BY-LAWS
for the
GRADUATE STUDENT GOVERNMENT ASSOCIATION
of the
GEORGIA INSTITUTE OF TECHNOLOGY
[Last revised September 15, 2015]

ARTICLE I. MISSION AND VISION

**Mission:** The Student Government Association’s mission is to empower student organizations, embody student opinions, preserve student integrity, and enrich the student experience.

**Vision:** SGA’s vision is to help make Georgia Tech the best place in the world to receive an education: a place where students boldly pursue their academic and life goals, a place where there is widespread student access to on-campus resources and support, and a place where there is collaboration between students, faculty, and administrators.

ARTICLE II. LEGISLATIVE BRANCH

Section 1. Senate Membership

**Paragraph A.** Senators shall be elected and their apportionment shall be based on a weighted average of the enrollment for each academic unit (administratively recognized department, partnership, or allied institution required to pay Student Activity Fees to the Atlanta campus of the Georgia Institute of Technology). The weighted average shall be formed as follows: Enrollment data shall be based on figures from the previous Fall, Spring, and Summer semesters for each academic unit as published by the Office of Institute Research and Planning. Enrollment totals of full and part-time students for each semester shall be weighted by the fraction of the total year’s Student Activity Fees paid in each semester. These weighted enrollment figures shall be summed to determine the average enrollment for the purpose of Senate seat apportionment.

a. Academic units with fewer than five (5) graduate students shall have no representatives.

b. Academic units with five (5) or more graduate students enrolled shall receive one (1) representative for every seventy-five (75) graduate students, plus one (1) representative for the remaining positive fraction of seventy-five (75) graduate students (e.g., a school containing from seventy-six (76) to one hundred and fifty (150) graduate students will elect two (2) representatives).

**Paragraph B.** The Senate shall include representatives of the Graduate Cooperative Plan. Two Co-op (2) Senators shall be appointed to represent this program.

**Paragraph C.** The Senate shall include representatives of the graduate student body at-large. Up to ten (10) At-large Senators may be appointed by the President with advice and consent from the Senate. A maximum of two (2) At-Large senators may be from any one (1) school.

**Paragraph D.** If a Senator no longer meets the eligibility requirements outlined in the Constitution, then he or she will be automatically removed.

Section 2. Meetings of the Senate

**Paragraph A.** The Senate shall meet once every full week of the school year, except for finals week, holidays and summer term.
a. Business cannot begin without a quorum which shall be more than one half (1/2) of the voting membership of the Senate. Business cannot continue without a quorum which shall be more than one quarter (1/4) of the voting membership of the Senate.
b. At meetings of the Senate, the President, Vice President of Finance, Vice President of Campus Organizations, and Vice President of Academic Affairs, if they are not currently Senators, have the right to request the floor to debate pending legislation as it pertains to the responsibilities of their office, and to yield their time to any person they deem necessary during such debate.
c. The current edition of Robert's Rules of Order, Newly Revised shall govern the procedure of all Senate meetings and will be the general authority on parliamentary law for all Senate matters, when not in conflict with the provisions of the Constitution or By-Laws.
d. At meetings of the Senate, the attending staff representative from the Student Organization Finance Office has the right to request the floor to inform the members of the Senate on pertinent fiscal policies. Special dispensation from Robert's Rules may be afforded to this individual in order to suspend procedure for the purpose of elucidation in cases where the Senate's immediate action may lead to a violation of University Financial Policies

Paragraph B. The Senate may, by a two-thirds (2/3) vote of the membership present waive the By-Laws with the following limitations:
   a. The By-Laws shall be waived only to consider a specific question.
   b. The Senate shall act only on the specific question of the floor.
   c. The By-Laws will automatically be reinstated immediately after the pending specific question is resolved.
   d. Only sections of the By-Laws specifically marked as “waivable” may be waived.

Paragraph C. Any main motion to be considered by the Senate shall be designated as a bill and the following procedure will be observed:
   a. All bills should be submitted via the online bill submission system on the Internal SGA website, or to the office staff assistant before the start of business on the Monday preceding the meeting at which the bill is to be introduced. Only Senators, Joint Standing Committee Chairs, and the President may introduce legislation.
   b. Consideration of all bills shall be postponed for at least one meeting. This provision is waivable as described in Section 2, Paragraph B.
   c. The Vice President shall refer all bills to the proper committee. Any bill that has been referred to a committee may be taken out of committee by a two-thirds (2/3) vote of the membership present.
   d. A bill must pass by a majority vote of the Senate unless otherwise specified in the Constitution or By-Laws. The Vice President may vote only to break a tie.
   e. Any rule, regulation, or governing policy established by a bill shall be valid only for a period of three years from the date the bill is passed. An exception to this shall be changes in the Constitution or By-Laws, which shall be permanent.

Paragraph D. The President may veto any bill prior to the next regularly scheduled meeting of the Senate or within one week following the meeting at which the bill was passed, whichever is shorter, and must inform the Vice President and the Senate of his or her decision within this time period. Such a bill can be vetoed only once. The vetoed bill becomes the first order of unfinished business at the next Senate meeting. At this time the President must explain the reasons for the veto. Following discussion, an override vote will be taken and a two-thirds (2/3) vote shall override the veto.

Paragraph E. Officers and Senators shall attend all Senate meetings.
   a. Any Officer or Senator who is absent from a meeting shall submit a written excuse to the Secretary within one week of the missed meeting. Verbal excuses may be accepted at the discretion of the Secretary.
b. The Secretary shall review all excuses and may acknowledge acceptable ones.
c. At the first meeting of each term, the Secretary shall remind the Senate about the policy regarding absences.
d. Any Officer or Senator receiving three (3) unexcused absences in any one semester shall be automatically removed.
e. Any Officer or Senator who has been denied an excused absence by the Secretary may appeal the decision to the Senate as a privileged motion under new business.

Paragraph F. Special meetings of the Senate may be called by the President at any time during an academic term (including summer), beginning with the first day of class and extending to the last day of class, under the following limitations:
   a. Each senator shall be notified at least 72 hours prior to the meeting.
   b. Each senator shall be informed of the reason for the meeting.
   c. Business transacted at the special meeting shall be limited to that mentioned in the notification.

Paragraph G. Summer Senate meetings and legislation follow procedures outlined in Article IV, Section 2.

Section 3. Joint Bill Procedures

Paragraph A. Without loss of generality and within this section, the Undergraduate House of Representatives and the Graduate Student Senate will be referred to as “houses.”

Paragraph B. A joint bill is a bill that meets any of the following criteria:
   a. The bill calls for the allocation of funds from any account administered by both houses.
   b. The bill appoints the chairmanship of a joint committee.
   c. The bill calls for an Executive Agreement.
   d. The bill recommends action related to the chartering, the revocation of the charter or the constitution of any campus organization that is not exclusively graduate or undergraduate.
   e. The bill recommends policies related to the operation of the SGA office.
   f. The bill is designated as “joint” in the title of the bill as per an agreement made by both the graduate and undergraduate authors. This criterion includes any resolution deemed “joint.”

Paragraph C. All bills classified as joint bills shall follow all procedure as stipulated in these By-Laws in Article I, Section 3. In addition, all joint allocation bills must follow all policies related to financial bills as outlined in the Constitution and By-Laws.

Paragraph D. If one house votes on a bill, then, regardless of the outcome, the other house must vote on the bill. If the first voting house decides to withdraw a bill from consideration, then the bill is classified as “withdrawn pending.” The second voting house then has the option to withdraw the bill from consideration, in which case the bill is summarily withdrawn. If the second voting house decides to vote on the bill instead of withdrawing it, then the bill is active and becomes part of unfinished business on the agenda of the first voting house and must be voted upon.

Paragraph E. For bills requiring an enactment ratio to pass, the enactment ratio can only be used if the text of the bill voted upon by both houses is the same. If an enactment-ratio bill fails to receive a majority of votes in both houses, then regardless of the text, the bill shall be considered failed and will not be sent to a Conference Committee. If the bill receives a majority in at least one house, but the text voted upon by each house differs, then the bill shall automatically be referred to a Conference Committee. The Senate may reconsider legislation passed in different forms by both houses in the first meeting following the passage in order to amend.
Paragraph F. For bills not requiring an enactment ratio to pass, the bill shall be considered passed if both houses vote to pass the bill, and the text of the bill voted upon by each house is the same. If the bill passes both houses, but the text differs, the bill shall be referred to a Conference Committee. If the bill does not pass one house, regardless of the text, and the authors agree to keep the bill a joint bill, then the bill shall be referred to a Conference Committee. If the authors do not agree to keep the bill a joint bill, then the bill shall be considered failed. The bill may be reintroduced in the passing house, if appropriate, but not as a joint bill. If the bill fails in both houses, regardless of the text, then the bill shall be considered failed.

Paragraph G. The members of the Conference Committee shall be appointed from the members of each house by the chair of their respective house. Each chair may appoint as many as three (3) people to a Conference Committee. Each chair must give 48 hours notice to the appointed people of the conference committee meeting time and place.

Paragraph H. The Conference Committee shall have as its purpose the reconciliation of the different forms of the bill into a single form acceptable to both houses. The Conference Committee shall meet at such a time as to allow the bill to come before both houses at their next regularly scheduled meetings provided that the next regular meeting of the first voting house does not occur within the same calendar week as the meeting during which the second voting house voted upon the bill. In that event, the committee shall meet before the next regularly scheduled meeting of the second voting house. A calendar week is defined as a period beginning with a Sunday and ending on the subsequent Saturday. A single Conference Committee shall reconcile all necessary bills from meetings of the houses in the same calendar week. The Conference Committee shall be chaired by either the Chair of the Undergraduate House of Representatives or the Chair of the Graduate Student Senate. Chairmanship of the Conference Committee shall alternate between the two officers.

Paragraph I. If the deliberations of the Conference Committee warrant, a bill may be postponed in the Conference Committee by a majority vote of the members in order for discussion to continue. However, the same Conference Committee must meet within one week after the bill is postponed to resume deliberations.

Paragraph J. Quorum at a meeting of a Conference Committee shall be defined as those present at the meeting provided there are an equal number of members from both houses.
   a. Additional people may attend a Conference Committee meeting, but the number of voting members of the committee from each house at the meeting for the consideration of committee business shall be the same.
   b. The Chair of the Conference Committee may not vote to break a tie.

Paragraph K. The bill, when returned from Conference Committee, shall, in the form provided by the Conference Committee, become part of unfinished business in each house. Each house may resume discussion on the bill, but may not amend the bill. The vote on the bill shall be used as follows:
   a. Enactment ratio bills: the enactment ratio shall be applied to a vote taken by each house to determine passage.
   b. Non-Enactment ratio bills: if the bill receives the vote required to pass the bill in each house, then the bill passes. Otherwise, the bill fails. If the bill fails in only one house, the bill may be reintroduced into the passing house, but not as a joint bill.

Paragraph L. If one house fails a joint resolution after it is returned from Conference Committee, the resolution fails. The author of the bill in the passing house may reintroduce the resolution in that house, if appropriate, but the resolution may not pertain to the entire Student Government Association.

Paragraph M. A single house may postpone a joint bill for a maximum of four (4) regularly scheduled
meetings. Disposal of the bill must occur by the last meeting of a house within this period. Both houses may together postpone a bill indefinitely.

**ARTICLE III. EXECUTIVE BRANCH**

Section 1. Executive Council

*Paragraph A.* The Executive Council shall meet prior to every Senate meeting to set that meeting's agenda. It shall also coordinate the activity of the Committees, discuss graduate student policies and issues, oversee the Government's budget, and approve or deny expenditures that are not in the original budget.

*Paragraph B.* The Executive Council shall establish Administrative Procedures for the operation of the Government that will outline the specific responsibilities of the Officers and Committees. These procedures shall not override any guidelines established by the Constitution or By-Laws.

*Paragraph C.* Members of the Executive Council shall also interact on a regular basis with the Office of Senior Vice Provost for Academic Affairs and the Office of Dean of Students to keep the offices informed about the Government's activities.

Section 2. Officer's Duties

*Paragraph A.* The duties of the President are as follows:
  a. The President shall be the spokesperson for the graduate student body in all Government affairs and in student relations with the administration.
  b. The President shall be responsible for the activities of all Standing and Ad-hoc Committees, which are a part of the Executive Branch.
  c. The President shall have positive appointment powers for all Graduate members of Joint Standing Committees, Standing Committees, and Institute Committees. The President shall also appoint new Senators and members of the Judiciary with the advice and consent of the Senate. The President will have the power to remove from office any appointed student, except for the Judiciary members, with the advice and consent of the Senate.
  d. The President shall submit proper and necessary legislation to the Senate and shall have the power to transact routine business that is in the best interest of the graduate student body.
  e. The President shall have the power to appoint and disband Ad-hoc Committees with the advice and consent of the Senate. The President shall be an ex-officio member of all Committees.

*Paragraph B.* The duties of the Executive Vice President are as follows:
  a. The Executive Vice President shall chair all Senate meetings.
  b. The Executive Vice President shall chair all Executive Council meetings.
  c. The Executive Vice President shall assist in the performance of the President’s duties, and in the absence of the President, the Executive Vice President shall assume those duties.
  d. The Executive Vice President shall be an ex-officio member of all Committees.
  e. The Executive Vice President shall be responsible for all publicity for the Government.

*Paragraph C.* The Treasurer shall have the responsibility of keeping all financial records of the Government and shall prepare the Government's yearly budget and present it for approval to the Senate each fall. The Treasurer shall automatically be a member of the Joint Finance Committee.

*Paragraph D.* The Secretary shall have the responsibility of taking the roll and keeping minutes of all Senate and Executive Council meetings. The Secretary shall also be responsible for enforcing the attendance policy outlined in Article I., Section II, Paragraph E of the By-Laws and shall perform other
secretarial duties which may be necessary for the Government, such as mailing out ballots for a summer vote.

**Paragraph E.** The Coordinating Officer shall have the responsibility of serving as a liaison to the Undergraduate House of Representatives and shall attend all meetings of the GSS and UHR.

**Paragraph F.** The duties of the Vice President of Finance are as follows:
   a. The Vice President of Finance shall be an officer of both the Undergraduate House of Representatives and the Graduate Student Senate and shall advise both houses concerning jointly allocated accounts, the Student Activity Fee budgeting process, and any other appropriate financial matters.
   b. The Vice President of Finance is the Joint Finance Committee Chair.
   c. The Vice President of Finance shall submit the proper and necessary financial legislation to the Senate.

**Paragraph G.** The duties of the Vice President of Campus Organizations are as follows:
   a. The Vice President of Campus Organizations shall be an officer of both the Undergraduate House of Representatives and the Graduate Student Senate and shall advise both houses concerning the administration of campus organizations.
   b. The Vice President of Campus Organizations is the Joint Campus Organizations Committee Chair.

**Paragraph H.** The duties of the Vice President of Academic Affairs are as follows:
   a. The Vice President of Academic Affairs shall be responsible for the Graduate Research Symposium.
   b. The Vice President of Academic Affairs is the Academic Affairs Committee Chair.

**Paragraph I.** The duties of the Vice President of the Graduate Conference Fund are as follows:
   a. The Vice President of the Graduate Conference Fund shall be responsible for the administration of the Graduate Conference Fund, which allocates money to graduate students who attend conferences.

**Paragraph J.** The duties of the Vice President of Health Services are as follows:
   a. The Vice President of Health Services is the Health Services Committee Chair.

**Paragraph K.** The duties of the Vice President of Internal Affairs are as follows:
   a. The Vice President of Internal Affairs is the Internal Affairs Committee Chair.

**Paragraph L.** The duties of the Vice President of Student Welfare are as follows:
   a. The Vice President of Student Welfare is the Student Welfare Committee Chair.

**Paragraph M.** The duties of the Vice President of Graduate Communication are as follows:
   a. The Vice President of Graduate Communication is the Graduate Communication Committee Chair.

