and administration.
  - b. The Request for Interim Appointment must articulate the rationale behind the necessity for an interim appointment during the academic break, demonstrating its significance to the continuity of the Executive Branch's functions during the academic break.
  - c. The Request for Interim Appointment shall be considered by the Operations and Evaluations Committee alongside regular nominee submissions, ensuring a thorough evaluation of the need for an interim appointment.
  - d. If the Request for Interim Appointment is approved by the Operations and Evaluations Committee, the President would be authorized to appoint an Interim Officer to temporarily occupy the vacant Executive Branch position for the duration of the academic break.
  - e. The term of service for the Interim Officer under this section is limited to the duration of the academic break. Upon resumption of the academic calendar, the Interim Officer's appointment is subject to evaluation at the first regular meeting of the Operations and Evaluations Committee.
  - f. The President is required to present a permanent nominee for the vacancy at the first regular meeting of the Operations and Evaluations Committee following the academic break. Serving as an Interim Officer does not guarantee the individual a permanent appointment within the Executive Branch, nor does it disqualify the individual from applying to fill the position permanently within the Executive Branch.



# **THE JUDICIAL** **BRANCH CODES**

## CHAPTER 400: THE SUPREME COURT

400.1 The Supreme Court shall have original jurisdiction over cases involving: interpretation of the UKSGA Constitution, offenses against the UKSGA Constitution, constitutionality of UKSGA Constitutional Provisions, the constitutionality and interpretation of Senate legislation, disputes in or between any Registered Student Organizations (RSOs), and any other matter directly related to SGA.

400.2 The Supreme Court shall have appellate jurisdiction over claims and disputes arising from internal appeals, review processes, and elections.

## CHAPTER 401: CASES BROUGHT BEFORE THE SUPREME COURT

401.1 Any member may bring an action before the UKSGA Supreme Court.

401.2 A member may initiate an action by delivering a written petition to the Chief Justice. This member will be recognized as the petitioner.

401.3 To be acted on by the Supreme Court, any petition or motion must clearly and accurately: state the petitioner(s)'s name(s), state the respondent(s)'s name(s), state the action or actions that are disputed by the petitioner or petitioners, including the time, place, and manner of said action or actions, to the best of the petitioners' knowledge, state the specific provision or provisions of the UKSGA Constitution or Codes the petitioner alleges are violated by the disputed action, set forth relief sought by the petitioner or petitioners, include, at the end of the petition, the following words: "I hereby represent to the Supreme Court of UKSGA my belief in good faith that to the best of my knowledge the allegations contained herein are true.", and bear the signature of each petitioner at the end of the form.

401.4 Appellate matters heard by the Supreme Court shall follow the petitioning process set forth in Code 401.3. The hearing for the Appeal shall follow all the appropriate codes and regulations outlined in the Governing Codes.

401.5 A Supreme Court Justice shall recuse themselves from any proceeding in which their impartiality may reasonably be questioned, including, but not limited to, situations in which a Justice:

- a. Has personal bias or prejudice concerning a party or personal knowledge of disputed evidentiary fact, or
- b. Has worked with or on the campaign of a party, or
- c. Has a familial relationship with a party.

## CHAPTER 402: PARTIES TO THE ACTION BEFORE THE SUPREME COURT

402.1 Any member may be named as the respondent in any petition brought before the Supreme Court.

402.2 All respondents have the right: to be served with a copy of the petition filed against them, to respond to said complaint with a written answer for consideration by the Supreme Court, and to appear before the Supreme Court and be heard.

402.3 Any party to any action, may, at the discretion of the Supreme Court, implead any third party.

402.4 The Supreme Court may strike any respondent from any petition if the petition neither adequately alleges that said respondent has acted in any way contrary to the Constitution or Governing Codes of UKSGA, nor adequately alleges that said respondent must be a party to the action in order for the relief requested to be given.

402.5 UKSGA shall be represented by the acting Attorney General and the member(s) shall represent themselves or bring counsel of their choice. Counsel must be a current student of the University of Kentucky. Active members may not represent other active members but are permitted to serve as witnesses if necessary. All parties must be present before the Supreme Court for the evaluation of the Appeal. Should the Appellant be absent and unable to be reached within reasonable effort, the Appeal shall be denied without any further discussion. Should the Attorney General be absent and unable to be reached within reasonable effort, the Appeal may be postponed or awarded to the Appellant. The Supreme Court shall reserve the right to reschedule, evaluate, and adjudicate the proceedings at their discretion.

- a. Reasonable effort for the purposes of this document shall refer to a phone call, e-mail, text message, or sending for the individual within the premises of the building.

## CHAPTER 403: ACTIONS BEFORE THE SUPREME COURT

- 403.1 The Supreme Court may summarily dismiss any action brought before it that does not conform to the requirements of these Codes.
- 403.2 Any petition submitted to the Supreme Court that fulfills the requirements of these Codes shall be heard by the Supreme Court.
- 403.3 Petitioners shall serve a copy of their petition to all respondents. The Supreme Court may waive this requirement if, in its judgment, the petitioner has attempted a good faith effort to personally serve all respondents. The Supreme Court may order all parties to appear before it, no less than fourteen (14) days from the time of service, except for alleged election violations. Any party failing to respond within the allotted time is subject to judgment against them.
- 403.4 Respondents to any petition brought before the Clerk of the Supreme Court must inform the Supreme Court that they intend to submit an answer to the petition to the Supreme Court and appear in person before the Supreme Court and be heard.
- 403.5 The Supreme Court will conduct its proceedings in accordance with the UKSGA Constitution and Codes as well as the normal, accepted practice of the courts of the Commonwealth of Kentucky. Pursuant to their original jurisdiction, the Supreme Court may consider all previously submitted original evidence and any newly discovered evidence at their discretion.
- 403.6 Upon conclusion of any case before it, the Supreme Court will issue a written opinion explaining its ruling and any relief granted. A copy of this opinion will be transmitted to each party to the action and to the UKSGA President and Senate Chair.
- 403.7 A compilation of all decisions of the Supreme Court shall be made available to all students.
- 403.8 Prior Supreme Court decisions shall be treated by the Elections Board as legal precedent under the UKSGA Constitution and Codes and may not be overturned save on reconsideration of the same case or changes made to the Constitution or Codes.
- 403.9 All actions must be brought before the Supreme Court within one year of the transaction or occurrence giving rise to the petition, aside from alleged election violations. The procedure for filing claims regarding elections can be found in the Election Codes.