**Section 3. Standing Committees**

**Paragraph A.** The Standing Committees of the Government are:
   a. Academic Affairs
   b. Health Services
   c. Internal Affairs
   d. Student Welfare
Paragraph B. The purposes of the Standing Committees are:

a. Academic Affairs Committee
   1. To promote excellence and improvement in the academic environment for graduate students.
   2. To advise the Government on matters of academic standards or policies that pertain to graduate students.

b. Health Services Committee
   1. To provide student input into campus health services and health insurance matters.
   2. To advise the Government on issues concerning health services and health insurance.

c. Internal Affairs Committee
   1. To prepare and execute all regular and special elections for the Government, to maintain the Elections Code, and to investigate violations of the Elections Code.
   2. To advise the Government on matters of parliamentary procedure, Georgia Tech rules and regulations, and amendments to the Constitution and By-Laws.
   3. To advise the Government on Judiciary appointments

d. Student Welfare Committee
   1. To provide student input into graduate life on campus.
   2. To promote programs and ideas to improve the quality of graduate student housing (in collaboration with graduate resident governing bodies), life and welfare.
   3. To advise the Government on matters of graduate student housing, life and welfare.

Paragraph C. All Committees shall maintain a continuing program of gathering pertinent information. Committees shall take minutes of meetings and make reports on their activities to the Executive Council and Senate on a regular basis. Committee Chairs may appoint directors for special projects or responsibilities of their Committees with the advice and consent of the Senate.

Section 4. Joint Standing Committees

Paragraph A. The Joint Standing Committees are:

a. Joint Finance Committee

b. Joint Campus Organizations Committee

Paragraph B. The purposes of the Standing Committees are:

a. Joint Finance Committee
   1. To review and recommend to the Graduate Student Senate and the Undergraduate House of Representatives the annual appropriation (budget) of student activity fees, and review requests and make recommendations to the Graduate Student Senate and the Undergraduate House of Representatives concerning bills and special allocations of student activity fees.

b. Joint Campus Organizations Committee
   1. To oversee the chartering of student organizations, reviewing said charters, and to resolve any issues of suspension or revocation of charters or other disciplinary actions involving student organizations, as necessary.

Paragraph C. The operating procedures of each Joint Standing Committee, which include the details of the committee’s duties and oversight, the make-up of the committee, and the policies it applies in the course of its duties, shall be incorporated into these By-Laws as appendices.

Section 5. Institute Committees
Paragraph A. The President shall regularly assess the vacancies and graduate student representation on Institute-wide Committees, including the committees of the General Faculty Assembly and the Academic Senate. The General Faculty Assembly and the Academic Senate shall be as defined in the Statutes of the Georgia Institute of Technology.

Paragraph B. The Graduate Student Body President and the Undergraduate Student Body President shall decide the specific committee assignments for their Governments. The Graduate President shall appoint graduate students to those committees assigned to the Graduate Student Government, and the Undergraduate President shall appoint undergraduate students to those committees assigned to the Undergraduate Student Government. All joint appointments shall be approved by the Graduate Student Senate and the Undergraduate House of Representatives using the procedures for the appointment of joint committee chairs as outlined in the Constitution (Article VI, Paragraph D, Section c).

Paragraph C. The President shall serve as the ex-officio graduate representative to the Executive Board of the Institute, to the Academic Senate, and to the General Faculty Assembly. The President shall also serve as the graduate representative to the Academic Senate and to the General Faculty Assembly or shall appoint graduate students to serve in these positions.

Paragraph D. Institute Committee Representatives shall attend meetings of their respective committees and report on their activities to the Government on a regular basis.

Section 5. Joint Governing Boards and Councils

Paragraph A. The Governing Boards and Councils established by the Graduate Student Senate and the Undergraduate House of Representatives shall function as independent organizations from the Senate. The representative of each Governing Board or Council shall submit a written report to the Graduate Student Body President and the Graduate Student Senate each term concerning the activities, operations, and financing of the Board or Council.

Paragraph B. These Governing Boards and Councils shall consist of the following:
   a. Board of Student Publications: The Board of Student Publications is charged with the control of student publications that are supported directly by appropriations of student activity fees.
   b. Radio Communications Board: The Radio Communications Board is charged with the control of the Georgia Tech student FM radio station, WREK.
   c. Student Center Governing Board: The Student Center Governing Board is charged with the responsibility for the development and administration of programs which serve the cultural, recreational, and social interest of the Georgia Tech community.
   d. Campus Recreation Center (CRC) Advisory Board: The Campus Recreation Center (CRC) Advisory Board shall assist in the development and administration of programs which serve the athletic interests of the Georgia Tech community and shall suggest and review policies, procedures and operations concerning the CRC.

Paragraph C. The President shall appoint graduate students to serve on the following governing boards and councils:
   a. One (1) student serving on the Student Center Governing Board.
   b. One (1) student serving on the CRC Advisory Board.
   c. One (1) student serving on the Radio Communications Board.
   d. One (1) student serving on the Board of Student Publications.

Paragraph D. All additional governing boards or councils established by the Senate shall be included in these By-Laws.
Paragraph E. The charters of all joint governing boards and councils shall be incorporated into these By-Laws as appendices.

**Section 6. Executive Agreements**

Paragraph A. The executive branches of the Graduate Student Senate and the Undergraduate House of Representatives may draft executive agreements.

Paragraph B. These executive agreements shall become effective upon the notification of the Undergraduate House of Representatives and the Graduate Student Senate at their first regularly scheduled meetings following the drafting of the executive agreement.

Paragraph C. Executive agreements may be revoked only by a two-thirds vote of each legislative body.

Paragraph D. Executive agreements shall serve with the powers of these By-Laws. They will serve to complement both the Undergraduate Student Government Constitution and the Graduate Student Government Constitution. No part of the executive agreement may conflict with existing parts of these By-Laws.

**ARTICLE IV. JUDICIAL BRANCH**

**Section 1. Code of Ethics**

Paragraph A. A Justice's official behavior should be beyond reproach and free from impropriety. No case before any court should be mentioned, commented upon, or discussed in any manner by any Justice (or by anyone under his/her direction or authority) except when the court itself is sitting to consider the case. This applies equally to cases heard privately and to cases heard publicly.

Paragraph B. No Justice should prejudge any case except when sitting as a member of a court to hear and consider the case.

Paragraph C. A Justice should not be swayed by partisan demands, public outcry or consideration of a person's popularity.

Paragraph D. A Justice shall disqualify himself/herself from a case that might justify the inference that a party could improperly influence him/her to unduly rule in that party's favor.

Paragraph E. When considering a case, a Justice should always bear in mind that he or she is deciding whether a particular rule or statute has been violated and not whether in his or her point of view a social harm has been committed. A Justice should, however, consider social harm when deciding on the sanction to be imposed upon a charged student found responsible.

Paragraph F. The Judiciary may give advisory opinion, at their sole discretion, on issues not before any judiciary body. Such opinions should not be binding on the party making the request.

Paragraph G. Proceedings of the courts should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.

**Section 2. Jurisdiction**
Paragraph A. The Judiciary shall have jurisdiction in questions of a Constitutional nature arising from legislation or other actions of the Government.

Paragraph B. The Judiciary shall have jurisdiction to review any contested regular or special election.

Paragraph C. The Judiciary shall have jurisdiction to determine if the decisions of Senate were made in an unbiased manner.

Section 3. Procedures

Paragraph A. In cases involving question of a Constitutional nature arising from legislation or other actions of the Government or Senate or in reviewing a contested election, the procedures for ruling on appeals to the Judiciary shall be as follows:

a. The Chair of the Judiciary shall set the date, time and place of the hearing, shall notify the members of the Judiciary and summon all principals in the case at least three days in advance of the scheduled hearing.

b. Decisions of the Judiciary shall be by majority vote.

c. A quorum shall consist of the Chair and two Justices.

d. The hearing body shall make a tape recording of the proceedings.

e. The Judiciary shall provide a written summary of each case including a decision as to whether or not an appeal shall be upheld or denied.

Section 4: Joint Judiciary Cabinet Procedure:

Paragraph A. Complaints to be heard by the Joint Judiciary Cabinet (JJC) shall be submitted in writing to the Student Government Association Office and will be directed to the Chief Justices of the UJC and GJC.

Paragraph B. For complaints regarding legislative action(s), the Chief Justices shall notify the Executive Vice Presidents, and the Undergraduate House of Representatives and Graduate Student Senate shall each elect an advocate to represent the legislature before the JJC. For all other complaints the Undergraduate and Graduate Student Body Presidents shall designate advocate(s) to represent SGA before the JJC. The advocate(s) shall submit written response(s) to the complaint to the Chief Justices of the UJC and GJC.

Paragraph C. For each complaint, the Chief Justices shall assemble a hearing panel consisting of six (6) members and a chair who shall not vote except to break a tie. The number of hearing panel members selected from the GJC shall be determined by multiplying the fraction of student activity fees paid by graduate students by six (6) and rounding up if the fractional part is greater than one-half. The remainder of the six (6) hearing panel members shall be selected from the UJC. The Chairmanship of hearing panels shall alternate between the Chief Justices.

Paragraph D. The hearing panel may, at its discretion, dismiss a complaint upon the basis of written arguments alone.

Paragraph E. The hearing panel shall conduct all hearings under procedures established by the JJC.

Paragraph F. The JJC shall have the authority to overturn a final decision on a joint allocation bill if it has been demonstrated by a preponderance of the evidence that the decision was made in a biased manner. The JJC may modify the allocation to comply with the established policies of SGA or precedents set by the UHR and GSS.
Paragraph G. The JJC may be used as a Student Conduct Panel at the discretion of the Institute. The hearing panel shall be formed according to a procedure established by the Office of Student Integrity and JJC. The hearing panel shall adhere to all guidelines set forth in the Student Code of Conduct for a Student Conduct Panel.

ARTICLE V. GENERAL PROCEDURES

Section 1. Elections Code

Paragraph A. The Elections Code shall specify regulations and procedures for Graduate Student Government elections.

Paragraph B. The Elections Code shall include all sections of the Graduate Student Government Constitution and these By-Laws that pertain to elections. The code shall also contain all effective legislation passed by the Senate pertaining to elections.

Paragraph C. The Internal Affairs Committee shall be responsible for maintaining the Elections Code and if changes are recommended, shall submit the Code to the Senate for review and approval by the end of the spring term.

Paragraph D. The Elections Code shall be an appendix to this document and may be amended in the same manner as these By-Laws.

Section 2. Summer Procedures

Paragraph A. The Vice President shall set the dates and times for Senate meetings during the summer (if any) by the first day of the first full week of summer term.

Paragraph B. Emergency summer legislation shall be defined as any bill, which in the judgment of the President, must be acted upon during summer term. If a quorum cannot be obtained during a regular or special meeting of the Senate, a vote on emergency legislation may be taken by mail or email provided that each Officer and Senator is informed of the issue, and more than half of the Senators have responded. The vote shall be tallied one week after a majority of Senators have responded.

Paragraph C. During summer term, the President shall have the authority to approve allocations from the Graduate Legislative Reserve for a total not exceeding $2000.00.
APPENDICES

Joint Finance Committee  
- Policy of the Joint Finance Committee

Joint Campus Organizations Committee  
- Joint Campus Organizations Committee Policy

Graduate Student Government Elections Code

Georgia Tech Student Center Governing Board Constitution

Charter of the Georgia Tech Campus Recreation Center Advisory Board

Charter of the Radio Communications Board at Georgia Tech
- Constitution of WREK, Student Radio Organization

Board of Student Publications Charter – Not Done
Joint Finance Committee

Article I. Purpose of the Joint Finance Committee

The Joint Finance Committee, referred to as the JFC or the committee, shall review and recommend to the Graduate Student Senate and the Undergraduate House of Representatives the annual appropriation (budget) of student activity fees, and review requests and make recommendations to the Graduate Student Senate and the Undergraduate House of Representatives concerning bills and special allocations of student activity fees.

Article II. JFC Policy

Paragraph A. The “Joint Finance Committee Policy” shall specify regulations and procedures for student groups that apply to the Student Government Association for money from the Student Activity Fee. This policy shall be made available on the JFC page of the SGA website.

Paragraph B. The JFC Policy shall include mention of all pertinent sections of the Graduate and Undergraduate Student Government Constitutions and By-laws. These Guidelines shall include all effective legislation passed by the Graduate Student Senate and Undergraduate House of Representatives that pertains to matters of appropriations or the budget.

Paragraph C. The JFC Policy shall be a part of this document.

Article III. Composition of the JFC

Section 1. Chair and Membership of the JFC

Paragraph A. The Chair of the JFC shall be the Vice President of Finance.

Paragraph B. The JFC shall have ten (10) members, and be constituted in the following manner.
   a. Apportionment of seats between graduate and undergraduate members shall be determined by the following formulas: (Number of possible seats) multiplied by (percentage of undergraduate students in the total Institute enrollment) = x, the number of undergraduate seats. Number of possible seats - x = Number of graduate seats.
   b. Enrollment data shall be based on figures from the previous Fall, Spring, and Summer semesters for each academic unit as published by the Office of Institute Research and Planning. Enrollment totals of full and part time students for each semester shall be weighted by the fraction of the total year’s Student Activity Fees paid in each semester.
   c. Ratio figures of exactly one-half or higher shall be rounded up.
   d. The Chair of the JFC shall hold one of the possible seats within his or her classification as graduate or undergraduate.
   e. The Treasurer of the Graduate Student Senate shall hold one of the graduate positions.

Section 2. Duties of the JFC Members

Paragraph A. The Chair of the JFC shall:
   a. Schedule regular meetings of the JFC and prepare documents for the members to review as necessary.
   b. Inform the Graduate Student Senate and Undergraduate House of Representatives of the JFC’s recommendations for appropriations bills and the annual budget during the meetings of these legislative bodies.
   c. Maintain an accurate and current copy of the JFC Policy on the JFC page of the SGA website.
d. Assign tasks to the members of JFC as necessary to ensure the continued functioning of the committee.

*Paragraph B.* The members of JFC shall attend the meetings scheduled by the chair and be prepared to review the material being discussed. They may also be expected to carry out tasks related to the duties of JFC at the request of the Chair.

*Paragraph C.* The chair and members of the JFC shall not go against the JFC Policy when making recommendations to change any portions of appropriations bills or the budget.

*Paragraph D.* The JFC shall meet within seven days after a financial bill has been introduced to the Graduate Student Senate and Undergraduate House of Representatives for the purpose of considering the bill.
Policy of the Joint Finance Committee
of the Student Government Association
of the Georgia Institute of Technology

Article I - PREAMBLE

The allocation of Student Activity Fee (SAF) funds at the Georgia Institute of Technology is administered by the Student Government Association (SGA) through the Undergraduate House of Representatives (UHR) and the Graduate Student Senate (GSS), which will collectively be referred to as the legislature or legislative bodies, with the advice of the Joint Finance Committee. The Joint Finance Committee shall make recommendations to the Student Government Association in accordance with these policies.

Article II - DEFINITIONS

Capital expenditures shall be any payment for durable goods with an expected useful life of three or more years. 
Categorical budget shall mean a budget in which individual item expenses may be grouped together into a larger category. For example, copier paper, toner cartridges, and phone charges may be grouped as “Office Supplies.”
Competitive organization shall mean any organization that routinely competes with other schools in a particular activity or activities and/or is a member of a conference, league, or association that regularly organizes interscholastic competitions.
Detailed budget shall mean a budget that contains a line item for each individual expenditure. 
Political activities shall be activities, including the development and dissemination of information, the primary purpose of which is to support the election or defeat of a candidate for public office or to provide a monetary contribution to a political party.
“Emergency capital expenditure” shall mean any capital expenditure that an organization cannot reasonably anticipate needing to make during a fiscal year. Emergency capital expenditures shall include, but not shall be limited to, capital expenditures required due to damage or theft beyond the control of the organization. Capital expenditures for periodic replacement of equipment due to normal wear and tear shall not be considered emergency capital expenditures. All capital expenditures not considered emergency capital expenditures shall be referred to as “non-emergency capital expenditures.”
Recruitment activities shall be any event or publicity campaign whose sole purpose is the recruitment of new members to an organization.
Religion shall mean the service and worship of a god, a supreme being(s), or the supernatural.
Religious activities shall be activities which support religious worship and proselytizing.
School day shall mean any day on which Institute classes are in session on the Atlanta campus.
Week of a specified semester shall mean any week of the specified semester during which Institute classes are in session on the Atlanta campus for at least four days.
Written request, unless specified otherwise, shall include communication via electronic mail, facsimile transmission, or submission through an electronic system established by the JFC.

Article III - TYPES OF FUNDING ALLOCATIONS

Section 1. Equal access. Allocations of the Student Activity Fee shall be considered by the Joint Finance Committee in an unbiased and consistent manner.

Section 2. Joint SAF Allocations. There shall be two classes of joint SAF allocations. The primary allocations will be made as part of budgets, which will be submitted and approved in the fiscal year prior to that for which the funds are to be used. Organizations may also seek funding for a particular fiscal year during that fiscal year through the submission of bills, which fall into two categories—capital expenditures, which shall draw from the Capital Outlay account, and non-capital expenditures, which shall draw from the Prior Year account.
Section 3. **Non-joint SAF Allocations.** As provided in the Undergraduate and Graduate SGA Constitutions and By-Laws, a limited amount of funds shall annually be allocated to the Undergraduate Legislative Reserve (ULR) account and the Graduate Legislative Reserve (GLR) account. Because of the limited nature of these funds, the ULR shall be used for special projects and initiatives of the Undergraduate SGA as approved by the UHR; and the GLR shall be used for special projects and initiatives of the Graduate SGA as approved by the GSS.

**Article IV - Tier System**

Section 1. **Purpose.** A tier system will be used in determining SAF allocations. Different policies may be applied to organizations based on their tier status in order to provide organizations serving the largest number of students with the greatest access to SAF funds.

Section 2. **Assignments.** Every organization shall be assigned to a tier, and tier assignments will be determined by two-thirds (2/3) majority vote of the JFC. If an organization wishes to have its tier assignment changed, the organization’s president shall submit a written request to the Vice President of Finance, who shall present the organization’s request to the committee for consideration. The committee may, by two-thirds (2/3) majority vote, reclassify the organization for future allocation requests effective upon approval by the legislative bodies. Following any change in tier status by the JFC, the Vice President of Finance shall submit the change to the UHR and GSS for approval by an enactment ratio of at least 0.60.

Section 3. **List maintenance.** The Vice President of Finance shall maintain a list of all organizations having Tier I or Tier II status for use by the committee and shall keep a current copy of the list on the SGA website. Any organization not appearing on the list of Tier I and Tier II organizations shall have Tier III status.

Section 4. **Tier descriptions.** The JFC shall recognize three tiers as described below.

a. **Tier I** organizations are the highest priority organizations and will receive first access to the funds of the Student Activity Fee. Tier I organizations provide major services to a substantial portion of the campus, employ at least ten (10) full-time staff members, have an annual operating budget of at least $500,000, and operate a facility valued in excess of $5 million. These organizations may create new, funded positions and eliminate vacant positions with the joint approval of the legislature via a joint bill adopted by an enactment ratio of at least 0.60. These organizations are required to submit detailed line item budgets, although they may be funded categorically.

b. **Tier II** organizations are the next priority of student organizations. Tier II organizations provide information or services that substantially impact the student body and may have staff but are primarily student driven. Joint Governing Boards as defined by the SGA By-Laws may be considered for Tier II status but are not automatically granted it. These organizations may create new, funded positions and eliminate vacant positions with the joint approval of the legislature via a joint bill adopted with an enactment ratio of at least 0.60. Any student organization paying salary or benefits out of Student Activity Fee funds that is not classified as a Tier I organization shall be a Tier II organization. These organizations may also create funded positions for students. Tier II organizations will submit.

c. **Tier III** organizations are the final priority. Tier III organizations represent groups of students that focus primarily on common interests, backgrounds, and activities. Tier III organizations must submit a detailed budget. Tier III organizations may pay outside personnel (e.g., coaches), but not as Georgia Tech employees. Tier III organizations may not have funded positions for staff or students.

**Article II - Membership Fees**

Because of their nature, Tier I and II organizations are not required to charge membership fees. In order to receive SAF funding in a budget, Tier III organizations must charge membership fees. Noncompetitive Tier III organizations are required to have a membership fee of at least $10 per semester and competitive
organizations are required to have a membership fee of at least $35 per semester. Non-students who are members of these organizations shall be charged a membership fee not less than 1.5 times the student rate.

**Article III - Budgets**

**Section 1. Eligibility.** Any pending or chartered student organization in good standing as determined by the Student Involvement Office and in compliance with Article V of this policy, any Tier I organization, and any Tier II organization may submit a budget request.

**Section 2. Submission.** The Vice President of Finance shall, prior to the first day of fall semester of each academic year, publish the required format for organizational budget requests and may designate differing formats based on tier status. At a minimum, Tier III organizations must:

a. Clearly and succinctly state the primary goals of the organization;

b. Clearly explain how the funding will aid the organization in accomplishing its goals;

c. Clearly describe each expense for which funding is sought;

d. Show that the organization has sought or plans to seek other funding support;

e. State the current membership fee per semester and any anticipated changes to that fee for the next fiscal year;

f. State the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members; and

**g.** If travel is requested, show that travel is necessary in order to attain one of the primary goals of the organization.

Prior to the budget application deadline, the JFC shall hold at least two budget orientation sessions for student organizations. Any organization submitting a budget request must do so in person to the SGA Office in the required format by 5:00 P.M. on Friday of the eighth week of fall semester. Applications will not be accepted by email or mail. The Vice President of Finance may extend this deadline for a period of at most one week. After this deadline, no additional budget applications or amendments to budget applications will be accepted, regardless of circumstances.

**Section 3. Initial review.** No later than Tuesday of the twelfth week of fall semester, the committee shall present to the legislature an initial summary of the total budget requests broken down by tier status and compared to the requests of the previous fiscal year. The committee may recommend changes to the item maximum allocations and funding formulas specified below for approval by the legislature. The legislature shall consider the committee’s recommendation and may establish the item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas to be used by the committee in preparing the budget via a Joint Resolution as described in Article XIV of this policy.

**Section 4. Detailed review.** After approval of the item maximum allocations and funding formulas, the committee shall schedule a hearing for each organization requesting a budget to ask questions regarding the budget requests. The schedule shall be published on the SGA website and emailed to all budget applicants and to all presidents of student organizations no later than the twelfth week of fall semester. The committee shall determine each organization’s recommended budget consistent with its tier status, budget submission (including organizational goals, reasonableness of proposed expenses, and necessity of expenditures to the organization’s mission), applicable item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas. If an organization fails to meet with the committee, the organization may not be granted a budget.

**Section 5. Legislative approval.** No later than Tuesday of the seventh week of spring semester, the committee shall submit a full budget to the legislature for its approval in the form of a Joint Bill authored by the undergraduate and graduate SGA Presidents. The adoption of this bill shall require an enactment ratio of at least 0.60. In the event that no budget is adopted by the legislature prior to the end of spring semester, the Vice President of Finance shall submit the budget as recommended by the JFC to SAC. The legislature may then make amendments during the following fall semester as outlined in Section 7 below.
Section 6. **SAC approval.** After the budget is passed by the UHR and GSS, the Vice President of Finance shall submit the budget to the Student Activities Committee of the Academic Senate (SAC) for final approval. If the SAC disapproves of any portion of the budget, the entire budget shall be reintroduced under Unfinished Business in the legislature. It shall be reintroduced in the form recommended by SAC and continue through the process as before. In the event that the SAC disapproves of a portion of the budget and spring semester has already concluded, the Undergraduate and Graduate SGA Presidents may, at their individual discretion, submit the SAC version of the budget to a special meeting or mail/electronic mail vote of the appropriate legislative body as provided by the Constitution and By-Laws or defer action by the legislature until fall semester. Until a final version of the budget has been adopted, the SAC-recommended budget shall be used, in order to comply with Board of Regents budget submission policies. Amendments may be made during the following fall semester as outlined in Section 7 below.

Section 7. **Fall budget amendments.** If a budget is implemented that has not been approved by the legislature, the legislature may consider additional amendments to the budget during the first four weeks of the fall semester for which the budget is effective. Such budget amendments shall be submitted in the form of a Joint Bill which shall be considered as prescribed in the By-Laws and will be subject to the funding formulas and funding levels of the policy of the fiscal year in which the budget was initially submitted. Any such budget amendments shall be subject to the same appeal and approval process as the budget.

Section 8. **Item maximum allocations.**

a. Periodical subscriptions: $100 and must be stored at the Georgia Tech Library.

b. Meeting agendas: Shall not be funded in excess of the rate charged the Student Involvement Office for one page per meeting per dues-paying member.

c. Postage: $50.

d. Decorations: $50.

e. The hourly rates of hired student staff:
   i. Office Assistant: $6.00 per hour
   ii. Partially Skilled Assistant: $6.50 per hour
   iii. Skilled Assistant: $7.00 per hour
   iv. Night Building Managers: $7.00 per hour
   v. Holiday Rate: $7.00 per hour

The classification of staff into the categories listed above shall be recommended by the Joint Finance Committee.

Section 9. **Prohibited allocations.** No budget may include any allocation for

a. Any resources that are available through equivalent campus facilities or could have been available if requested within an appropriate amount of time prior to the event.

b. Any event with alcohol present;

c. Any event not open to the entire campus;

d. Any event intended as a fundraiser for the organization or an outside party or organization;

e. Loans;

f. Inflated requests;

g. Any first-time event;

h. Capital expenditures with the exception of regularly purchased items or installment plan purchases;

i. Expenses that will not be incurred during the fiscal year for which the allocation is requested, except for installment plan purchases;

j. Dues for state, regional, or national associations or organizations unless such dues are required to compete;

k. Any expense described by the organization as “miscellaneous;”

l. Newsletter printing;

m. Awards or gifts of any kind;

n. Benefits for part-time employees working less than twenty (20) hours per week;
o. Phone directory entries;
p. Off-season competitions;
q. Items unrelated to the primary purpose of the organization;
r. FASET materials;
s. Any food or food-related items;
t. Guest Speaker Fees or honoraria;
u. Any lodging;
v. Recruitment activities (as defined in Article II);
w. Religious activities (as defined in Article II);
x. Political activities (as defined in Article II);
y. Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors (corporate or otherwise) for the organization;
z. Costs associated with professional development activities or conferences for non-student personnel (including travel, lodging, food, and/or registration expenses);
aa. Costs associated with internal organizational retreats; or
bb. Clothing, unless intended for operational use or safety.
cc. Parking permits, fees, and validations shall not be funded

Section 10.  

_Tier-specific Additional Budget Restrictions_

Tier I and Tier II organizations are subject to the following additional budget restrictions:

a. Only a total of two conferences shall be funded per year.
b. Non-event-specific publicity shall not exceed a total of $200.

Tier II organizations are subject to the following additional budget restriction:

a. General office supplies shall not be funded in excess of $2,500.

Tier III organizations are subject to the following additional budget restrictions:

a. Liability insurance shall not be funded in excess of $2,000 per organization. Other types of insurance will not be funded.
b. No office supplies or postage expenses shall be funded.
c. Any expenses associated with publicity for a Tier III organization shall be considered to belong to one of the two following categories:
   i. Technique publicity: No more than 2 half-page Technique advertisements (not to exceed the current student organization rate) shall be funded.
   ii. Non-Technique publicity: Money shall not be allocated in excess of a sum of $200 for items considered “non-Technique publicity.”
d. Copying expenses shall be considered “non-Technique publicity” unless they are intended for meeting agendas.
e. No personal items shall be funded, including but not limited to nametags, photo albums, scrapbooks, and business cards.
f. No apparel shall be funded that does not remain with the organization.
g. An organization may not receive funding for any event or tournament for which it has not yet qualified.
h. Competitive organizations may receive funding for no more than one coach at a maximum of $1000. Trainers, consultants, etc. shall not be funded.
i. Competitive organizations shall not receive funding in a budget for expenses associated with more than six away competitions/conferences/tournaments at a maximum of $1000 each.
j. Noncompetitive organizations shall not receive funding for more than two conferences in a budget. Conference fees shall be funded at no more than a combined total for both conferences of $600 in a budget.
k. No more than two events shall be funded in a budget. For each event, the following limitations are imposed:
i. Any form of social entertainment, such as a DJ or band, shall be funded at $80/event.
ii. Sound equipment shall be funded at $40/event.
iii. Projection equipment shall be funded at $25/event.
l. Intramural teams shall be funded at a maximum of six (6) teams per organization in a budget.
m. No expenses associated with computer or website maintenance shall be funded.
n. Initiation fees shall not be funded.

Section 11. Funding formulas.
a. No Tier III organization may receive more than three times its annual revenue in a budget. Revenue shall include all funds collected through fundraising, donations and sponsorships, and membership fees/dues.
b. Travel. Travel shall not be funded to locations within a 150-mile radius of Georgia Tech’s Atlanta campus. Mileage shall be calculated according to a website designated annually by the Vice President of Finance. This website shall be linked from the SGA website and its address shall be provided in the application packet. Essential equipment transportation shall not be factored into these restrictions. Round-trip mileage shall be considered when using the methodology below. International travel is subject to these restrictions as well.

<table>
<thead>
<tr>
<th># of Students Traveling</th>
<th>Rate per Mile</th>
<th>Maximum Mileage</th>
<th>Maximum Funding</th>
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<tr>
<td>29 – 44</td>
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<td>1333.3</td>
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<td>&gt; 45</td>
<td>$1.40</td>
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Article IV - Bills for Non-Capital Expenditures

Section 1. Eligibility. Any student or any pending or chartered organization with Tier II or Tier III status and in good standing as determined by the Student Involvement Office may submit a request for a bill for a non-capital expenditure.

Section 2. Submission. The Vice President of Finance shall, prior to the first day of the fall semester, publish the required format for eligible organizations to request funding for that fiscal year through a bill for non-capital expenditures. Any such request must:
a. Identify a member of the UHR and a member of the GSS who have agreed to serve as authors of a bill making the allocation;
b. Clearly and succinctly state the primary goals of the organization;
c. Clearly explain how the funding will aid the organization in accomplishing its goals;
d. Clearly describe each expense for which funding is sought;
e. For Tier III organizations, show that the organization has sought or plans to seek other funding support;
f. For Tier III organizations, state the current membership fee per semester;
g. For Tier III organizations, state the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members;
h. Disclose any amount of funding for the event that is being provided through an existing SAF budget allocation; and
i. If travel is requested, show that travel is necessary in order to attain one of the primary goals of the organization.

Unless impossible due to events beyond the control of the organization, requests for bills for non-capital expenditures must include information on the event for which funding is requested in the format published by the Vice President of Finance and be submitted via the online bill system with both a UHR and GSS author at least two weeks prior to the event or activity for which funding is sought. In cases where this
deadline cannot be met due to events beyond the control of the organization, the request shall be submitted as soon as is practical. A bill for a non-capital expenditure shall not be deemed submitted until all information required by the Vice President of Finance’s designated format is received.

Section 3. Review. The JFC shall review each request submitted under this article and determine the appropriate level of funding under this policy and applicable precedent. In matters where this policy neither guarantees nor prohibits funding, the committee shall consider how the event or activity contributes to the mission and goals of the organization in determining an appropriate allocation, and a record of the decision of the legislative bodies shall be kept by the committee as precedent for future requests. The Vice President of Finance shall provide a written report of this information to the legislature.

Section 4. Legislative consideration and approval. The legislative bodies and undergraduate and graduate SGA Presidents shall consider any Joint Bill submitted under the provisions of this article following the established process for Joint Bills.

Section 5. Re-encumbering of funds. Six weeks after any non-capital expenditure bill receives final approval, the Vice President of Finance may, at his/her discretion, author a Joint Bill to re-encumber any unspent funds. The Vice President of Finance is required to contact any parties affected before submitting such a bill. The Vice President of Finance may also author a bill at any time to re-encumber funds due to inappropriate use of allocation and or substantial deviations from event/activity details initially submitted to SGA.

Section 6. Item maximum allocations.

a. Conferences: $800 per conference for up to four (4) individuals, not to exceed $200 per individual
b. Tournaments: $1000 per tournament, not to exceed $200 per individual
c. Decorations: $50
d. Speaker Fees and Honoraria: Organizations may receive up to $5000 per year for speaker fees and 50% of all requests after the initial $5000 is allocated.
e. Publicity:
   i. Copies, banners, and fliers shall be funded at the current rates of the Student Involvement Office.
   ii. Fliers shall not be provided in excess of one-third of current campus enrollment rounded to the nearest thousand.
   iii. Programs shall not be funded in excess of the event venue capacity.
   iv. No more than four posters shall be funded for one event.
   v. No more than two banners shall be funded for one event.
   vi. No more than one half-page Technique advertisement, at the current student organization rate, shall be funded for one event.
   vii. No more than one bucket of sidewalk chalk shall be funded for one event.