# THE GENERAL CODES



## CHAPTER 500: DEFINITIONS

500.1 As used herein, unless the context otherwise specifies:

- a. “Benefit” means personal gain or advantage, including, but not limited to, financial or political gain.
- b. “Conflict” or “Conflict of Interest” means a situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.
- c. “Harm” means any verbal, written, or printed communication which directly or by interference is:
  - i. Defamatory to another person’s reputation; or
  - ii. Could reasonably cause the denial or termination of membership of another in UKSGA without due process of the law; or
  - iii. Any unlawful interference with the person and/or property of another person; or
  - iv. Attacking another person based on their Race, Religion, Creed, Sexual Orientation, Age, Disability, Place of Origin, Gender Identity, or engaging in any other form of discrimination.
- d. “Pecuniary Gain” means any dealing with money, monetary or financial, or something able to be evaluated in terms of money, in which an Active Member stands to obtain an unreasonable benefit due to their position; this does not include funding opportunities through UKSGA.
- e. “Public record” means all books, papers, maps, photographs, cards, tapes, discs, diskettes, recordings, software, or other documentation, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency. “Public record” shall not include any records owned or maintained by or for a body that are not related to functions, activities, programs, or operations funded by UKSGA.
- f. “KRS” means “Kentucky Revised Statutes,” the governing statutes of the Commonwealth of Kentucky.
- g. “Business days” means 8:00 AM to 5:00 PM, Monday through Friday, excluding federal or university-recognized holidays, days on which classes are not held, and/or days on which offices may be closed.

## CHAPTER 501: ETHICS

- 501.1 No active member of UKSGA shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the best interests of the Student Body.
- 501.2 No member shall misuse or allow the misuse of UKSGA property, facilities, or personnel of any kind.
- 501.3 No member or registered student organization shall give, offer, or promise any monetary or other benefit to any active member of UKSGA not authorized by UKSGA legislation under any circumstance. Additionally, no active member of UKSGA shall give, offer, or promise any official UKSGA resource or other benefit to any member or registered student organization if not authorized by UKSGA legislation under any circumstance. No active member shall solicit or receive any compensation for acting within their official capacity in UKSGA.
- 501.4 No active member of UKSGA shall intentionally harm any person.
- 501.5 NO active member of UKSGA shall aid, advise, procure, or in any way coerce another active member to act in violation of this legislation.
- 501.6 In accordance with Administrative Regulation 4:1, Registration and Recognition of Student Organizations, no RSO/SSO will be hindered or discriminated against in the ordering of its internal affairs, selection of its leaders and members, defining of doctrines and principles, and resolving organizational disputes in the furtherance of. Its mission or in its determination that only persons committed to its mission should conduct such activities. In all other respects, all RSOs and SSOs must comply with the University's non-discrimination policy, Administrative Regulation 6:1, Policy on Discrimination and Harassment.
- 501.7 An active UKSGA Member shall not utilize their position for pecuniary gain.
- 501.8 A violation under this legislation may be cause for impeachment, censure, or removal from office.

## CHAPTER 502: REFERENDA

- 502.1 The legislative intent of this chapter is to recognize that the Student Body retains sovereignty over UKSGA and the right to alter the laws by which it is governed and to establish its opinion on certain issues. This act intends to establish procedures by which students can promote referendum questions. Referenda are placed on the general election ballot to represent an issue or initiative that would warrant a vote by the student body at large.
- 502.2 The “Board,” as articulated in this chapter, shall be the UKSGA Elections Board of Supervision.
- 502.3 Referendum questions may be proposed by a two-thirds (2/3) vote of the Senate or by a petition of at least one thousand (1,000) students.
- 502.4 Any petition created under this section must be filed with the Board no later than two (2) weeks before the election that the petitioner intends to place the referendum questions on the ballot.
- 502.5 Referendum questions approved by a majority of the students voting on the question shall be considered enacted and shall be treated in the same manner as all other resolutions adopted by UKSGA.
- 502.6 All petitions filed with the Board shall satisfy all of the following requirements:
- a. All names must be the signature of the individual who allegedly signed the petition;
  - b. All names must be signed exactly as that person’s name is recorded with the Registrar’s Office;
  - c. All names must be followed by Student ID number, birth date, and either email or phone number;
  - d. Each page containing signatures shall include the identity and signature of the person responsible for securing signatures for that page and that person shall certify that different individuals made all the signatures and that no threats or coercive statements were made to induce a person to sign. For the purpose of counting the number of signatures, the signature of the responsible person required by this section shall be counted only once.
- 502.7 The Senate Executive Council and Attorney General shall review and amend the initiative or referendum to ensure that it effectively conveys its legislative intent. The Elections Board may sit in on these discussions but hold no say in the effectiveness of intent.
- 502.8 Failure to meet the requirements of UKSGA Governing Codes set forth in Code 501.6 may result in particular signatures or the entire petition being disqualified by the Board. The Board may, at their discretion, use a random sampling technique to verify signatures.

## CHAPTER 503: OPEN MEETINGS

503.1 In reference to KRS 61.805-850, as of October 25, 2023, all UKSGA meetings are public business and shall not be conducted in secret. Any legislative changes adopted by the Commonwealth’s legislature to the relevant statute are incorporated herein, provided the changes do not violate students’ rights and are not in conflict with the mission of UKSGA.

503.2 In reference to KRS 61.810, “Exceptions to open meetings,” as of October 25, 2023, a meeting may be conducted in a closed session restricting attendance to only members of the body conducting the session, provided said meeting includes at least one of the following as an agenda item:

- a. Discussions of proposed or pending litigation against or on behalf of the public agency;
- b. Discussions or hearings that might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee’s, member’s, or student’s right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret;
- c. Discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the sitting, retention, expansion, or upgrading of the business;
- d. Committees of the Senate other than standing committees;
- e. Deliberations of judicial or quasi-judicial bodies regarding individual adjudications or appointments, at which neither the person involved, his representatives, nor any other individual not a member of the agency’s governing body or staff is present, but not including any meetings of planning commissions, zoning commissions, or boards of adjustment;
- f. Meetings that federal or state law specifically require to be conducted in privacy;
- g. Meetings which the Constitution provides shall be held in secret.

503.3 In reference to KRS 61.815, “Requirements for conducting closed sessions,” as of October 25, 2023, any meeting held in closed session (Governing Code 503.2) by any body is subject to the following regulations:

- a. Notice shall be given in regular open meetings of the general nature of the business to be discussed in closed session, the reason for the closed session, and the specific provision of KRS 61.810 authorizing the closed session;
- b. Closed sessions may be held only after a motion is made and carried by a majority vote in an open, public session;
- c. No final action may be taken at a closed session; and
- d. No matters may be discussed at a closed session other than those publicly announced prior to convening the closed session.

The body holding the closed session is not subject to subsections a-d if the reason for the closed session is that referred to in Governing Code(s) 503.2(a), 503.2(b) (as b relates to students), 503.2(c), 503.2(d), 503.2(e), or 503.2(f).

503.4 In reference to KRS 61.826, “Video teleconferencing of meetings,” as of October 25, 2023, a public agency may conduct any meeting through video teleconference. Notice of a video teleconference meeting shall:

- a. Comply with the requirements of KRS 61.820 or 61.823 as appropriate;
- b. Clearly state that the meeting will be [or contain] a teleconference;
- c. Provide specific information on how any member of the public or media organization may view the meeting electronically and;
- d. In any case where the public agency has elected to provide a physical location, or in any circumstance where two (2) or more members of the public agency are attending a video teleconference meeting from the same physical location, precisely identify a primary physical location of the video teleconference where all members can be seen and heard and the public may attend in accordance with KRS 61.840 and;
- e. The same procedures with regard to participation, distribution of materials, and other matters shall apply in all video teleconference locations. Members of the public agency who participate in a video teleconference shall remain visible on camera at all times that business is being discussed and;
- f. Any interruption in the video or audio broadcast of a video teleconference at any location shall result in the suspension of the video teleconference until the broadcast is restored and;
- g. If a regular meeting is changed to a video conference, the meeting shall remain a regular meeting if the meeting occurs on the same date and time as originally scheduled and the public agency follows the provisions of KRS 61.823(4) to provide a notice that meets the requirements of subsection (b) to (d) of this section.

## CHAPTER 504: SEPARATION OF POWERS

504.1 UKSGA consists of an Executive Branch, a Legislative Branch, and a Judicial Branch as outlined by the UKSGA Constitution.

504.2 A student may only hold one position in one branch of UKSGA at any one time as outlined and defined in this Chapter.

504.3 A student who holds a position in one branch of UKSGA must resign that office upon confirmation to a position in another branch of UKSGA.

504.4 Members of a joint committee of the Legislative and Executive Branches shall not be deemed to have a conflict of interest under this statute.

## CHAPTER 505: PUBLIC RECORDS

505.1 The Attorney General is charged with receiving and processing open records requests for all branches of UKSGA.

505.2 All public records shall be open for inspection by any person, except as otherwise provided by KRS 61.884.

505.3 Suitable facilities shall be made available for the exercise of this right. No person shall remove original copies of public records from the offices of part of the UKSGA without the written permission of the official custodian of the record. Prior to viewing, a photocopy shall be made of the original document in the event a requestee destroys the original record.

505.4 Any person shall have the right to inspect public records. The Attorney General shall require a written application signed by the applicant and with their name printed legibly on the application, describing the records to be inspected. The application shall be hand delivered, mailed, or sent via email to the UKSGA office. The Attorney General may work with the Executive Director of Operations to establish a web-based form to submit the aforementioned applications.

505.5 A person may inspect the public records:

- a. During the regular office hours of the UKSGA or by receiving copies of the public records from UKSGA through the mail or email.
- b. If the person requesting the public records requests that copies of the records be mailed, the official custodian shall mail the copies upon receipt of all fees and the cost of mailing.
- c. If the person to whom the application is directed does not have custody or control of the public record requested, that person shall notify the applicant and shall furnish the name and location of the official custodian of the public records.
- d. If the public record is in active use, in storage, or not otherwise available, the official custodian shall immediately notify the applicant and shall designate a place, time, and date for inspection of the public records, not to exceed three (3) days from receipt of the application, unless a detailed explanation of the cause is given for further delay and the place, time, and earliest date on which the public record will be available for inspection.
- e. If the application places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the UKSGA, the official custodian may refuse to permit inspection of the public records or mail copies thereof. However, refusal under this section shall be sustained by clear and convincing evidence.

## CHAPTER 506: SENATOR ACCOUNTABILITY

506.1 Senators shall be required to dress in business attire when conducting formal SGA business, unless otherwise provided by the meeting's presiding officer, Senate Chair or Senate Committee Chair, or an exemption, by said presiding officer, is provided due to an extenuating circumstance immediately before formal business.

506.2 Extenuating circumstances may include but are not limited to:

- a. A lab that requires scrubs
- b. A class which requires certain attire

506.3 The Senate Chair shall prescribe further expectations and additional requirements in a "Senator Accountability Contract" to be provided at the beginning of the Senator's term. Items to be included are the following:

- a. Attendance requirements
- b. Office hour requirements
- c. Campus relations requirements
- d. A written agreement that requests the Senator's consent to be recorded for the purpose of the UKSGA video archives

506.4 The Senate Chair may prescribe additional requirements in the Senate Accountability Contract as they deem necessary after consultation with the Senate Executive Council.

506.5 Any violation of this section shall be subject to review by the Senate Executive Council, which may recommend proceedings to the Operations and Evaluations Committee for disciplinary action.



## CHAPTER 507: VIDEO ARCHIVES

- 507.1 “Virtual Meeting” as articulated in this chapter shall refer to a Full Senate Meeting that is held on an online platform in which Senate members utilize audio and video technology to adequately host the meeting.
- 507.2 “Full Senate Meeting” as articulated in this chapter shall refer to the regularly scheduled meeting in which all Senators convene to discuss official business.
- 507.3 UKSGA shall be responsible for the live streaming and recording of all in-person and virtual Full Senate Meetings. Per KRS 61.805-61.850, all UKSGA meetings are public business and shall not be conducted in secret.
- 507.4 In accordance with KRS 61.826, video teleconferences (virtual meetings) shall qualify as open meetings.
- 507.5 The Senate Vice Chair shall be responsible for the recording of each Full Senate Meeting.
- 507.6 The Senate Vice Chair shall send the video of the Full Senate meeting to the UKSGA Clerk within two (2) days of the meeting’s conclusion.
- a. All UKSGA Senate Standing Committee Vice Chairs shall send the video recordings of their meetings to the UKSGA Clerk within two (2) days of the meeting’s conclusion.
- 507.7 The Executive Director of Operations shall establish and maintain a public, web-based platform that will contain all recorded Full Senate Meetings.
- 507.8 The Attorney General is charged with receiving and processing any open records requests pertaining to UKSGA’s video archives.
- 507.9 The Senate Chair shall be responsible for ensuring that all Full Senate members sign the “Senator Accountability Contract” as outlined in 506.3 and consent to be recorded for the purposes of the UKSGA video archive.
- 507.10 Recordings, or portions of recordings, from the UKSGA video archives shall be permitted for use as evidence in any censure or impeachment resolution brought before the Full Senate.
- 507.11 Full Senate members who do not consent to being recorded for the purpose of the UKSGA archives shall not be permitted to attend Full Senate meetings until their consent is received.

## CHAPTER 508: PROGRAMMING EVALUATIONS

508.1 The Operations and Evaluations Committee shall evaluate UKSGA programming.

508.2 Every two (2) academic calendar years, the Operations and Evaluations Committee shall evaluate the effectiveness and reach of the following:

- a. Grants arising from the Legislative Branch and the Executive Branch
- b. Events hosted by UKSGA
- c. Marketing materials, including but not limited to signs, posters, social media posts, and branding

508.3 Evaluation criteria shall include the following:

- a. Relevant demographics, if access is available or the information is collected at the event
- b. Percentage of Greek vs. non-Greek affiliated involvement
- c. Graduate and Professional student involvement
- d. Total reach of the event or material
- e. UKSGA financial statements relating to costs incurred, surplus funds, or any unplanned expenses

508.4 The Operations and Evaluations Committee shall report their findings to the respective active member in charge of oversight for the programming, the Senate Chair, and the President.