Section 7. Prohibited allocations. No bill for a non-capital expenditure shall allocate any funds for

a. Any resources that are available through equivalent campus facilities or could have been available if requested within an appropriate amount of time prior to the event;
b. Religious activities (as defined in Article II);
c. Political activities (as defined in Article II);
d. Any event intended as a fundraiser for the organization or an outside party or organization;
e. Loans;
f. Awards or gifts of any kind;
g. Any food;
h. Any food-related items, unless for an event involving at least 500 attendees, in which case the total allocation for food-related items for a single event may not exceed $1,500;
i. Any lodging;
j. Any travel expense for a non-student;
k. Recruitment activities (as defined in Article II);
l. Any expenditure occurring in the past, unless consideration by SGA is delayed through no fault of the organization (an organization may receive funding for an expense that it prepaid for an event or activity occurring in the future);
m. Costs associated with hosting intercollegiate competitions and tournaments;
n. Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors (corporate or otherwise) for the organization;
o. Costs associated with professional development activities or conferences for non-student personnel (including travel, lodging, food, and/or registration expenses);
p. Costs associated with retreats, unless open to non-members; or
q. Clothing, excepting athletic uniforms for competitive organizations, unless intended for operational use or safety.

Section 8. **Funding formulas.**

a. **Ticket prices.** When Georgia Tech students are charged admission to an event funded in part through a bill for non-capital expenditures, the ticket price charged to an individual who is not a Georgia Tech student must be at least the sum of the per-student allocation for the event from all bills for non-capital expenditures (i.e., total Student Activity Fee allocation to the event from all bills for non-capital expenditures divided by anticipated student attendance) and the admission cost charged to a Georgia Tech student.\(^1\) There shall be no ticket cost requirement imposed upon events to which Georgia Tech students are not charged admission. The organization(s) planning the event may, at their sole discretion, allow Georgia Tech students to purchase a guest ticket for an individual who is not a Georgia Tech student at a rate lower than that required by this provision for non-students but no lower than that charged to Georgia Tech students.

b. **Travel.** Travel shall not be funded to locations within a 150-mile radius of Georgia Tech’s Atlanta campus. Mileage shall be calculated according to a website designated annually by the Vice President of Finance. This website shall be linked from the SGA website and its address shall be provided in the application packet. Essential equipment transportation shall not be factored into these restrictions. Round-trip mileage shall be considered when using the methodology below. International travel is subject to these restrictions as well.

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**Article V - BILLS FOR CAPITAL EXPENDITURES**

Section 1. **Eligibility.** A capital expenditure shall be any expenditure meeting the definition of stated in Article II. Any chartered organization in good standing as determined by the Student Involvement Office may submit a request for a bill for a capital expenditure.

Section 2. **Restrictions.** Capital improvements to existing buildings or property are prohibited. The disposal of any items purchased through a bill for a capital expenditure must have the conditions of its disposal approved by the committee.
Section 3. Submission. The Vice President of Finance shall, prior to the first day of fall semester, publish the required format for eligible organizations to request funding for that fiscal year through a bill for capital expenditures. Any such request must:

- a. Clearly and succinctly state the primary goals of the organization;
- b. Clearly explain how the funding will aid the organization in accomplishing its goals;
- c. Clearly describe each expense for which funding is sought;
- d. For capital expenditures for Tier III organizations, show that the organization has secured or plans to seek other funding support for the purchase cost involved for each item for which funding is requested;
- e. For Tier III organizations, state the current membership fee per semester; and
- f. For Tier III organizations, state the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members.

Section 4. Review. The committee shall schedule a hearing for each organization requesting a capital allocation to ask questions regarding the request. The committee shall recommend to the legislative bodies each organization’s capital allocation consistent with its tier status, request submission (including organizational goals, reasonableness of proposed expenditure, and necessity of the expenditure to the organization’s mission), and applicable prohibited allocations and funding formulas.

Section 5. Legislative consideration and approval. The legislative bodies and undergraduate and graduate SGA Presidents shall consider any Joint Bill submitted under the provisions of this article following the established process for Joint Bills.

Section 6. Prohibited allocations. No bill for a capital expenditure shall allocate any funds for

- a. Anything which can be had at a lower cost or free through existing campus facilities;
- b. Religious activities (as defined in Article II);
- c. Political activities (as defined in Article II);
- d. Loans; or
- e. Any expenditure occurring in the past, unless consideration by SGA is delayed through no fault of the organization.

Section 7. Funding formulas. All allocations for capital expenditures shall be subject to the requirements of this section.

- a. SGA may fund at most two-thirds of the total cost of each item that is part of a non-emergency capital expenditure by any Tier III organization. Organizations must submit receipts for each item purchased as an authorized non-emergency capital expenditure and they shall be reimbursed for more than two-thirds of the cost of each individual item.
- b. For any Tier III organization, the one-year allocation from the capital outlay account shall not exceed ten (10) percent of the funds available in this account at the start of the academic year.”

Article VI - Rollover

The ability of an organization to carry funds from one fiscal year forward into the next (“rollover”) is determined by the organization’s tier status.

- a. Tier I and Tier II organizations may submit a request to roll over their unspent Student Activity Fee funds at the end of the fiscal year. Such a request shall include a detailed explanation of why the funds were not spent in the fiscal year for which they were allocated, the anticipated uses of the funds to be rolled over, and the expected benefit to the student
body of rolling over the funds. The Vice President of Finance may grant Tier I and Tier II rollover requests in whole or in part, at his/her discretion, based on the demonstrated need of the organization to roll over the funds and the anticipated benefit to the student body of rolling over the funds.

b. Tier III organizations cannot have rollovers of budget allocations, but may request that unspent bill allocations be rolled over to the next fiscal year. Such requests are restricted to instances in which the organization was unable to spend the funds during the fiscal year for which they were allocated due to circumstances beyond its control and shall include a detailed explanation of why the funds were not spent during the fiscal year for which they were allocated. The Vice President of Finance may, at his/her discretion, grant Tier III rollover requests in whole or in part based on the organization’s explanation of why it was unable to spend the funds during the fiscal year for which they were allocated. Rolled over Tier III funds may only be used for the purpose for which they were originally allocated.

**Article VII - Financial Managers**

Tier I and II organizations with financial managers will have the full sum of their budgeted funds disbursed directly to them. All other organizations will receive their funds as reimbursements through the Student Involvement Office. The Vice President of Finance shall maintain the list of organizations with financial managers.

**Article VIII - Organizational Accountability**

Section 1.  **Reimbursement timing.** It is recommended that all requests for reimbursement from SAF funds be submitted within thirty (30) days of the date on the receipt or invoice. Reimbursement requests must be submitted within sixty (60) days of the date on the receipt or invoice. In exceptional circumstances, the Vice President of Finance may approve reimbursement requests submitted after this deadline, solely at his/her discretion.

Section 2.  **Annual reports.** An annual report will be issued at the end of each fiscal year comparing the budget plan and actual expenditures over the fiscal year. Organizations with financial managers will have this report prepared by their financial managers. All other organizations who received a Student Activity Fee budget allocation shall be responsible for preparing their own reports. The Vice President of Finance shall annually establish the format for the reports and a deadline for their submission. Failure to submit a report by this deadline shall constitute a major infraction (see Section 4 below).

Section 3.  **Investigations.** Either the undergraduate or graduate SGA President may issue an Executive Order forming an ad hoc committee to investigate the finances of any student organization. A review can also be formed by a Joint Resolution or at the request of the Vice President of Finance. Such an ad hoc committee shall include at least one undergraduate student, at least one graduate student, and precisely one member of the Joint Finance Committee. The JFC member of the ad hoc committee shall not be the Vice President of Finance. The Vice President of Finance shall serve as a nonvoting, ex-officio member of the ad hoc committee.

Section 4.  **Sanctions.** If a review finds any misuses of funds, the following steps can be taken at the discretion of the Vice President of Finance and subject to review by the Undergraduate and Graduate SGA Presidents:

a. For minor infractions involving less than $1,000, an equal amount of funds shall be re-encumbered and an equivalent amount deducted from the organization’s next budget.

b. For repeated minor infractions involving less than $1,000, an amount equal to the total amount involved in the infractions shall be re-encumbered and an equivalent amount deducted from the organization’s next budget. The organization shall also be referred to the Joint Campus Organizations Committee (JOC) for consideration of possible charter suspension or revocation, and the organization may not access its budget allocation until deemed in good standing by JOC.
c. For major infractions involving more than $1,000, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding in the following one (1) fiscal year, and the organization shall be referred to JCOC for consideration of possible charter suspension or revocation.

d. For repeated major infractions involving more than $1,000, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding for the following four (4) fiscal years, and shall be referred to JCOC for consideration of possible charter suspension or revocation.

Article IX - Appeals

The process for appeals may be found in the Bylaws of each respective legislative chamber. Persons wishing to file an appeal or seeking information concerning the legislative appeals process shall contact the Undergraduate and Graduate Executive Vice Presidents.

Article X - Adherence to Policy

Bills allocating Student Activity Fee funds that do not conform to this policy shall not be adopted except by an enactment ratio of at least prior to 0.60 with a minimum of one-quarter affirmative votes in each chamber.

Article XI - Ratification and Amendment

Section 1. Ratification. This policy shall not become effective unless ratified by the UHR and GSS with an enactment ratio of at least 0.60 and simple majority approval in each legislative body.

Section 2. Amendment. Unless specified otherwise in this policy, any amendment to this policy shall require approval of the UHR and GSS with an enactment ratio of at least 0.60 and simple majority approval in each legislative body. The item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas in Article VI may be amended once per fiscal year, as specified therein. The item maximum allocations, prohibited allocations, and funding formulas in Article VII may be amended once per fiscal year, no later than the fifth week of fall semester. The prohibited allocations and funding formulas in Article VIII may be amended once per fiscal year, as specified therein.
Tier Statuses

Tier I: Campus Recreation Center and Student Center Operations Board.
Tier II: DramaTech, Graduate Student Government Association, intramurals, MOVE Office, Musicians Network, Outdoor Recreation Georgia Tech (ORGT), Presidents’ Council, Student Center Programs Board, Student Publications, Undergraduate Student Government Association, and WREK.
Tier III: All other student organizations.

Financial Managers

Organizations with financial managers are the Campus Recreation Center, Student Center Operations Board, Student Center Programs Board, Student Publications, intramurals, and WREK.

NOTE: This page is not formally part of the policy. It is two lists described in the policy that are to be maintained by the Vice President of Finance. It is provided here solely for information and comparison with the existing policy.
Joint Campus Organizations Committee

Article I. Purpose of the Joint Campus Organizations Committee

The Joint Campus Organizations Committee, hereafter referred to as the JCOC, shall serve as the voice of the Graduate and Undergraduate Student Governments with regard to matters of student organizations. The JCOC shall oversee the chartering of pending organizations, the review of current chartered organizations, and the suspension or revocation of organizations’ charters as necessary. The committee shall maintain all Student Government policies concerning student organization charters, and shall serve as an initial means for resolving disputes concerning the interpretation of any student organization constitution.

Article II. JCOC Policy

Paragraph A. The “Joint Campus Organizations Committee Policy” shall specify regulations and procedures for student groups to obtain a charter. This policy shall be made available on the JCOC page of the SGA website.

Paragraph B. The JCOC Policy shall include mention of all pertinent sections of the Graduate Student Government Constitution and By-laws. These Guidelines shall include all effective legislation passed by the Graduate Student Senate that pertains to the process of chartering a student organization.

Paragraph C. The JCOC Policy shall be a part of this document.

Article III. Composition of the JCOC

Section 1. Chair and Membership of the JCOC

Paragraph A. The Chair of the JCOC shall be the Vice President of Campus Organizations.

Paragraph B. The membership of JCOC shall consist of an equal number of graduate and undergraduate students, excluding the Chair, and not to exceed a total of eleven (11) members.

Section 2. Duties of the JCOC Members

Paragraph A. The Chair of the JCOC shall:
   a. Schedule regular meetings of the JCOC and prepare copies of charters for the members to review as necessary.
   b. Serve as a student member of the Student Activities Committee (SAC), bring the concerns of the JCOC to SAC meetings, and vote on issues regarding student organizations at these meetings.
   c. Inform the Graduate Student Senate and Undergraduate House of Representatives of the results of SAC chartering votes during the meetings of these legislative bodies.
   d. Maintain an accurate and current copy of the JCOC Policies on the JCOC page of the SGA website.
   e. Assign tasks to the members of JCOC as necessary to ensure the continued functioning of the committee.

Paragraph B. The members of JCOC shall attend the meetings scheduled by the chair and be prepared to review the charters being discussed. They may also be expected to carry out tasks related to the duties of JCOC at the request of the Chair.

Paragraph C. The chair and members of JCOC shall not go against the JCOC Policy when making recommendations to change any portions of the charters being reviewed.
Article IV. Oversight by the Student Government

Paragraph A. Joint Organizations
a. The charters of all chartered joint organizations, councils, governing boards and commissions shall be subject to the review of the Graduate Student Senate (Senate) and Undergraduate House of Representatives (House) through the JCOC each year.
b. All joint campus organizations shall be approved by the Student Activities Committee (SAC) of the Faculty Senate. Both the Senate and the House will be informed of the actions of the SAC by the JCOC Chair.
c. No joint student organization whose constitution conflicts with this Constitution or the Statutes of the Georgia Institute of Technology shall be chartered. All subsequent revisions of the Constitutions of joint student organizations must be approved by the Student Activities Committee of the Faculty Senate.

Paragraph B. Graduate Organizations
a. The charters of all chartered graduate organizations, councils, governing boards and commissions shall be subject to the review of the Senate through the JCOC each year.
b. All graduate campus organizations shall be approved by the Student Activities Committee of the Faculty Senate. The Graduate Student Government’s legislative body will be informed of the actions of the SAC by the JCOC Chair.
c. No graduate student organization whose constitution conflicts with this Constitution or the Statutes of the Georgia Institute of Technology shall be chartered. All subsequent revisions of the Constitutions of graduate student organizations must be approved by the Student Activities Committee of the Faculty Senate.

Paragraph C. Undergraduate Organizations
a. The charters of all chartered undergraduate organizations, councils, governing boards and commissions shall be subject to the review of the House through the JCOC each year.
b. All undergraduate campus organizations shall be approved by the Student Activities Committee of the Faculty Senate. The Undergraduate Student Government’s legislative body will be informed of the actions of the SAC by the JCOC Chair.
c. No undergraduate student organization whose constitution conflicts with this Constitution or the Statutes of the Georgia Institute of Technology shall be chartered. All subsequent revisions of the Constitutions of undergraduate student organizations must be approved by the Student Activities Committee of the Faculty Senate.

Paragraph D. A charter can be revoked whenever an organization becomes inactive, violates provisions of its charter, fails to execute the functions for which the organization was formed, or conducts activities in a manner so as to bring discredit to the Institute.
   a. For a joint campus organization, a two-thirds (2/3) vote of both the House and the Senate shall be necessary to recommend such action to the Student Activities Committee of the Faculty Senate.
   b. For a graduate campus organization, a two-thirds (2/3) vote of the Senate shall be necessary to recommend such action to the Student Activities Committee of the Faculty Senate.
   c. For an undergraduate campus organization, a two-thirds (2/3) vote of the House shall be necessary to recommend such action to the Student Activities Committee of the Faculty Senate.
   d. No charter shall be revoked before the organization concerned has had an opportunity to present its case to the House and/or the Senate, as appropriate. If the organization fails to appear before the appropriate legislative body within two weeks of the notification, the charter will be revoked.
Joint Campus Organizations Committee Policy
Revised April, 2006

Article I. Guidelines for Chartering a Student Organization

Section 1. Requirements for Chartering a Student Organization

A. Letter of Intent
   1. A completed Letter of Intent must be submitted to the Director of Student Involvement in the Office of Student Involvement. The Letter must include the following:
      a. the proposed purpose of the student organization,
      b. the proposed name of the student organization, and
      c. the names and signatures of the faculty/staff advisor and the primary student contact for the organization.