508.5 Any action deemed necessary or any recommendations that the committee may have shall accompany the report.

508.6 The Operations and Evaluations Committee shall follow up on any recommendations in the same academic year the recommendation was made.

508.7 Evaluations may be completed on a staggered basis. For example, Legislative Branch evaluations may be conducted in even years, whereas Executive Branch evaluations may be conducted in odd years.

## CHAPTER 509: EVALUATIONS OF THE EXECUTIVE BRANCH

- 509.1 Each standing committee may evaluate members of the Executive Branch who are seated in departments for which that committee approves executive appointments.
- 509.2 The Chief of Staff shall report monthly to each standing committee Chair on the progress of each Executive Branch member and any concerns they believe should be addressed.
- a. The Chief of Staff shall provide each Chair with updates only on the Executive Branch members within the departments that their committee has the authority to approve.
- 509.3 Each member of the Executive Cabinet, as defined in Chapter 300.6, shall attend a committee meeting of the standing committee which considered their initial appointment at the end of the fall semester or the beginning of the spring semester for the purposes of evaluation. The discussion shall include:
- a. A presentation of the member's allocated budget and how it has been used thus far, if applicable
  - b. Progress made on goals the member identified at the beginning of their term
  - c. How the Senate can assist the member in completing their goals
- 509.4 Each standing committee shall generate a report using an evaluation rubric established by the Executive Director of Operations or their designee and shall report their findings on the respective active member to the Senate Chair and the Executive Leadership Team.
- 509.5 Any action deemed necessary or any recommendations that a standing committee may have shall accompany the report.
- 509.6 Each standing committee shall follow up on any recommendations in the same academic year the recommendation was made.
- 509.7 Each committee's report shall detail the committee's evaluation findings.



# ELECTION PROCEDURES AND RULES

## CHAPTER 600: APPLICATION AND DEFINITIONS

600.1 These codes shall govern all UKSGA elections.

600.2 Definitions:

- a. “Affiliated with” is defined as openly endorsing a campaign.
- b. “Campaign Promotional Item” is defined as an item that a candidate distributes which may contain a candidate’s or ticket’s platform, name, educational experience, or other unnamed item to be determined by the Elections Board.
- c. “Handbill” is defined as a campaign promotional item, no larger than 8.5 x 11 inches to be distributed in mass.
- d. “Poster” is defined as a campaign promotional item sized larger than 8.5 x 11 inches to be posted.
- e. “Banner” is defined as a campaign promotional item sized larger than 13 x 19 inches to be displayed.
- f. “Classrooms” are defined as rooms where at least two different University-administered classes occur weekly during the semester in which the election is held.

## CHAPTER 601: ELECTIONS BOARD OF SUPERVISION

601.1 There shall be an Elections Board of Supervision that will oversee the elections process.

601.2 The President, in consultation with the Attorney General and approval by a majority vote of the Senate, shall appoint an Elections Commissioner who shall serve as chair of the Elections Board of Supervision.

601.3 The Elections Board shall be appointed by the Elections Commissioner. Nominees shall be subject to approval by a majority of the Full Senate following approval by the appropriate standing committee. The Elections Board shall be composed of no fewer than eight (8) members, excluding the Chair.

- a. Should fewer than eight (8) qualified applicants submit to serve on the Elections Board, the appropriate standing committee may approve a slate lower than eight (8) but with no fewer than four (4) members. The Elections Commissioner shall continue to accept applicants and submit said applicants to the appropriate standing committee as they become available.

601.4 No persons affiliated with an active student campaign, including a candidate for office, may serve on the Elections Board.

- a. No member of the Elections Board shall affiliate with a student campaign for the entirety of the academic year in which they served on the Elections Board, even if they resign their positions on the Elections Board.
- b. Affiliation with a student campaign during a previous academic year shall not disqualify someone from serving on the Elections Board.

601.5 Nominations for the Elections Board shall be presented to the Full Senate at least seven (7) days prior to the opening day of the elections filing window.

- a. The Full Senate shall, if necessary, sit in a special session to fulfill this requirement.

601.6 The individual nominations approved by the appropriate standing committee will be referred to as the “Elections Board Slate.” This slate of nominees and their qualifications will be presented to the Full Senate for approval. Should the Full Senate reject this slate, the Full Senate may entertain motions to approve the individual nominations.

601.7 If a vacancy arises on the Elections Board that causes the number of members on the Board to be fewer than eight (8), the following shall happen:

- a. If a vacancy arises in the Elections Board during the elections timeline, as approved by the Full Senate, the Board shall be permitted to operate with fewer than eight (8), but no fewer than four (4), members. If the total falls below the minimum of four (4), the appropriate standing committee may approve the Elections Commissioner to name a number of interim members of the Elections Board up to the number needed to meet the minimum number of four (4) until such a time that the current election timeline concludes.
- b. If a vacancy arises in the Elections Board outside of the elections timeline, an application shall be opened, and a nomination shall be submitted to the appropriate standing committee within twenty (20) academic calendar days of the vacancy arising or the member’s resignation.

- c. The elections timeline, as referenced in 601.7, shall be defined as the period designated for the election in question, as approved by the Full Senate.

## CHAPTER 602: TIMELINE

602.1 The Elections Board of Supervision shall no later than three (3) weeks before the election submit for approval by the Senate the following:

- a. The location of the election polls;
- b. The times of operation of each election polling location;
- c. The elections promotional plan;
- d. Any additional procedures and policies not prescribed by this Title for the purpose of managing the election. Plans lacking specificity shall not be approved.

602.2 Elections for Student Body President and Vice President, Undergraduate Senators-at-Large, a portion of the seats allocated for Graduate Senators-at-Large, and College Senators shall be held on the Monday and Tuesday two weeks before Spring Break, with the exception of special elections, which may be issued by the Supreme Court.

- a. The number of Graduate Senators-at-Large elected during the aforementioned Spring Election shall be at least three (3) but no more than half of the prescribed allocation for the year.

602.3 The Freshman Senators and the remaining seats for Graduate Senators-at-Large shall be elected by the corresponding populations on a Monday and Tuesday between the fifth and seventh weeks of classes in the fall semester. The Monday/Tuesday date shall be determined by the Elections of Supervision.

602.4 Upon approval by the Senate, the Elections Board may only amend the Elections Timeline under dire circumstances, including but not limited to:

- a. Death of a candidate or SGA member
- b. A natural disaster severely affecting campus or the Lexington-Fayette Metropolitan area
- c. The safety of the student body
- d. Administrative changes and processes out of UKSGA's control, e.g., event management services, issues relating to software utilized in the elections process, or other unforeseen circumstances

Any amendments to the approved timeline shall be communicated to the Student Body and Senate as soon as possible. A failure to provide adequate notice may result in a procedural error providing grounds for a claim in the Supreme Court. The Senate may vote to approve the changes, but approval is not required.



## CHAPTER 603: CANDIDATES

- 603.1 The period for filing for candidacy in the Spring Elections shall start no later than six (6) weeks prior to the first election day and shall run continuously for a period of two (2) weeks.
- 603.2 The Elections Board of Supervision may extend the deadline for those races in which no candidate has filed before the above deadline by a majority vote.
- 603.3 All persons running for office are required to submit an application to the Elections Commissioner. The candidate may designate the exact variation of their name that appears on the ballot in the application. The Board of Supervision shall prohibit frivolous and fictitious names from appearing on the ballot. This form cannot be changed or handed in after the last time for filing.
- 603.4 The number of Senators-at-Large shall be set as provided in Chapter 200 of the UKSGA Governing Codes.
- 603.5 The number of College Senators shall be one per College. They shall also serve as the representative for the College on University Senate.
- 603.6 The Elections Board of Supervision shall hold a period during which candidates wishing to declare write-in candidacy must submit a declaration of write-in candidacy certifying that they meet the requirements for the office and have read the appropriate rules and granted the UKSGA Advisor permission to certify academic eligibility.
- 603.7 The period in which candidates may submit declarations of write-in candidacy shall start immediately following the end of the filing period and conclude at 11:59 PM EST on the Sunday seven (7) days prior to the regular election. The submission of declarations of write-in candidacy is to be conducted in the UKSGA office. Write-in candidate names will be listed at the top of their respective ballots but will not be a selectable option on the ballot. All write-in candidates will need to be manually entered by each voter.

## CHAPTER 604: CANDIDATE MEETING

- 604.1 The Elections Board of Supervision shall establish a meeting for all candidates at which the rules, regulations, pertinent meeting dates, and duties and responsibilities of a UKSGA Representative, as well as the goals of UKSGA, will be presented to the candidates.
- 604.2 The candidate or agent thereof will be required to sign in and be present at the end of the meeting when the roll is called.
- 604.3 If a candidate or agent thereof does not attend and remain present for the duration of the meeting, the candidate's name will not appear on the ballot.
- 604.4 All candidates and agents thereof are responsible for being familiar with and following all federal, state, and University rules and regulations, including all information in the meeting as well as the UKSGA Constitution and UKSGA Governing Codes, for campaigning and elections.
- 604.5 Candidates shall receive a general fact sheet of duties and expectations required to serve in the office which they are seeking at the candidate meeting. Example documentation may include previous Senate Accountability Contracts, previous published job descriptions, or other supporting, non-confidential documents that predecessors feel candidates would find beneficial.
- 604.6 If the candidate meeting occurs before the end of the write-in period, all write-in candidates will be required to attend a make-up candidate meeting with the Elections Commissioner. This meeting shall take place during the seven (7) day period following the closing of the write-in candidacy period. A candidate who does not appear at this meeting or does not have an agent appear on their behalf shall not have their name present on the ballot, and shall not be an eligible choice to be written in.

## CHAPTER 605: CANDIDATE PLATFORM

- 605.1 A candidate platform shall be defined as a statement from the candidate or candidates describing their positions.
- 605.2 Candidate platforms shall be subject to all guidelines regarding campaign material except where otherwise noted.
- 605.3 Each candidate platform shall not exceed two-hundred-fifty (250) words.
- 605.4 The Elections Board of Supervision shall make campaign platforms available via the UKSGA website within two (2) business days following the candidate eligibility and verification process.
- 605.5 The Elections Board of Supervision shall make the campaign platform available at the polling locations and, if feasible, the ballot itself, during designated polling times but must do equally for all candidates who have presented a candidate platform.
- 605.6 The Elections Board of Supervision may at their discretion make changes or edits that immaterially change the campaign platform. Immaterial changes include only grammatical corrections.
- 605.7 The Elections Board of Supervision may shorten the length of any platform statement that exceeds the maximum limit to two hundred and fifty (250) words.
- a. The Elections Board of Supervision shall not accept or use images in union with a campaign platform.

## CHAPTER 606: CAMPAIGN MATERIALS

- 606.1 Campaign materials for the purposes of UKSGA Elections shall be defined as anything used to promote a candidate including but not limited to flyers, literature, pamphlets, clothing articles, table-tent advertisements, electronic communication banners, posters, handbills, web pages, social media content, email documents, sound recordings, video recordings, and location-based marketing materials.
- 606.2 Signs posted inside the residence halls must comply with Residence Life regulations.
- 606.3 There shall be no posters in classrooms.
- 606.4 No campaign material, writing or paint, may be placed on the ground (e.g. sidewalks, roads, driveways) or onto living material. This does not include articles of clothing or other textiles.
- 606.5 Posters shall not be placed on any glass, elevators, or painted surfaces, in accordance with the University's Administrative Regulations Governing the Use of University Facilities by Registered Student Organizations.
- 606.6 Campaign materials may be placed on any and all bulletin boards on campus unless the entity in control of the board has stated that campaign materials are prohibited from being placed on such boards.
- a. Prior to placing campaign materials on campus bulletin boards, students are required to contact the entity or individual presiding over the bulletin board's location to ensure code compliance.
- 606.7 Each campaign must use discretion not to damage University property.
- 606.8 The Elections Board of Supervision must approve any posters in advance to ensure that candidate posters comply with UKSGA policies.
- 606.9 No poster may be displayed on campus area property without the official seal of the Elections Board of Supervision.
- 606.10 No person may bribe, give, or lend anything of monetary value over one dollar (\$1.00) or academic value in order to induce a person to vote for or against a candidate or referendum or refrain from voting altogether.
- 606.11 The number of campaign materials shall be limited by the following provisions:
- a. Presidential campaigns will be limited to posting one hundred and fifty (150) posters and fifteen (15) banners on campus area property.
  - b. Senatorial campaigns will be limited to posting one hundred (100) posters and ten (10) banners on campus area property.
  - c. There is no limit to the number of handbills campaigns may distribute.
- 606.12 Destroying or defacing the campaign materials of other candidates is prohibited.
- 606.13 After campaign material has been placed, it may not be removed by anyone other than the candidate, campaign manager(s), the Elections Board of Supervision, or the poll workers while voting is in progress. University employees acting in accordance with their duties and the enforcement of university policy may remove materials.

606.14 All posters and other campaign materials must be removed within forty-eight (48) hours of the polls closing. Each candidate is responsible for removing campaign materials from where their campaign has placed them. Candidates must make a reasonable effort to collect handbills but are not responsible for collecting all handbills that may have been discarded by others.

606.15 No current candidate shall take possession of/use social media accounts for their current campaign which were previously used for a campaign of an individual/ticket other than the current candidate or their running mate.