B. Acknowledgment of the “Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs”
   1. A Drug and Alcohol Policy Acknowledgment Form must be submitted to the Director of Student Involvement simultaneously with the Letter of Intent.

C. Membership List
   1. A verifiable membership list of no fewer than 10 Georgia Tech students must be submitted to the Office of the Student Organizations Advisor. This membership list may be submitted after the Letter of Intent and must include the following:
      a. the full name of each member,
      b. the Georgia Tech PO Box or departmental mail code of each member, and
      c. the Georgia Tech e-mail address for each member.
   2. Students from institutions allied or affiliated with the Georgia Institute of Technology who also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.

D. Constitution
   1. An organizational constitution must be submitted in both written and electronic form to the Office of the Student Organizations Advisor. The constitution must include the following:
      a. the name of the organization,
         i. The name must not contain Georgia Institute of Technology or variations thereof (e.g. Georgia Tech, GT, etc.)
         ii. The name must be suffixed by “(A Georgia Tech Student Organization)” or “at Georgia Tech”, or must be prefixed by “The Georgia Tech Chapter of”, or “The Georgia Tech Student Chapter of”
      b. the purpose of the organization, clearly stated,
      c. a membership selection process in compliance with Board of Regents and Georgia Institute of Technology rules, regulations and policies and, in accordance with federal and state law, that does not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status,
      d. clauses explicitly defining all categories of membership,
      e. a clause limiting organization membership to only students, faculty, staff, and alumni of Georgia Tech and the spouses of these four types of members,
         i. Co-op students in the Atlanta metro area are considered full-time Georgia Tech students for the purpose of membership
         ii. Students from institutions affiliated or allied with the Georgia Institute of Technology who also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.
         iii. In order to be members, students must be eligible for participation in extra-curricular
activities as defined by the Georgia Tech Student Handbook.

f. a clause stating that voting privileges are held only by student members and that in order to vote, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Student Handbook,
g. a clause stating that only student members may run for or hold office,
h. clauses explicitly defining a method and a time frame for selecting or electing a faculty/staff advisor, and the length of the advisor’s appointment,
i. clauses explicitly defining a method and a time frame for selecting or electing officers and the length of the officers’ terms, which cannot be indefinite
j. there must be at least one defined office.
k. clauses defining the duties of the officers,
l. procedures to remove an officer,
m. procedures to remove a faculty or staff advisor,
n. a method of parliamentary procedure to govern business meetings,
o. a method for proposing and ratifying constitutional amendments,
p. a clause stating that “Written (hard copy) or electronic (e-mail) notification of all members must be made at least two weeks in advance of any proposed changes in the Constitution,” and
q. a clause stating that “Amendments are subject to the approval of the Student Government Association and of the Student Activities Committee of the Faculty Senate.”

E. Additional Documents

1. Organizations wishing to be chartered as a governing board must also submit copies of their bylaws, in both written (hardcopy) and electronic (e-mail) form, to the Director of Student Involvement.
2. Organizations wishing to be chartered as a publication must also include a letter from the Publications Board. This letter may be submitted after the Letter of Intent and must state that if a charter is granted, the organization will become a part of the Board.
3. Organizations wishing to be chartered as a sports club must also include a letter from the Sports Club Council. This letter may be submitted after the Letter of Intent and must state that if a charter is granted, the organization will become a part of the Council.

F. Application Timeline and Pending Status

1. The letter of intent, alcohol and drug policy acknowledgement form, and membership list may be submitted at any time during the term. The Letter of Intent and the Alcohol and Drug Policy Acknowledgement Forms must be submitted simultaneously.
2. After the submission of the Letter of Intent and the Alcohol and Drug Policy Acknowledgement Form, an organization may be granted “pending status” and may be allowed to reserve space on campus, publicize and hold meetings, and establish organizational bank accounts, but may not host events.
3. Pending status will continue for a period of up to four months from the date of submission of the Letter of Intent and the Alcohol and Drug Policy Acknowledgement form.
   a. Organizations that submit their membership lists, constitutions, bylaws (if required), and board or council letters (if required) within this period will have their pending status extended until such time as their charter requests are approved or denied.
   b. Organizations that fail to submit their membership lists, constitutions, bylaws (if required), and board or council letters (if required) within this period will be deemed inactive, have their pending statuses revoked, and must restart the chartering process.
   c. Organizations may host events once all of these chartering documents are submitted, even if they still have pending status because their charter has not yet been considered by the Student Activities Committee.

G. Additional Requirements

1. All organizations must establish a permanent mailing address for their organization to the
satisfaction of the Director of Student Involvement; the post office box of an officer or advisor is not acceptable.

2. Each campus organization is required to maintain an advisor who is a full-time faculty or staff member of the Georgia Institute of Technology. The advisor must co-sign all documents signed by the highest officer and submitted to the Student Government Association.

3. It is the responsibility of the leadership of the organization to inform the membership of the requirements and rules of the charting process.

4. Additional requirements for charting may be set at any time by the Joint Campus Organizations Committee, the legislative bodies of the Student Government Association, the Office of the Dean of Students, or the Student Activities Committee of the Academic Senate.

Section 2. Chartering of Greek Organizations

A. Chartering Authority
   1. The sole authority to charter social fraternities and sororities is granted to the InterFraternity Council, the Panhellenic Council, and the National Panhellenic Council, as appropriate.

B. Responsibility to the Student Government Association
   1. The President of the chartering body is required to submit written notification to the Joint Campus Organizations Committee Chair within two weeks of either granting or declining a charter to a Greek organization.

Section 3. Pre-Charter Suspension and Termination

A. Suspension
   1. The temporary privileges granted to an organization with “pending status,” and/or the chartering process for an organization, may be suspended by the Joint Campus Organizations Committee (Joint Campus Organizations Committee), the Office of the Dean of Students or the Student Activities Committee for any of the following reasons:
      a. the requirements of Article I, Section 1 are not all met,
      b. the membership list is not verifiable, or
      c. any action considered abuse of the group’s temporary privileges is discovered.
   2. Suspension of privileges is complete and immediate.

B. Termination
   1. An organization’s temporary privileges and charting process may be terminated by the Joint Campus Organizations Committee or the Office of the Dean of Students for:
      a. repeatedly failing to meet the requirements set forth in Article 1, Section 1, or
      b. any action considered an egregious abuse of the group’s temporary privileges.
   2. An organization whose privileges and charting process have been terminated may, at the discretion of the Joint Campus Organizations Committee, be made to wait a period of up to one year from the termination before restarting the chartering process.

C. Notification
   1. Should an organization’s temporary privileges be suspended, the organization’s last known primary student contact and last known faculty/staff advisor will be sent both a written (hardcopy) and an electronic (e-mail) letter of notification stating:
      a. the reason for suspension of privileges,
      b. the requirements that must be met to have privileges restored, and
      c. a maximum time period for meeting these requirements.
   2. Should an organization’s temporary privileges and charting process be terminated, the organization’s last known primary student contact and last known faculty/staff advisor will be sent both a written (hardcopy) and an electronic (e-mail) letter of notification stating:
a. the reason for termination of privileges and the chartering process, and  
b. any minimum time before the organization may be permitted to restart the chartering process.

Section 4. Approval Steps

A. Application Process
1. An organization wishing to become chartered should obtain a chartering packet from the Student Involvement Office.
2. All documents submitted during the application process are to be submitted to the Director of Student Involvement, who will review the documents and work with the organization to complete their application, which includes all documents listed in Article I, before passing it to the Joint Campus Organizations Committee Chair. The Joint Campus Organizations Committee Chair shall receive the documents at least two weeks prior to the Student Activities Committee meeting at which the documents are to be considered.
3. After the Director of Student Involvement gives the pertinent documents to the Joint Campus Organizations Committee Chair, they are reviewed by the Joint Campus Organizations Committee. The Chair of the Joint Campus Organizations Committee brings the concerns of the committee to the next meeting of the Student Activities Committee. The Joint Campus Organizations Committee and its Chair have the authority to interpret the guidelines established in this policy as necessary.
4. All materials and testimonies presented are reviewed by the Student Activities Committee of the Faculty Senate, which transmits their positive or negative recommendation to the Faculty Senate. The Student Activities Committee has the power to refrain from immediate action on a charter in order to ask the organization to make appropriate changes to their constitution in order to conform to policy and to clear up areas of ambiguity or confusion.
5. The Faculty Senate, or the Executive Board on the Senate’s behalf, conveys its approval or denial to the President of the Institute for his/her action.

B. Approval Considerations
1. Only those Organizations whose functions and constitution are not contrary to the goals and objectives of the Institute and of the Student Government Association will be considered for chartering.
2. Consideration is based on compliance with the requirements of Article I, Section 1.

C. Appeal
1. Any decision to suspend or terminate the charter process made by the Joint Campus Organizations Committee may be appealed to the appropriate legislative body or bodies of the Student Government Association.
2. Any decision to suspend or terminate the charter process made by the legislative bodies of the Student Government Association may be appealed to the Student Activities Committee of the Academic Senate.
3. Any decision made by the Dean of Students, the Student Activities Committee of the Academic Senate, or the Academic Senate may be appealed to the President of the Institute, and subsequently to the Board of Regents of the University System of Georgia.

Article II. Requirements for Maintaining a Student Organization Charter

Section 1. Governing Documents

A. Constitution
1. Organization members must make every effort to maintain the purpose of its organization and must follow all procedures and rules of its organization as defined by the organization’s most recently approved constitution and bylaws.
B. Bylaws
   1. The bylaws of an organization may never supersede or contradict any clause of the organization’s constitution.

C. Constitutional Amendments
   1. Written (hard copy) or electronic (e-mail) notification to all members must be made at least two weeks in advance of any proposed changes in the organization’s constitution. Amendments are subject to the approval by the Student Activities Committee.
   2. Revised constitutions shall be submitted to the Director of Student Involvement within seven days of revision, along with a copy of the minutes of the meeting during which the vote was held. The Director of Student Involvement shall review the changes and pass the documents on to the Chair of the Joint Campus Organizations Committee at least two weeks before the meeting of the Student Activities Committee where the documents are to be discussed.
   3. When the revisions of the constitution are to fix minor errors in grammar or nomenclature, or are to rename the student organization without changing its purpose, the Joint Campus Organizations Committee shall have the direct discretion to approve such revisions without formal legislation. Such revisions, however, must be reported by the Chair of the Joint Campus Organizations Committee at the next meeting of the Student Activities Committee.
   4. For all other revisions, the documents shall be reviewed by the Student Activities Committee, which shall review the materials and testimonies presented and transmit its positive or negative recommendation to the Executive Board of the Institute. The Student Activities Committee has the power to refrain from immediate action on proposed revisions in order to ask the organization to make appropriate changes to their constitution to conform to policy and to clear up areas of ambiguity or confusion.
   5. The Faculty Senate, or the Executive Board on the Senate’s behalf, conveys its approval or denial to the President of the Institute for his/her action.
   6. Amendments shall take effect immediately upon approval by the President of the Institute, obtained through the process described above.

D. Governing Board Bylaws
   1. Amendments to the bylaws of governing boards must also be submitted to the Student Government Association and to the Student Activities Committee for approval, following the process described for constitutional amendments. Written (hard copy) or electronic (E-mail) notification of all voting members must be made at least two weeks in advance of any proposed changes in the bylaws.

Section 2. Behavior

A. Non-discrimination
   1. In accordance with Federal and State law, no organization may engage in acts that are discriminatory on the basis of race, gender, national origin, age, religion, sexual orientation, disability, or veteran status.

B. Conduct
   1. Student organizations should be fully cognizant that they may be held accountable through the Institute’s discipline system for their behavior and the behavior of their members when representing the organization.
      a. All violations, whether on or off campus, of the academic and non-academic sections of the Student Conduct Code and all other Institute and Board of Regents policies will be addressed.
      b. Student organizations are accountable for complying with policies regarding Facility Usage, Computer Use and Misuse, Sexual Harassment and Misconduct, Alcohol and Illegal Drugs, and Solicitation and Publicity, along with any additional policies created by the Joint Campus
Organizations Committee, the Student Activities Committee, the Office of the Dean of Students, and any other administrative body that oversees student organizations.

2. Any acts in violation of the Student Conduct Code, the Georgia Institute of Technology or Board of Regents policies, or local, municipal, state, or federal laws and/or ordinances are prohibited, and are cause for charter suspension or revocation.

Section 3. Membership

A. Eligibility

1. Membership of a chartered student organization is limited to students, faculty, staff, and alumni of Georgia Tech and the spouses of any of these four types of members.
   a. Co-op students in the Atlanta metro area may be considered full-time Georgia Tech students for the purpose of membership.
   b. Students from institutions affiliated or allied with the Georgia Institute of Technology who also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.
   c. In order to be members, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech student handbook.

2. Voting privileges may be given only to student members of a chartered organization.
   a. In order to vote, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech student handbook.

3. Only student members may run for or hold office.

B. Faculty Advisor

1. Each campus organization is required to retain an advisor who is a full-time faculty or staff member of the Georgia Institute of Technology.

2. All documents submitted to the Director of Student Involvement that require the signature of the highest officer of the organization must be co-signed by the advisor.

C. Meetings

1. The membership of an organization must meet at least once a term to conduct business. Organizations are excused from this requirement only during summer term or during terms in which a majority of the membership is not enrolled at Georgia Tech.

Section 4. Record Maintenance

A. Student Organization Update Form

1. A completed Student Organization Update Form must be filed with the Director of Student Involvement at least once per year. A completed Student Organization Update Form and an updated Alcohol and Drug Policy Acknowledgment Form must also be filed with the Director of Student Involvement within seven days of any change in officers, advisor, or contact information.
   a. Failure to file an update form will result in a probationary review by the Joint Campus Organizations Committee or the Office of Student Involvement, and possible suspension of the organization.

B. Mailing Address

1. In order to maintain contact with student organizations, all organizations must maintain a permanent mailing address for their organization deemed acceptable by the Office of Student Involvement; the post office box of an officer or advisor is not acceptable.

Section 5. Arbitration and Mediation

A. Constitution Interpretation
1. In the case of disagreements within a student organization regarding interpretation of the organization’s constitution, the Joint Campus Organizations Committee shall be the sole arbiter.

B. Missing Required Procedure Mediation
1. In the case that a chartered organization’s constitution does not include all provisions listed in Article I, Section 1, the Joint Campus Organizations Committee and/or the Office of Student Involvement shall serve as mediator for the implementation of required methods and procedures until such time as the constitution has been amended and these amendments have been approved in accordance with Article II, Section 1, Part C.

C. Other
1. The Joint Campus Organizations Committee and the Office of Student Involvement shall serve as sources to chartered student organizations for any mediation or binding arbitration desired or required and not specifically stated in this Section.

Section 6. Additional Requirements

A. Student Organizations
1. Additional requirements for maintaining charters may be set at any time by the Joint Campus Organizations Committee, the legislative bodies of the Student Government Association, the Office of the Dean of Students, or the Student Activities Committee of the Academic Senate.

B. Greek Organizations
1. Additional requirements for maintaining charters for social fraternities or sororities may be set by the InterFraternity Council, the Panhellenic Council, or the National Panhellenic Council, as appropriate.

Article III. Student Organization Discipline

Section 1. Discipline

A. Conduct
1. Organizations and their members are accountable for their conduct per Article II, Section 2, Part B and are subject to disciplinary procedures and penalties as outlined by the Conduct Code and Disciplinary Procedures for Student Organizations.

Section 2. Suspension

A. Failure to Maintain Charter
1. The Joint Campus Organizations Committee or the Office of the Dean of Students may suspend a student organization’s charter privileges for violating the requirements listed in Article II.

Section 3. Revocation

A. Failure to Maintain Charter
1. A student organization’s charter privileges may be revoked entirely for repeatedly or egregiously violating the requirements listed in Article II.