## CHAPTER 607: TICKETING

- 607.1 A ticket is defined as two or more candidates campaigning jointly. Senatorial campaigns should be independent from all other Senatorial Campaigns. Senatorial Campaigns cannot appear on campaign materials with other candidates, including but not limited to banners, posters, handbills, social media accounts, and other promotional materials. Senatorial Candidates may not exhibit support, electronic, verbal, or written, for other candidates running in their election or candidates running in the Presidential/Vice Presidential Election.
- 607.2 The Student Body President and Vice President shall be voted on and elected by ticket. No list of members of senatorial slates shall be printed on the ballot.
- 607.3 No other tickets shall be permitted. Senatorial candidates, including Freshman Senators, College Senators, Graduate Senators-at-Large, and Undergraduate Senators-at-Large may only seek office on independent platforms as well as Presidential/Vice Presidential Campaigns.
- 607.4 Candidates may not exhibit support, electronic, verbal, or written, for other candidates running in their election or candidates running in the Presidential/Vice Presidential Election. Candidates may be subject to ticketing violations committed by students or organizations openly affiliated with their campaign.

## CHAPTER 608: CAMPAIGNING

- 608.1 Candidates for office are responsible for familiarizing themselves with and following all applicable University, Elections Board of Supervision, and Student Senate policies.
- 608.2 Upon the filing of the candidate application, all candidates must sign a statement that they will adhere to all election by-laws. If not signed, their nomination will be declared invalid by the Elections Board of Supervision. This statement is to be turned in along with the application form.
- a. No candidate may begin soliciting votes electronically, verbally, or in writing until they have filed for candidacy and have been notified by the Elections Commissioner that they have been approved as a candidate.
- 608.3 No campaigning may take place at any polling location during polling hours on the election days, nor may any campaign material be present at a polling location during polling hours.
- a. This stipulation shall exclude candidate platforms received and approved by the Elections Board of Supervision.
- 608.4 Campaign material within the campaign-free zone prior to the zone being designated by the Elections Board of Supervision shall be removed by the candidate prior to opening the poll.
- 608.5 No candidates are allowed within twenty-five (25) feet of any on-campus poll at any time while the poll is open except for the following:
- a. When a candidate is casting their vote
  - b. Exempting incidental traffic flow through the hall in which the candidate lives, works, or attends class.
  - c. Exempting any library other than if the candidate is campaigning.
  - d. The candidate is removing campaign materials at the direction of the Elections Board of Supervision.
- 608.6 The Elections Board of Supervision, in collaboration with the Executive Committee, shall promote the election and candidate applications to the student body.
- 608.7 Neither verbal campaigning nor campaign materials shall be allowed within twenty-five (25) feet of the polls while polls are open if applicable.
- 608.8 University of Kentucky Libraries and University of Kentucky Student Computer Labs shall be designated as campaign-free zones on election days.
- 608.9 Door-to-door campaigning is not allowed in the residence halls.
- 608.10 Forums and campaigning may take place in the residence halls in compliance with Residence Life regulations, with final discretion up to the Resident Director, in any respective residence hall.
- 608.11 Candidates may hold forums with any student organization provided it is approved by that organization's president.

- 608.12 Libelous or slanderous campaigning shall be subject to sanction by the UKSGA Supreme Court. Please refer to 500.1 for the ethical expectations of UKSGA and its candidates. If conduct is severe, applicable Kentucky Law may apply.
- 608.13 No University Mandatory Student Fee monies shall be used for campaigning purposes.
- a. This stipulation shall exclude any materials used for the promotion of the election by the Elections Board of Supervision.
- 608.14 No person may personally or through an agent intimidate, harass, use or threaten the use of force, violence, or restraint in order to compel or induce any person to vote or abstain from voting for a particular candidate or referendum.
- 608.15 No student may set up a computer or other electronic device to be used as a polling location for the purpose of soliciting votes.
- a. This stipulation does not include polling locations designated by the Elections Board of Supervision.
  - b. QR Codes or other electronic means that link directly to the ballot are not permitted to be used by students on physical campaign materials in any form, as per Code 606.1.
- 608.16 All candidates and their staff must adhere to all election policies and applicable institutional policies during the election period. Unless otherwise allowed under the elections by-laws and policies, all candidates must adhere to applicable university policies, municipal policies and laws, and state policies and laws.
- 608.17 Additional policies and procedures approved by the Elections Board of Supervision and the Senate for the purpose of managing the elections process may be put into effect in addition to these codes and must be adhered to by all candidates and staff. All additional policies will be provided to candidates prior to the start of any campaign period.
- 608.18 No UKSGA resources shall be used to support any candidate unless those resources are available to all candidates.
- 608.19 All campaign emails sent to multiple voters must have all email addresses in the blind carbon copy (Bcc) line.
- a. Any voter that requests to be removed from campaign emails must be removed from all campaign mailing lists within thirty-six (36) hours.
  - b. Email addresses obtained through an open records request may not be used for campaign purposes.
- 608.20 No candidate, student with the intention to file for candidacy, or student otherwise affiliated with a campaign shall campaign in or utilize the physical UKSGA office in affiliation with a campaign. This includes, but is not limited to, conversations regarding past, present, or future campaign plans.



CHAPTER 609: ELIGIBLE VOTER

609.1 An eligible voter shall be defined as a currently enrolled student at the University of Kentucky.

609.2 The eligible voter record shall be determined by enrollment data provided by the University Registrar.

## CHAPTER 610: VOTING PROCEDURES

610.1 Full and part-time students shall be permitted to vote once per election.

610.2 The Elections Board of Supervision shall ensure that online ballots, candidate platforms, the election rules, and directions for reporting errors are available on the UKSGA website and BBNvolved.

610.3 Students voting during the General Election must do so through the electronic voting system. If unavailable, students may submit a paper ballot at a polling location by the following process:

- a. The student shall be provided a paper ballot by the designated member of the Elections Board monitoring the polling location. This paper ballot must contain the names of all Executive candidates and Senatorial candidates for the student's college or school of enrollment, spaces for the student to write in votes for each office, and an envelope.
- b. The Elections Board monitor shall follow the procedures for double enveloping.
- c. The Elections Board shall be responsible for providing the following items at polling locations:
  - i. One large, lockable ballot box;
  - ii. Write-in ballots and envelopes;
  - iii. Instructions for any poll workers; and
  - iv. Materials to designate the polling location.

610.4 Voters shall cast their votes using the electronic voting system website from the polling computer(s) or any other computer connected to the internet.

610.5 There shall be no consultation or campaigning in a polling location. Such activity will be grounds for a student's vote being disqualified UNLESS such student is a candidate, in which case a higher penalty may be imposed. The Elections Board of Supervision shall post a sign at each poll with the exact wording in the sentences above notifying voters of this prohibition.

610.6 The following double enveloping procedures must be followed by the Elections Board of Supervision when necessary:

- a. The pollster shall give the voter two envelopes and paper ballots for each position.
- b. The voter shall mark their vote on the ballots and then seal the ballot in the first envelope.
- c. The first envelope shall then be sealed in the second envelope, upon which the pollsters shall then write the voters name and student identification number, the name of the pollsters, and a description of the problem.
- d. This method shall not be employed unless a voter claims to be eligible but is not entered in the list of eligible voters or claims not to have voted but is marked as voted. The Elections Board of Supervision shall review these ballots and determine

which students were eligible voters. The ballots of eligible voters shall then be added to the vote tally.