B. Inactivity
1. Two years of inactivity will result in the automatic revocation of an organization’s charter.
   a. Inactivity is defined as not maintaining annually updated records with the Office of Student Involvement as required by these policies.
   b. This revocation is immediate and not subject to the process listed in Section 4 of this Article.
Section 4. Revocation Process

A. Student Organizations
1. Written (hardcopy) and electronic (e-mail) letters of notification will be sent by the Joint Campus Organizations Committee to the last known highest officer of the organization and the faculty advisor ten days before any formal legislative action is taken to revoke the charter. The letters must include:
   a. the reason for which the student organization’s charter may be revoked, and
   b. accurate information on times and locations of meetings at which the student organization’s testimony may be heard.
2. The Joint Campus Organizations Committee will hear testimony from the members of the student organization within a period of seven days after the letters of notification have been sent. The Joint Campus Organizations Committee may choose to listen to testimony after this period at its own discretion.
3. Following collection of materials and/or testimonies, the Joint Campus Organizations Committee will report its findings and make a recommendation to the Undergraduate House of Representatives and/or the Graduate Student Senate.
   a. in the case of graduate-student-only or undergraduate-student-only organizations, the recommendation will be made to only the Senate or the House, respectively.
4. The Undergraduate House of Representatives and/or the Graduate Student Senate then reviews the findings and recommendation of the Joint Campus Organizations Committee and takes appropriate action.
5. Approval of a recommendation to revoke an organization’s charter will be based on a vote by the appropriate legislative body or bodies. In the case that both bodies must vote, use of the enactment ratio is mandated and the motion to revoke a charter must pass with an enactment ratio of 0.6 or higher.
6. If approved, the Student Activities Committee of the Faculty Senate reviews the materials and testimonies presented. It either conveys its recommendation to revoke the charter to the Faculty Senate or returns the request for charter revocation to the Student Government Association.
7. The Academic Senate, or the Executive Board on the Senate’s behalf, conveys its approval or denial to the President of the Institute for his/her action.
8. The Dean of Students may send a recommendation for revocation of a charter directly to the President of the Institute, in which case Parts (1) through (7) of this section are unnecessary and need not be followed.

B. Greek Organizations
1. In the case of social fraternities or sororities, Section 4 of this article may be replaced by procedures outlined in the constitution or bylaws of the chartering body.

Section 5. Appeals Process

A. Student Organizations
1. Any decision by the Joint Campus Organizations Committee to suspend may be appealed to the Undergraduate House of Representatives and/or the Graduate Student Senate as appropriate.
   a. in the case of graduate-student-only or undergraduate-student-only organizations, the appeal can be made only to the Senate or the House, respectively.
2. Any decision to suspend or revoke a charter made by the Undergraduate House of Representatives and/or the Graduate Student Senate may be appealed to the appropriate judicial bodies of the Undergraduate House of Representatives and the Graduate Student Senate.
3. Any decision made by the Office of the Dean of Students, the Student Activities Committee of the
Faculty Senate, or the Faculty Senate may be appealed to the President of the Institute, and subsequently to the Board of Regents of the University System of Georgia.

B. Greek Organizations
   1. Any decision to revoke the charter of a social fraternity or sorority made by the InterFraternity Council, the Panhellenic Council, or the National Panhellenic Council may be appealed to the appropriate judicial body of the revoking Council per the Constitution and By-Laws of the Council.

   

Article IV. Policy Changes

Section 1. Student Organizations

A. Notification
   1. The Joint Campus Organizations Committee shall notify organizations of any changes to this policy by written (hard copy) communication to the organization permanent mailing address or by electronic (e-mail) communication to the highest officer of the organization, as listed on the latest Student Organization Update Form. Any such notification will include procedures and a time limit for compliance with the changes.

Section 2. Greek Organizations

A. Notification
   1. The Joint Campus Organizations Committee shall notify the InterFraternity Council, the Panhellenic Council, and the National Panhellenic Council of any changes to this policy by written (hard copy) communication to the Councils’ permanent mailing addresses or by electronic (e-mail) communication to the Councils.
Graduate Student Government Elections Code

(Approved by the Graduate Student Senate of the Georgia Institute of Technology on April 10, 2007)

Article I. Purpose and Definitions

A. The Graduate Student Government Elections Code shall provide for the process of conducting elections for the various offices in the Graduate Student Government and for any initiatives and referenda as provided for by the Constitution of the Graduate Student Government.

B. The following words and phrases when used in this code shall have the meaning as ascribed to them in this section:

1. "Fall General Election" means the election during Fall Semester for the purpose of electing Senators for the Graduate Student Senate and voting on special elections.
2. "Spring General Election" means the election during Spring Semester for the purpose of electing the President and Vice President of the Graduate Student Government and voting on special elections.
3. "Special Election" means an election put before the Graduate Student Body for constitutional amendments, referenda, recalls, or to fill an officer vacancy which may or may not coincide with a general election.
4. "Referendum" means an election called by a petition of the Graduate Student Body or a vote of the Senate, as provided for in the Bylaws, and put on a ballot for the decision of a question.
5. "Initiative" means a question called by a petition of the Graduate Student Body, as provided for in the Bylaws, for the consideration of the Senate.
6. "Recall Election" means a special election called by petition of the electing constituency of any Officer or Senator, as provided for in the Bylaws, to decide on whether or not to retain that Officer or Senator.
7. "Run-off Election" means an election held to resolve a tie in a general election for a specific office or if no candidate receives the vote required to win an office. In a Run-off Election, write-in votes are not valid.
8. "Voter" means an individual graduate student enrolled in any administratively recognized departments, partnerships, or allied institutes required to pay student activity fees.
9. "Official Candidate" means any person who has qualified to be placed on a ballot for elective office in the Graduate Student Government.
10. "Write-in Candidate" means any person who could have met the qualifications of the office before the deadline set by the Elections Director, yet who has not qualified as an official candidate and whose name is not printed on any ballot, but for whom a vote is cast on a write-in ballot.
11. "Candidate" means either Write-in or Official Candidate.
12. "Ballot" means that list of information, either electronic or physical, containing the names of candidates or statements of proposed constitutional amendments or any other questions or propositions submitted to the electorate at any election on which an elector casts a vote.
13. "Write-in Ballot" is the written or electronic submission by a voter casting a vote for a write-in candidate.
14. "Elections Director" means the person appointed by the President and approved by the Senate who is responsible for supervising and conducting the elections.
15. "Elections Staff" means those persons who provide assistance to the Elections Director in carrying out the duties of that position.
16. "Poll Worker" means those persons designated by the Elections Director to assist in the duties of conducting the election at a particular polling place.
17. "Violation" means an infraction by a candidate of the rules for campaigning or qualification for office or other rules set for an election by the Elections Director or the Elections Code.
18. "Disqualification" means the removal of a candidate from a ballot and/or list of official results as a result of a candidate's ineligibility to qualify for an office, violations of the Elections...
Code which would warrant such action as decided by the Graduate Internal Affairs Committee, or other such things as would infringe upon that person's ability to hold office.

19. "Campaigning" means any action in support of a candidate for elective Graduate Student Government office by a candidate or anyone affiliated with a candidate, including, but not limited to distribution or posting of materials and speaking to organized groups of students.

20. "Mass Mailing" means the stuffing of campaign literature in the campus post office boxes of graduate students by candidates for President or Vice President or their campaign workers.

21. "Non-mass Mailing" means the sending of campaign literature, which is both, hand-signed and hand-addressed by candidates for President or Vice President through the campus post office.

22. “Mass E-Mailing” means the sending of electronic mail (e-mail) to department or other lists of graduate students.

23. “Non-mass E-mailing” means the sending of electronic mail (e-mail) directly to individuals.

24. "Single Transferable Vote" means each voter shall indicate the order of preference of the candidates in a race. In determining the election results, votes are totaled for the first choice candidate on each ballot. If no candidate receives a majority of the vote, the candidate (candidates in the case of a tie) receiving the lowest vote total is (are) removed from the race with the associated ballots being reassigned to the highest preferred remaining candidate. This process in continued until one candidate receives a majority of the vote or only two candidates remain with the vote being equally divided. Ballots, which do not indicate a preference for any of the remaining candidates, shall not be counted when determining if any candidate has a majority.

25. "Total Weighted Vote" means each voter is eligible to cast as many votes in a race as there are seats to be decided in that race. The voter is not limited to casting a maximum of one vote for any candidate.

26. "Multi-Position Vote" means each voter is eligible to cast as many votes in a race as there are seats to be decided in that race. The voter is limited to casting a maximum of one vote for any candidate.

27. "Votes Cast" means ballots indicating the selection of an eligible candidate for the position in question.

28. “In Good Standing” means academic good standing, as defined by the registrar and conduct good standing, as defined by the Dean of Students.

Article II. Duties of Elections Personnel

A. Elections Director

1. The Elections Director shall be appointed by the President with the advice and consent of the Graduate Student Senate.

2. The Elections Director shall conduct and supervise all general and special elections of the Graduate Student Government and faithfully execute those duties and responsibilities as designated by this code and other duties deemed necessary to the proper conduct of an election.

3. The Elections Director shall be responsible for receiving the qualifying papers of the various candidates, distributing necessary information concerning this Elections Code and the election to the same, including deadlines, campaign rules, and other applicable information.

4. The Elections Director shall be responsible for receiving the campaign financial papers for each candidate and shall make these papers public record in the Student Government Office.

5. The Elections Director shall certify the eligibility of all candidates for their prospective offices and shall post a list of all qualified candidates for an election in the Student Government office no later than two days after the deadline for qualification for the election. Any candidate declared ineligible by the Elections Director may appeal this decision to the Graduate Internal Affairs Committee no later than one day after the certified list is posted.
6. The Elections Director shall be responsible for preparation of ballots and the securing of the same before, during, and after an election. All candidates shall be listed alphabetically by office on the ballots.
7. The Elections Director shall be responsible for publicizing elections throughout the Graduate Student Body.
8. The Elections Director shall be responsible for educating all poll workers and elections staff in the guidelines for elections as specified in this code.
9. The Elections Director shall certify the legitimacy of the election and certify and publicly announce the election results unless the legitimacy of an election is in question.
10. The Elections Director shall receive all complaints lodged against candidates or the election and shall investigate the same.
11. The Elections Director shall make decisions regarding location of polling places and transaction of routine business in conducting an election.
12. Neither the Elections Director, the Internal Affairs Chair, or any Internal Affairs Committee members shall be a candidate for any office during any election while retaining these positions.

B. Elections Staff
1. The Elections Staff shall consist of those students designated by the Elections Director to assist in carrying out the duties of the Elections Director.
2. No member of the Elections Staff shall be a candidate for an office during any semester in which that person is a member of the Elections Staff.

C. Poll Worker
1. The Poll Workers shall be responsible for assisting students with voting in an election, enforcing the Elections Code at the polling place, and ensuring the security of ballots at the polling place.
2. No poll worker shall be a candidate for an office during the particular election for which that person is a Poll Worker.
3. No Poll Worker shall engage in campaigning for any candidate while performing duties at or while located within fifty (50) feet of a polling place.

Article III. Qualifications for Candidates

A. General
1. Any student who wishes to qualify as a candidate for a Graduate Student Government Office must comply with the provisions of the Elections Code and must be responsive to the reasonable demands of the Elections Director and Elections Staff.
2. Any candidate must be in good standing and must be a full-time graduate student and must remain so for the duration of the term of office, except for summer term.
3. All candidates must complete all the appropriate paperwork by the appropriate deadlines as set forth by the Elections Director. Falsification of information certified as correct to the Elections Director may result in disqualification and removal from the ballot. It shall be the candidate's responsibility to determine the correctness of all submitted information before submission.

B. Executive Offices
1. Candidates for President or Vice President must be enrolled as a full-time graduate student for at least one term previous to the election.
2. Candidates for President or Vice President shall be elected separately. No candidate, if elected, may simultaneously hold the positions of Senator and either President or Vice-President.

C. Senator
1. A Candidate for Senator must be a member of the constituency from which that person intends to be elected. The registrar's office record of that person's designation shall be final.
Article IV. Campaigning and Finances

A. General
1. All candidates shall follow all campaign regulations as specified in the Elections Code. Any candidate who does not comply with this code shall be subject to reprimand, an order to cease and desist, or disqualification by the Elections Director or Graduate Internal Affairs Committee as provided for in the Elections Code.
2. All campaigning must occur within the dates specified by the Elections Director, posted in the Student Government Office.
3. No candidate will be permitted to use any official Student Government Association or Graduate Student Government logos in any way relating to his or her campaign.
4. There shall be no campaigning in classrooms while class is in session.
5. No unauthorized person shall be allowed to post or remove any authorized campaign material of any candidate. The Elections Director and Staff shall be empowered to remove any and all campaign materials posted, displayed, or distributed in unauthorized locations.
6. All candidates shall remove any posted materials within two (2) days after the general election or run-off election in which they are candidates.
7. If an elections violation occurs, then the Elections Director will notify the candidate by email of the violation. That candidate will have until 12:00 PM the following day to rectify the violation.

B. Finances
1. The total amount of money that a candidate may spend, both out of pocket and through raised cash and in-kind donations, on campaigning during a general election shall not exceed the following limits: a. President: $300.00 b. Vice President: $300.00 c. Senator: $50.00
2. The total amount of money that a candidate may spend, both out of pocket and through raised cash and in-kind donations, on campaigning during a run-off election shall not exceed the following limits: a. President: $50.00 b. Vice President: $50.00 c. Senator: $15.00
3. Campaign expenses shall not be reimbursed by any part of the Student Government Association.
4. Each candidate must submit an exact written statement of all contributions and expenditures which statement shall be accompanied with original receipts for all bills paid by the candidate by the date specified by the Elections Director upon request. Each candidate must receive fair market value for each transaction with no special discounts. All transactions must be recorded. Any candidate who fails to file a financial statement when requested, even if no money is spent, will be subject to disqualification at the discretion of the Graduate Internal Affairs Committee.

C. Mail Regulations
1. The use of the United States Postal Service is permissible.
2. Only candidates for President or Vice President will be allowed to use campus mail for campaign purposes and only in the manner specified below.
3. Candidates for President or Vice President will be permitted only one mass mailing through the post office boxes. This one mass mailing includes the stuffing of boxes. The content of the mass mailing must have advance approval from the Elections Director who will then give the Post Office authorization for the occurrence of the mailing.
4. Only candidates for President or Vice President will be allowed to use campus mail during a run-off election.
5. Non-mass mailings through the campus mail system are permitted only for candidates for President or Vice President.

D. Signs and Posters
1. Posters and signs may be displayed only on the following locations:
   a. Bulletin boards set up by the Plant Operations Department
b. Bulletin boards present in campus buildings and off-campus business establishments with appropriate permission.

c. Residence Halls and other Institute living areas with the approval of and according to the policies of the Department of Housing.

d. Other locations approved by the Associate Vice-President of Facilities.

2. Posters, signs and markings are forbidden on the following locations:
   a. On trees
   b. On glass doors and windows
   c. On traffic signs
   d. On the sides of buildings or sculptures
   e. On cars
   f. On trash cans
   g. On roadways
   h. Attached to campus walkways.

3. All signs and posters shall comply with the following limitations:
   a. Candidates for President or Vice-President may have only one sign which may exceed seventeen (17) inches by twenty-two (22) inches. This sign or banner may be hung from the Student Center or the Skiles walkway; it may not exceed eight (8) feet by eight (8) feet.
   b. All other signs for Presidential or Vice-Presidential candidates may not exceed seventeen (17) by twenty-two (22) inches.
   c. Candidates for Senator may not have any sign or poster exceed eleven (11) inches by seventeen (17) inches.

4. Self-adhesive posters are forbidden.

5. Posters will not be displayed in such a way as to obscure any part of another candidate's poster.

6. No more than two (2) signs or posters for one particular candidate will be allowed on any bulletin board and no more than one will be allowed per side on a multi-sided bulletin board.

7. Electronic advertisements may be run on the screens of the Student Center, subject to the policies of the Student Center.

E. Living Areas
   1. No campaign material shall be distributed into, on, or under doorways or left hanging on doorknobs of residence halls or off-campus living areas. Such materials may be displayed in a room only with the permission of the resident(s) and in accordance to Department of Housing policy.
   2. No person engaged in door-to-door campaigning shall enter or remain in any room, suite, home or apartment over the objections of any of the residents thereof.
   3. No candidate or supporter shall knock on any door or attempt to enter any room if there appears in plain view a written notice stating “No Campaigning” or words substantially to that effect. General wording such as “No solicitors” shall not be deemed to constitute sufficient notice under this paragraph.
   4. No person shall engage in door-to-door campaigning without having received approval to do so from the governmental council of the living area or the Department of Housing.