## CHAPTER 611: POLLSTERS AND POLLING LOCATIONS

611.1 A pollster includes student persons designated by the Elections Board of Supervision to work at the polling location.

611.2 No persons affiliated with a campaign, including a candidate for office, may serve as a pollster.

611.3 A polling location shall be defined as the area within twenty-five (25) feet of an official voting location designated by the Elections Board of Supervision on the day of the election.

611.4 The Elections Board of Supervision shall operate a polling location in the Bill Gatton Student Center on every day the polls are open. The polling location serves as a space for voters to vote in person or submit a paper ballot if they are unable to vote online.

611.5 A portable device with internet access shall not be considered a polling location unless specifically designated to be such by the Elections Board of Supervision.

611.6 Election Day shall be designated by the Elections Board of Supervision to consist of a minimum of eighteen (18) hours over two (2) days.

## CHAPTER 612: VOTE COUNTING

- 612.1 A simple majority of the Elections Board, a professional staff representative of the Office of Student Organizations and Activities, the Elections Commissioner, and the Attorney General must be at the vote tabulation procedure. This meeting shall be open to the public in order to promote UKSGA transparency.
- 612.2 The vote tabulation shall take place within seventy-two (72) hours of the closing of the polls.
- 612.3 None of the persons prescribed in Code 612.1 may leave during the tabulation, except at the discretion of the Elections Commissioner.
- 612.4 The Elections Board of Supervision shall determine, via majority vote, the validity of the elections following the completion of tabulation.
- 612.5 The results shall not be final until certified by a majority of the Supreme Court at the Election Review Hearing.

## CHAPTER 613: COMPLAINTS AND CLAIMS

- 613.1 “Complaint” as used in this section is defined as the process by which any student may, upon genuine belief of an election violation, notify the Elections Commissioner, who, alongside the Elections Board, determines whether they are actionable.
- 613.2 “Actionable” as used in this section describes Complaints determined by the Elections Commissioner and Board to likely have merit if officially reviewed as a Claim.
- 613.3 “Claim” as used in this section is defined as the process by which any candidate may, upon genuine belief of an election violation, file for an official review.
- 613.4 At any time in the election period, any student who believes that a violation of election or campaign rules occurred may file a Complaint with the Elections Commissioner. Students filing Complaints may submit any relevant documentation to support their Complaint to the Elections Commissioner. Complaints shall be reviewed by the Elections Commissioner.
- a. Complaints shall be reviewed by the Elections Commissioner and Elections Board within three (3) business days (72 hours) of being received by the Elections Commissioner. Business days are considered Monday through Friday excluding weekends and public holidays.
  - b. The Complainant, as well as the student(s) and/or organizations who are the subject of the Complaint, shall be informed as to whether the Board determines the Complaint is actionable and state their reason for reaching their decision.
    - i. Board determinations of Complaints are not appealable. Points shall only be assigned to merited Claims by the Supreme Court, and no points are assigned to candidates for actionable Complaints.
  - c. If, after being informed of an actionable Complaint against their activity, a candidate persists in that activity, the Supreme Court may have grounds to impose higher point penalties at the hearing. However, if the candidate remedies the behavior upon notification by the Elections Commissioner, and is able to provide evidence of such, the Supreme Court could impose a lesser point penalty at the hearing.
  - d. If a student submits an actionable Complaint after the deadline to submit Claims, the Supreme Court retains the authority to order review and assess points if appropriate.
- 613.5 Any candidate who believes that a violation of election or campaign rules occurred may file a Claim with the Elections Commissioner, by the date and time determined by the Elections Board of Supervision. Candidates filing Claims may submit any relevant documentation to support their claims to the Elections Commissioner.
- 613.6 Questions regarding legislative interpretation, on behalf of the Elections Board, shall be directed to the Attorney General. The Attorney General may request a slip opinion from the Chief Justice of the Supreme Court.
- 613.7 No more than twenty-four (24) hours after the conclusion of the Claims filing deadline, the Elections Commissioner shall present all Claims to the Elections Board at the Claims Review Meeting. The Elections Board shall review all Claims and determine if a Claim has merit or not based on the UKSGA Governing Codes.

- 613.8 If the Elections Board deems that a claim has merit, they will notify the Claimant and Defendant of their decision. The Claim will then be brought before the Supreme Court.
- 613.9 If the Elections Board determines a Claim lacks merit, the Elections Commissioner will notify the Claimant of that finding and will provide the Claimant with a written statement detailing the reasoning for the finding. The Elections Commissioner must inform the Claimant of their right to appeal to the Supreme Court.
- a. A student may file an appeal with the Supreme Court and maintains the right to an expedited hearing due to the time-sensitive nature of elections. Notice must be provided to the Elections Commissioner of the appeal within forty-eight (48) hours of an Elections Board decision.
  - b. If a candidate chooses to appeal a Claim that the Elections Board deemed to lack merit, the candidate must provide a written statement to the Supreme Court articulating the basis for their appeal. This statement may only include information and/or documentation to support their claim that has not previously been submitted to and considered by the Elections Board.
- 613.10 The Supreme Court shall convene no later than one week after the Claims Review Meeting. At this time, the Elections Commissioner shall present all Claims including those with merit and those that have been appealed. The Supreme Court will decide which Claims they will hear in their formal Supreme Court Hearing.
- 613.11 In the case that a Claim filed contests the eligibility of a candidate, the Supreme Court may call an Emergency Hearing at their discretion to hear these Claims.
- 613.12 Claims will not be considered if not filed before the deadline established by the Elections Board of Supervision.
- 613.13 No candidate shall exceed their campaign expenditure limit.

## CHAPTER 614: VIOLATIONS AND PENALTIES

614.1 The point penalty guidelines contained in this chapter are intended to serve as a guide for the Supreme Court as they impose point penalties for election and campaign rule violations. However, the Supreme Court has the ultimate discretion, based on the individual circumstances of a specific violation, to impose a point penalty that deviates from the recommended penalty.

- a. It is recommended that a candidate be completely disqualified from the election in which they are running if they accumulate ten (10) or greater penalty points.
- b. It is recommended that points are levied per violation, not per the number of Claims against them asserting the violation.

614.2 Violations of the election and campaign rules and procedures contained within the UKSGA Governing Codes are separated into Level 1, Level 2, and Level 3 infractions.

614.3 Level 1 violations are those contained in Codes 606.2, 606.3, 606.4, 606.5, 606.6, 606.9, 606.10, 606.11, 606.13, 606.14, 608.9, 608.10, 608.13, 608.18, 608.19, 608.20, and 611.2. A violation of 613.9, if equal or less than five (5) percent of the expenditure limit, is a Level 1 violation.

- a. The recommended point penalty for Level 1 violations is  $3 \pm 2$  points.

614.4 Level 2 violations are those contained in Codes 606.7, 606.8, 606.12, 606.15, 607.1, 607.3, 607.4, 608.3, 608.4, 608.5, 608.7, 608.8, 608.12, 608.14, 608.15, and 608.16.

- a. The recommended point penalty for Level 2 violations is  $6 \pm 2$  points.

614.5 Level 3 violations are those contained in Codes 604.2, 604.6, and 608.2(a). A violation of 613.9, if greater than five (5) percent of the expenditure limit, is a Level 3 violation.

- a. The recommended penalty for Level 3 violations is complete disqualification from the election.



## CHAPTER 615: DETERMINING A WINNER

- 615.1 All elections shall be decided by the plurality voting method. The candidate(s) with more votes than other candidates will be declared a winner for the allotted seats, which shall be:
- a. One Presidential/Vice Presidential Ticket;
  - b. One Senator from each college, and;
  - c. The number of Undergraduate and Graduate at-Large Senators according to UKSGA Governing Code 200.3(e).
- 615.2 The candidate with the most votes is declared the winner. In a plurality system, the winner does not need to have more than 50% of the votes – just more than any other candidate.
- a. The allocated number of Undergraduate and Graduate Senators shall be filled by that number of candidates with the most votes.
- 615.3 Upon conclusion of the Supreme Court Hearing and the issuance of opinions, the Elections Commissioner shall announce the official results of the election within twenty-four (24) hours and make the results public within the same time frame.
- 615.4 If a candidate declines or resigns from an elected position, the eligible candidate with the next highest number of votes shall be offered that position.
- 615.5 The Supreme Court may, upon violation of any procedure, and at its discretion, invalidate the election results and issue a new election.

## CHAPTER 616: EXPENDITURES

- 616.1 A ticket composed of a candidate for President and Vice President is limited to a total expenditure of one thousand (1,000) dollars. In the case of a new election issued by the Supreme Court, a ticket may spend an additional one hundred fifty (150) dollars.
- 616.2 Senatorial candidates are limited to a total expenditure of four hundred (400) dollars. In the case of a new election issued by the Supreme Court, Senatorial candidates may spend an additional fifty (50) dollars.
- 616.3 Each candidate shall submit the candidate's expenditure form to the Elections Commissioner or their designee at the time set by the Elections Board of Supervision following the election. Candidates are responsible for getting a receipt form showing the date, time, and the Commissioner's or designee's signature. Original receipts and a copy of all printed materials shall accompany the expenditure form.
- a. If a candidate fails to submit an expenditure form within twenty-four (24) hours of the closing of the polls, the candidate forfeits the position.
- 616.4 The winner of a write-in vote must file an acceptable expense report, showing the campaign expenses did not exceed the limit for that office, before being seated.
- 616.5 All commercial or individual services or tangible materials donated by non-students to a candidate or candidates shall be attributed as expenditures of the receiving candidate or candidates at a reasonable retail price.
- a. Tangible materials donated by students to candidates shall also be attributed as expenditures of that candidate at a reasonable retail value. Tangible materials donated by students to candidates include, but are not limited to paper, wood, glue, staples, posters, signs, banners, and other like materials. Tangible materials donated by students to candidates shall not include the hosting of a website, website design, or computer programming since these donations are services.
  - b. Donations by students to candidates shall be subject to the following rules:
    - i. Any student, whether part-time or full-time, of the University of Kentucky, including Lexington community college students, can donate their services in any capacity whatsoever, including professional services, and that donation shall not be attributed to the expenditure of the receiving candidate or candidates.
    - ii. Service donations by students include donations of website hosting, website services, or the donation of any future technology that may replace web communication.
- 616.6 All expenditure sheets shall be available for viewing in the UKSGA office from the time they are filed until the time the claims period is over.
- 616.7 The Supreme Court shall have jurisdiction to settle valuation disputes.
- a. The burden is on the Claimant to prove by a preponderance of evidence that a candidate has exceeded their spending limit. Once a Claimant initiates such a Claim, the Claimant must first make a good cause showing to the Elections Commissioner, and only if the Elections Board of Supervision has determined that good cause in fact

exists shall the Claim proceed. If a Claim proceeds beyond the Elections Board of Supervision, the candidate shall be afforded ample opportunity to present evidence to the Supreme Court that the material or service was proper.

## CHAPTER 617: BALLOTING AND TABULATION

- 617.1 Every member of the University of Kentucky Student Body shall be allowed to cast one (1) ballot in an election.
- 617.2 Each ballot shall list each candidate or ticket for each race and allow for one (1) vote for each of the races in which the student is eligible to cast a vote for.
- 617.3 An explanation of the election methodology shall be included on the ballot in an obvious manner.
- 617.4 Members may abstain from voting in any contested or uncontested race.
- a. If there are more abstentions than votes, the candidate with the highest number of votes after abstentions shall be the winner.
- 617.5 Write-in votes may be considered valid only if notice of a write-in campaign has been filed with the UKSGA Elections Commissioner.
- 617.6 Before votes are tallied as prescribed in Code 616.9, an accurate number of ballots cast shall be determined.
- 617.7 Votes shall be tallied separately in each individual contest. The contests shall be counted in the following order: President and Vice President, College Senators in alphabetical order of College, Graduate Senators-at-Large, Undergraduate Senators-at-Large. A result must be declared in the preceding contest before the ballots can be counted for the next contest.
- 617.8 In the event a technology exists that tabulates votes cast, the software's process shall be relied upon for tabulation.
- a. Tabulations shall be displayed for all attendees during the entire duration of the tabulation meeting.
- 617.9 If an observer has an objection during the vote count, the Elections Board must not the objection as soon as reasonable. All objections regarding the conduct of an Elections Board member must be resolved before the next round of tabulation begins. All objections regarding the conduct of an Elections Board member must be resolved before the next round of tabulation begins. All objections shall also be reported to the Supreme Court during the Supreme Court hearing for election disputes if relevant to candidates appearing before the Court.
- 617.10 Upon completion of the tabulation, the applicable parties shall be informed of the results, and the ballots shall be archived.
- 617.11 In the event a ticket or candidate withdraws or is disqualified prior to the tabulation of ballots, all votes cast for that candidate will be disregarded.
- 617.12 Results shall be announced via all UKSGA media platforms upon certification of the results by the UKSGA Supreme Court.
- 617.13 The tabulation and certification process shall be open to the general public.
- 617.14 Should any election result in a tie for the most votes, the following procedures shall occur:

- a. A Special Election shall be held in which only the tickets or candidates that tied will be displayed on the ballot. The ticket or candidate with the highest number of votes after this Special Election will be declared the winner and;
  - i. The Elections Commissioner will work with the Elections Board of Supervision and the Operations & Evaluations Committee to draft and approve a Special Elections Timeline.