F. Electronic Mail and Newsgroups
   1. A campaign for Departmental Senator may post only one campaign advertisement on the appropriate departmental graduate student newsgroup or e-mail list, if any. A campaign for Co-op senator may post only one campaign advertisement on a co-op newsgroup or e-mail list, if any.
   2. A campaign for President or Vice President may not post campaign notices on campus-wide newsgroups or e-mail lists.
   3. A candidate may respond to a posting by another party which references either him or his advertisement by posting a reply without affecting his or her limit on electronic advertising.
However, this reply may not include any information not relevant to the posting by the other party and may not solicit people to vote for him or her.

4. These restrictions shall not apply to the posting of platforms and other impartial elections publicity by the Elections Director or Elections Staff.

G. Procedures for distribution and posting of campaign material not provided for by this Elections Code shall be established by the Elections Director. However, such procedures shall be consistent with this Elections Code and they shall not be effective unless presented to the candidate twenty-four (24) hours prior to the time they take effect.

Article V. Election Procedures

A. Voting

1. Voter eligibility shall be determined as follows:
   a. Any graduate student from all administratively recognized departments, partnerships, or allied institutes required to pay student fees at the time of an election is an eligible voter.
   b. All eligible voters enrolled in any administratively recognized departments, partnerships, or allied institutes may vote for the candidate(s) for senator from that department.
   c. All eligible voters may vote for candidates for President, Vice President, and on any special election questions before the student body.
   d. All eligible voters voting for a candidate for Graduate Cooperative Senator must be a cooperative student as defined by the Graduate Cooperative Education Office in the same section as the candidate for which the vote is cast.

2. For the purpose of determining an individual's eligibility to vote, the final determination of the registrar's office shall be conclusive and binding on the Elections Director.

3. It shall be the responsibility of each eligible voter to see that their classification is current and correct on the records of the registrar's office.

4. All eligible voters may cast votes as follows for items on a ballot:
   a. One Presidential candidate
   b. One Vice Presidential candidate
   c. A Multi-Position Vote for Departmental Senators
   d. A Multi-Position Vote for Graduate Cooperative Senator
   e. One vote per question for any special election.
   f. A voter may instead choose to "write-in" a choice of candidate for an office if that candidate is not listed on the ballot.

6. No voter shall cast, attempt to cast, or cause to be cast more than one ballot in any election.

B. Ballots

1. The order of listing of candidates for an office shall be determined by alphabetical order of the last names of the candidates for that office.

2. Any candidate tampering with the preparation, distribution, voting, or counting of the ballots shall be subject to immediate disqualification by the Elections Director and will be referred to the Graduate Judiciary for further disciplinary action.

3. Any person found guilty of tampering with elections shall not ever be eligible to hold office in the Graduate Student Government.

C. Canvassing and Tallying

1. The Internal Affairs Committee shall have the sole responsibility for validation of election results.

2. Only the Internal Affairs Chair, the Elections Director, members of the Elections Staff, and any others designated by the Internal Affairs Chair shall be present at the tallying of the ballots.
3. The results of any election covered in this code shall be posted in the Student Government Office within 48 hours of the closing of the election polls provided the election is declared valid by the Internal Affairs Committee.

4. No ballots shall be destroyed until the election is ultimately canvassed and certified and any and all complaints resolved.

5. Complaints must be brought within twenty-four (24) hours to the Internal Affairs Committee who will meet to consider the complaints. Results will not be posted until all complaints are resolved.

D. Election Results
   1. A Presidential or Vice Presidential candidate, including write-in candidates, shall win the office if that candidate receives a majority of the votes cast.
   2. If no candidate for President or Vice President wins the office as prescribed in Paragraph 1. a run-off election between the two candidates with the highest vote totals shall be held for that office. If a tie prevents a run-off of exactly two candidates, all of the tied candidate for first or second place shall be placed on the run-off ballot. Subsections 1 and 2 shall be repeated until a winner can be declared.
   3. For Senators, the number of candidates, including write-in candidates, from each department shall be ranked in descending order of vote total. The winners of Senate seats within each department shall be that number of candidates with the highest vote totals up to the number of apportioned seats for each department.
   4. The candidates, including write-in candidates, with the two highest vote totals for Graduate Cooperative Senator shall win those offices.
   5. If a tie occurs in the vote totals for the last position(s) for Senator, a run-off election shall be held between the tying candidates. Whichever candidate(s) receives the most votes in the run-off election shall win the office(s). This procedure will be repeated until a winner can be declared.
   6. Any run-off election shall be held within two (2) weeks of the general election or preceding run-off election.
   7. If a write-in candidate succeeds in winning any office, the Elections Director shall be directed to determine the eligibility of that candidate for holding the office. If that candidate is eligible, that candidate shall win the office. If the Elections Director determines that the candidate is ineligible, the candidate shall not win the office and the candidate with the next highest vote total shall win. If the write-in candidate declines the position, the candidate with the next highest vote total shall win.

Article VI. Special Elections

A. Petition Requirements
   1. All petitions filed with the Graduate Student Government shall satisfy the following requirements:
      a. All names must be the signature of the individuals who allegedly signed the petition.
      b. All names must be signed in ink.
      c. All names must be signed exactly as the person's name is recorded with the Registrar's Office.
      d. All names must be followed by a printed version of the individual's name, student number, address, and phone number, if any.
      e. 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 all signatures were made by different individuals and that no threats or coercive statements were made to induce a person to sign and, for the purpose of counting the number of signatures, the signature of the responsible person required by this paragraph shall be counted only once.
2. For a petition for a constitutional amendment, each page containing signatures shall also have the proposed amendment stated in full at the top of the page.
3. For a petition for initiative, each page containing signatures shall also have the proposed question stated in full at the top of the page.
4. For a petition for referendum, each page containing signatures shall also have the proposed question or action stated in full at the top of the page.
5. For a petition for recall, each page containing signatures shall also have the name of the officer proposed for recall and the reason for recall stated in full at the top of the page.
6. All petitions filed with the Graduate Student Government shall be forwarded to the Internal Affairs Committee for certification.
7. Failure to meet the requirements of this section may result in particular signatures or the entire petition being disallowed by the Internal Affairs Committee. The Committee may, at its discretion, use a random sampling technique to verify signatures.
8. The Internal Affairs Committee shall attempt this certification with all due speed.

B. Initiatives.
1. When the required number of signatures as specified by the Graduate Student Government Constitution for an initiative on a question are verified by the Internal Affairs Committee, the Internal Affairs Committee Chair shall report the certification to the Graduate Student Senate and submit a bill worded in a fashion so as to contain an accurate rendering of the purpose and result of the initiative.
2. The author of such a bill shall be labeled –“Initiative”.
3. This bill shall follow all procedures that any bill before the Graduate Student Senate would follow and the result will be binding upon the Graduate Student Government as per a regular bill.

C. Referenda.
1. When the required number of signatures as specified by the Graduate Student Government Constitution for a referendum on a question are verified by the Internal Affairs Committee, the Internal Affairs Committee Chair shall report the certification to the Graduate Student Senate.
2. The referendum special election must occur no less than three (3) weeks and no more than five (5) weeks following certification, not including any periods during which classes are not in session.
3. The referendum must be publicized in the Technique no less than one (1) week prior to the election.
4. The Internal Affairs Committee Chairman shall certify that the referendum question is worded on the ballots in a fashion so as to contain an accurate rendering of its purpose and result and that it is not misleading as to its purpose or intent.
5. A referendum question will have carried if a majority of the students voting on the question cast votes in favor of the question. The result of the question shall be binding upon the Graduate Student Government as if the question had passed in the Senate.

D. Recall.
1. When the required number of signatures as specified by the Graduate Student Government Constitution for the recall of an officer are verified by the Internal Affairs Committee, the Internal Affairs Committee Chair shall report the certification to the Graduate Student Senate.
2. The recall special election must occur no less than three (3) weeks and no more than five (5) weeks following certification, not including any periods during which classes are not in session.
3. The recall election must be publicized in the Technique no less than one (1) week prior to the election.
4. The Internal Affairs Committee Chairman shall prepare ballots with the question worded as follows: -Shall [Officer's Name], currently serving as [office], be recalled."
5. A recall election will have carried if a majority of the students voting on the question cast votes in favor of recalling the officer. The result of the election shall be the immediate termination of that officer's duties in that office in the Graduate Student Government.

6. A recall election will not be held if the officer in question resigns before the scheduled date of the election.

E. Constitutional Amendments
1. When the required number of signatures as specified by the Graduate Student Government Constitution for proposition of a Constitutional Amendment are verified by the Internal Affairs Committee, the Internal Affairs Committee Chair shall report the certification to the Graduate Student Senate.

2. If a special election is held, the referendum special election must occur no less than one (1) month and no more than six (6) weeks following certification, excepting summer term.

3. The election must be publicized in the Technique no less than one (1) month prior to the election, excepting summer term. [GSG Constitution. Art. X, B]

4. The Internal Affairs Committee Chairman shall certify that the amendment question is worded on the ballots in a fashion so as to contain an accurate rendering of its purpose and result and that it is not misleading as to its purpose or intent.

5. A constitutional amendment will have carried if two-thirds (2/3) of the voters cast votes in favor of the question [GSG Constitution, Art. X, B.a.]. The constitutional amendment, if carried, shall immediately take effect and may not be re-amended by the Senate for 1 year.

F. Filling the Officer Vacancies
1. The schedule for a special election to fill a vacancy in an officer position shall be announced by the Elections Director at least three (3) weeks prior to the election.

2. The procedures for this type of special election shall follow the same procedures as outlined for general elections. Candidates for the vacant position are bound by the same campaigning rules specified for general elections.

G. The Graduate Judiciary shall retain the right to review the constitutionality of any action passed through special election.

H. No special election may be held during summer term.

Article VII. Violations

A. Two levels of violations shall be defined:

1. Minor violations are those violations which may subject a candidate to a warning, an order to cease and desist, or disqualification. These include, but are not limited to:
   a. Poster violations
   b. Violations of rules regarding the use of campus mail
   c. Violations of other rules specified in this code which are not covered under “Major Violations” below

2. Major Violations are those violations which will subject a candidate to disqualification. These include, but are not limited to:
   a. Election interference
   b. Loitering in the area of the polling place on the election day by the candidate or anyone affiliated by the candidate
   c. Failure to attend any required information meetings without an excuse acceptable to the Elections Director
   d. Failure of a Presidential or Vice Presidential candidate to file an expense record as outlined [Article IV., Section B., Paragraph 4 of this Elections Code] by the required time specified by the Elections Director
e. Falsification of any information submitted to the Elections Director certified as correct.

f. Repeated minor violations or failure to rectify a minor violation by the required deadline.

g. Noncompliance of a candidate or anyone affiliated with a candidate with an order to cease and desist issued by the Elections Director, the Internal Affairs Committee, or the Graduate Judiciary.

h. Infraction of Article IX. Ethics Code of this Elections Code.

B. Reporting Violations

1. Any graduate student shall have standing to bring a complaint alleging violation of any part of this Elections Code. Such complaint must identify the party bringing the complaint, the candidate against whom the complaint is brought, the specific section of the Elections Code allegedly abrogated, and a detailed statement of the facts surrounding the alleged violation.

2. Any qualified person reporting a violation must sign an affidavit in the presence of an Elections Staff member and one other witness, the Graduate Student Body President, the Elections Director, or the SGA Administrative Secretary.

3. No hearings or punitive actions may take place regarding a complaint until the alleged violator is informed and has had a chance to attest to his or her guilt or innocence.

C. Responsibility: Each candidate is liable for the actions of those people affiliated with the candidate. It is the responsibility of the candidate to educate any and all campaign workers and affiliates as to the rules set forth by this Elections Code.

Article VIII. Adjudication of Complaints and Appeals

A. This adjudication shall include complaints concerning campaign violations, procedural complaints, and any other elections complaints.

B. The Internal Affairs Committee shall determine the truth of any complaints and take the appropriate action. Such action may include a warning to the candidate, an order to the candidate to cease and desist with an action, or disqualification of a candidate.

1. The Chair of the Internal Affairs Committee shall have the power to grant a preliminary order that a candidate cease and desist from an action where the Chair decides that a preponderance of the available evidence leads to a conclusion that there is a strong likelihood of a violation on a complaint brought by another student and where the action is so offensive that it may lead to a grave harm to the complaining student. The preliminary order to cease and desist shall remain in effect pending appeal.

2. Members of the Internal Affairs Committee may not at any time prior to the final determination of any matter before the Committee make any comment or statement, public or private, verbal or written, direct or indirect, concerning matters before the Committee in the adjudication of a complaint.

C. The Elections Director makes rulings on minor campaign violations. The Internal Affairs Committee makes rulings on major violations, procedural complaints, and all other complaints.

D. Internal Affairs Committee Hearings.

1. It shall be required that both complainant and defendant receive at least eighteen (18) hours actual notice, verbal or written, before a hearing is conducted.

2. The Internal Affairs Chair shall have the power to request the Graduate Judiciary to subpoena any student.

3. Hearings before the Internal Affairs Committee shall be conducted as an official ad judicatory proceeding. A majority vote of a quorum of the committee present for all testimony and discussion for a specific case shall be required to establish a violation and assign punishment.

4. All hearings before the Internal Affairs Committee shall be public. The deliberations of the committee, however, shall not be public.
5. The Internal Affairs Committee, after determining guilt or innocence, shall vote on a penalty, either warning, order to cease and desist, or disqualification.

E. The complainant may withdraw the complaint at any time before the Internal Affairs Committee has taken final action.

F. All final determinations of the Internal Affairs Committee may be appealed to the Graduate Judiciary.

**Article IX. Ethics Code**

A. This Ethics Code shall be applicable to all candidates for Graduate Student Government Office and all persons associated with candidates in any elections.

B. No candidate shall misrepresent any material fact in any campaign material or in campaigning of any form.

C. Any candidate who perjures him or herself before the Internal Affairs Committee or the Graduate Judiciary will be subject to the recommendation of disqualification.

D. No candidate may misrepresent any campaign material as being the material of any other candidate.

E. No candidate shall condone or authorize the destruction or theft of campaign material of any other candidate.

F. No candidate shall publish either by verbal, written, printed or electronic material anything which directly or by inference threatens to accuse another of any crime or offense, or which is designed to injure the person, property, or reputation of another, or threatens to expose another to disgrace, or threatens to deny or terminate the membership of another in any campus organization.

G. No candidate shall corruptly give, offer, or promise to any Student Government Association officer any pecuniary or other benefit not authorized by the Constitutions of the Undergraduate or Graduate Student Governments.

H. No candidate shall corruptly give, offer, or promise to any student or student organization any pecuniary or other benefit not authorized by the Constitutions of the Undergraduate or Graduate Student Governments in order to influence the votes of that student or members of that organization.

I. No student may cast, attempt to cast, or cause to be cast the vote of another student. No candidate shall condone or authorize such action on that candidate's behalf.

J. No candidate shall condone or authorize the “setting-up” or framing of another candidate to cause that candidate's disqualification.

K. In all decisions relating to the adjudication of guilt under this ethics code, the burden of proof shall rest with the complainant.

L. Any member of the Graduate Judiciary not shall be a candidate for any office while retaining these positions.

*This Elections Code was prepared by the Graduate Internal Affairs Committee, April 2007*
Georgia Tech Student Center Governing Board Constitution

I. Purpose

The Georgia Tech Student Center Governing Board is responsible for the development and administration of programs which serve the cultural, educational, recreational, and social interests of the student body, faculty, staff, alumni, and guests of Georgia Tech, and which aid in the development of leadership and provide an opportunity for students to develop skills in human relations.

II. Functions

The Governing Board shall:

A. Represent the interests of the students, faculty, staff, and alumni in the formulation of Center policies.

B. Define policies for and direct the organization and administration of the student activities and programs of the Georgia Tech Student Center.

C. Appoint committees to carry out the administration of the activities and programs of the Center.

D. Act in an advisory capacity to the Director of the Georgia Tech Student Center with regard to the Center's management, operation and services.

E. Exercise all powers not herein especially assigned, subject to the approval of the appropriate administrative authorities and/or the Student Council of Georgia Tech.

III. Membership

A. The Governing Board shall consist of 6 students and 4 non-students members.

Students

1. President of the Georgia Tech Student Center
2. Vice President of the Georgia Tech Student Center
3. Treasurer of the Georgia Tech Student Center
4. Member-at-Large
5. Member-at-Large
6. Member-at-Large

Non-Students

1. Director of the Georgia Tech Student Center
2. Alumni Association Representative
3. Faculty
4. Faculty

B. The President, Vice President and Treasurer shall be interviewed and selected by the preceding year's Governing Board.

C. The three members-at-large shall be appointed by the Georgia Tech Student Council.

D. The two faculty members shall be appointed by the President of the Georgia Institute of Technology.

E. The Alumni Association representative shall be appointed by the President of the Georgia Institute of Technology.

F. The President of the Georgia Tech Student Center shall serve as Chairman of the Governing Board.

IV. Amendments

Amendments to this Constitution will become effective when approved by a 2/3 vote of the entire Governing Board, and approved by the Georgia Tech Student Council and the Student Activities Committee. All amendments must be tabled for at least one meeting after being submitted.

V. By-Laws

The Georgia Tech Student Center Governing Board may adopt such By-Laws as are necessary and proper for the efficient operation of the Center.
Charter of the Georgia Tech Campus Recreation Center Advisory Board
Revised November 3, 2005

Article I – Name

Section I. This organization will be known as the Georgia Tech Campus Recreation Center Advisory Board, hereafter referred to as the CRC Advisory Board or Board.

Article II – Purpose

Section I. The purpose of the CRC Advisory Board is to represent the interests and needs of the students and university community in the area of recreational sports, athletics (as it relates to the CRC) and beneficial partnerships within the public and private sector. The primary function of the Board is to advise the Department of Campus Recreation regarding strategic directions, operational and programmatic issues.

Section II. The primary duties of the Board shall be to advise, prioritize and make recommendations on strategic, operational and programmatic issues including:
- Campus Recreation Center Fees
- Program development and expansion
- Program assessment
- Facility scheduling and operating hours
- Program and facility use eligibility
- Capital projects and improvements
- Major equipment purchases
- Campus Recreation Center operations/maintenance
- Beneficial partnerships
- Other area of strategic interest including:
- Annual review of the goals and objectives accomplished as they relate to the Department of Campus Recreation’s strategic plan.
- Ensure the Department of Campus Recreation goals and objectives are aligned with Georgia Tech’s strategic plan.

Article III – Definitions

Section I. The following definitions clarify eligibility requirements for specific positions on the CRC Advisory Board:
- “Student” means a Georgia Tech student who meets eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog and pays the student activity and recreation facility fees.
- “Student Worker” means a Georgia Tech student who meets eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog, pays the student activity and recreation facility fees and is employed by the Campus Recreation Center.
- “Student Athlete” means a Georgia Tech student who meets eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog, pays the student activity and recreation facility fees and is a member in good standing with the Men’s or Women’s Swimming and Diving Team.
- “Student of Family Housing” means a Georgia Tech student who meets eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog, pays the student activity and recreation facility fees and is a resident within Georgia Tech family housing.
- “Student of Student Housing” means a Georgia Tech student who meets eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog, pays the student activity and recreation facility fees and is a resident within Georgia Tech student housing.
• “Non-Student” means a Georgia Tech faculty, staff, coach, or an alumnus who is a member of the CRC in good standing.

Article IV – Board Operational Structure

Section I. The CRC Advisory Board shall consist of seventeen (17) Board members of which there are sixteen (16) voting members & one (1) non-voting member.

Section II. Voting members of the Board are defined as follows:

- Operations/Maintenance Representative- Student Worker elected by Operations/Maintenance student staff.
- Aquatics Representative- Student Worker elected by Aquatics student staff.
- Intramural Representative- Student Worker elected by the Intramural Council.
- GIT FIT Representative- Student Worker elected by GIT FIT student staff.
- ORGT Representative- Student elected by ORGT committee.
- Sport Clubs Representative- Student elected by Sport Clubs Council.
- Family Housing Representative- Student of Family Housing elected by Family Housing.
- Member Services Representative- Student Worker elected by the Member Services student staff.
- Student Housing Representative- Student of Student Housing elected by Student Housing.
- Graduate Representative- Graduate Student appointed by the President of Graduate Student Government.
- Undergraduate Representative- Undergraduate Student appointed by the President of Undergraduate Student Government.
- Athletics Representative- Student Athlete or coach elected by Georgia Tech Men’s and Women’s Swimming and Diving Team.
- Faculty/Staff Representative- Non-Student faculty or staff appointed by the President of Georgia Tech.
- Applied Physiology Representative- Non-Student appointed by the School of Applied Physiology.
- Alumni Representative- Non-Student alumni appointed by the Campus Recreation Center Director.
- Beneficial Partnership Representative- public or private sector representative appointed by the Campus Recreation Center Director.

Section III. The one (1) non-voting member of the CRC Advisory Board will be the Campus Recreation Center Director. This person will have all the rights and privileges of all other Board members with the exception of voting rights.

Section IV. Attendance at meetings will be recorded in the minutes. Written or electronic notice must be given to the Board Chairman if a meeting is to be missed no later than 24 hours prior to the Board meeting. Excessive absences, as determined by the Board Chairman, shall result in a recommendation for removal from the Board.

Section V. Board members may be removed from the Board with a two-thirds (2/3) affirmative vote of the members present. The Campus Recreation Center Director is not eligible for removal from the Board.

Article V – Board Chairman

Section I. The Board Chairman shall be a Student Board member and shall be elected at the first meeting of each academic year or as vacancies occur. All voting members will vote for the Board Chairman position with the Student Board member receiving the majority vote of the members present being elected Board Chairman. Any Board member may nominate any other Student Board member for the Board Chairman position.
Section II. The Board Chairman must have prior Board experience. A Board Chairman can serve consecutive terms if re-elected.

Section III. The Board Chairman presides over the CRC Advisory Board meetings, acts as the official representative of the Board, will maintain communication with the Campus Recreation Director, and will perform other duties deemed necessary to the Board’s purpose. The Board Chairman shall not vote on matters except to break a tie vote on issues other than the election of the Board Chairman.

Article VI – Board Procedures

Section I. The Board shall use Robert’s Rules of Order as the operational principles for conduct of Board meetings.

Section II. A majority of the seated Board shall be necessary to constitute a quorum provided that in no case will there be a quorum where the majority of voting members present are not Student members.

Section III. Meetings of the Board will be held at least once per semester, including summer semester, pursuant to a scheduled established by the Board. During a scheduled meeting the Board may take action to either cancel or reschedule future Board meetings.

Section IV. Unless otherwise specified in this charter, action or decisions by the Board shall be a majority vote of the voting members present. The exception to this shall be votes on Campus Recreation Center fee increases and capital projects which will require a two-thirds (2/3) affirmative vote of the voting members present to pass.

Article VII – Board Operation During Summer Semester

Section I. Summer semester shall be defined as the period between the last day of the spring semester and the first day of the fall semester each year.

Section II. The Board Chairman will serve during the summer semester provided that Student status is satisfied. If the Board Chairman cannot serve during the summer semester, a new Board Chairman shall be elected according to Article V. at the last Board meeting during the academic year. This Board Chairman will serve until a new Board Chairman is elected at the first meeting of the new academic year.

Section III. The Board during the summer semester shall be comprised of those Board members, Students and Non-Students alike, who are available and willing to attend Board meeting during summer semester that meet Article IV, Section II.

Section IV. The number of voting members to constitute the summer semester quorum will be established in the last Board meeting of the academic year, provided that in no cases will there be a quorum established where the majority of voting members present are not Student members. If the established quorum is not present to decide on issues before the Board, voting on those issues by the Board, as a whole, may take place via mail or e-mail.

Article VIII – Ratification, Amendments and Conditions

Section I. This charter will be ratified by incorporation, in identical form, into the bylaws of both Graduate and Undergraduate Student Government.

Section II. This charter may be amended by making identical changes to the appropriate sections of the
bylaws of both the Graduate and Undergraduate Student Government. Failure of both houses to make the change will result in the Board following the existing charter before one house made the change.

Section III. The CRC Advisory Board must approve amendments to this charter by a two-thirds (2/3) affirmative vote of the voting members present prior to submission to the Graduate and Undergraduate Student Government.
Charter of the Radio Communications Board at Georgia Tech
Revised – April 2006

ARTICLE I: PURPOSE

The Radio Communications Board (RCB) is the governing board and licensee for the Georgia Tech Student Radio Station, WREK, of the Georgia Institute of Technology.

ARTICLE II: MEMBERSHIP

A. The membership of the RCB shall be:
   a. A representative of the Office of the Dean of Students, who shall serve as Chairperson and Treasurer
   b. The Faculty Advisor of WREK
   c. A representative of the Public Relations Office of the Georgia Institute of Technology
   d. A Technical Advisor to the RCB, who shall be a member of the Faculty or Staff of the Georgia Institute of Technology
   e. The General Manager of WREK
   f. The Business Manager of WREK
   g. The Chief Engineer of WREK
   h. A representative of the Undergraduate House of Representatives, appointed by that body.
   i. A representative of the Graduate Student Senate, appointed by that body.
   j. A student-at-large, for which the method of election shall be determined by the RCB as needed.

B. Membership selection is in compliance with Georgia Tech rules, regulations, and policies and does not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status.

C. Membership is limited to only students, faculty, and staff of the Georgia Institute of Technology.

D. In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Handbook and SGA policies.

ARTICLE III: ADVISORS

The Faculty Advisor of WREK and the Technical Advisor to the RCB are to be recommended by the General Manager, Business Manager, and Chief Engineer of WREK and approved by the RCB. The Faculty and Technical Advisors serve at the discretion of the RCB and are elected or re-elected each year when general elections are held. Should a vacancy occur, a replacement is to be appointed within 30 days by the RCB.

ARTICLE IV: DUTIES OF THE RCB

The duties of the RCB shall be:

A. Supervision of the Operation of WREK
   a. WREK shall establish policies and procedures and shall govern its activities in accordance with a statement of standards and purposes approved by the RCB.
   b. The policies and procedures of WREK shall be considered By-Laws to the RCB Constitution.
   c. The overall policies and problems concerning WREK shall be brought to the attention of the RCB.
   d. The welfare and day-by-day problems of WREK shall be under the supervision of the General Manager. All decisions of the General Manager are subject to review by the RCB.
The General Manager must submit to the RCB, annually or on call, a written report on the progress of WREK.

**B. Financial Control of WREK**

b. The RCB is required to approve annually a budget for WREK. This budget shall be drawn up by the WREK staff and presented to the RCB for approval and submission to the Finance Committee. The Treasurer of the RCB is required to supervise the fulfillment of each budget. Any exceptions to the approved budget must be approved by the RCB.

c. The Business Manager and Treasurer shall submit to the RCB, at least each semester, a report of the financial condition of WREK.

### ARTICLE V: ELECTIONS AND APPOINTMENTS

**A.** The RCB is empowered to fill and vacate the positions of the General Manager and Business Manager of WREK and appoint the Faculty and Technical Advisors.

a. Elections and appointments shall take place not later than March 31 of each year, for the purpose of filling the positions for the next school year.

b. Applications for the positions will be available from the chair of the RCB at the beginning of spring semester each year.

c. At least one week prior to the elections, the RCB shall review the qualifications of all candidates by a method or a process acceptable to the majority of the members of the RCB.

d. The exact election procedures will be established by the RCB.

**B. General Manager, Business Manager, and Faculty and Technical Advisers** may be removed from office by a simple majority vote of the RCB. They must have an opportunity to explain their actions in a meeting of the RCB before a recall vote is taken.

**C.** All other Executive Staff personnel of WREK shall be chosen or removed by the General Manager, subject to the approval of the RCB.

**D.** All other staff personnel shall be chosen or removed by the individual department head subject to the approval of the General Manager.

**E.** All personnel shall submit proof of adequate experience and work in connection with a radio station and particular position they desire to obtain. They shall be in both good academic and disciplinary standing at the time they assume office.

### ARTICLE VI: MEETINGS, QUORUMS, AND VOTING

**A.** Meetings are to be held at the call of the Chairperson of the RCB. Any members of the RCB may request the calling of a meeting.

**B.** A majority of the membership of the RCB shall constitute a quorum.

**C.** Each member of the RCB shall have one vote.

**D.** A simple majority will rule in all cases unless stated otherwise in this Constitution.

### ARTICLE VII: DUTIES OF THE STAFF MEMBERS OF WREK

Duties of the staff members of WREK are designated by current policy and procedures on file in the WREK station and on WREKtranet.

### ARTICLE VIII: AMENDMENTS

**A.** Written notification to all members must be made by mail or email at least two weeks in advance of any proposed changes in the Constitution.

**B.** This Constitution can be amended by a two-thirds vote of the membership of the RCB. The amendment shall be submitted in writing to the Chairman of the RCB, who shall read it at the next meeting of the RCB. The amendment shall be automatically tabled after reading and shall be presented for consideration and voting at the next meeting of the RCB.
C. This document is part of the By-Laws of the Undergraduate House of Representatives and the Graduate Student Senate, and any changes to it must be approved in the manner in which those bodies amend their By-Laws.
Constitution of WREK, Student Radio Organization
A Georgia Tech Student Organization

Preamble

Whereas we believe that a group of students of Georgia Tech can band themselves together in a mutual interest which will be beneficial to the entire Georgia Tech campus community, we do hereby declare ourselves an association for the establishment and management of a non-commercial, non-profit radio station which shall be operated in the interest of and by the students of Georgia Tech.

I. Name
The name of the organization shall be WREK, Student Radio Station, a Georgia Tech Student Organization.

II. Purpose
A. The primary intent and purpose shall be to establish and promote better communications for the Georgia Tech campus community through the use of a non-commercial FM station operated by Georgia Tech students.
B. The organization shall attempt to inspire a constant adherence to the highest ethical conception of individual as well as collective social responsibility, by encouraging the following ideas:
   1. To offer Georgia Tech students a varied format of entertaining and informative programming.
   2. To present objective reporting of events and matters of interest to Georgia Tech students.
   3. To contribute editorials and commentaries on current issues.
   4. The station shall avoid any political prejudice of student elections by means of editorializing.

III. Membership
A. Full-time Georgia Tech students in good academic and disciplinary standing shall be eligible to participate in the organization as a full member. Only full members may vote or hold office.
B. Faculty/staff, alumni, and community staff may participate as associate members. Associate members may not either hold office or vote.

IV. Executive Staff
A. The Executive Staff shall consist of the General Manager, Operations Manager, Chief Engineer, News Director, and any other staff members the General Manager chooses to include.
B. Responsibilities of the members of the Executive Staff:
   1. General Manager: It shall be the duty of the General Manager to direct any and all matters pertaining to the radio station. The General Manager shall have the final responsibility and shall be held accountable for all actions taken by the station. In his or her absence, the General Manager may delegate his or her responsibilities to any staff member.
   2. Business Manager: It shall be the duty of the Business Manager to maintain all funds for the radio station, and he or she shall be held responsible for the proper allocation of such funds.
   3. Operations Manager: The Operations Manager is the head of the Operations Department. He or she is responsible for the actual on-the-air operation of the station, excluding news and engineering matters. This includes scheduling of operating personnel, preparation and maintenance of program and transmitter logs, and supervision of staff training and station production.
   4. Chief Engineer: The Chief Engineer is responsible for all technical, engineering, and legal matters associated with the operation of the station.
   5. News Director: The News Director is the head of the News Department. He or she is responsible for the gathering of news and for preparation of news programs including news broadcasts, features, and documentaries.
V. Elections and Meetings
   A. The latest edition of Robert’s Rules of Order shall govern the procedure of all meetings and will be the general authority on parliamentary law when not in conflict with the provisions of this constitution or its bylaws.
   B. The Radio Communications Board (RCB), as empowered by the Student Government, will fill and vacate the positions of the General Manager and the Business Manager of WREK.
   C. Elections and appointments shall take place not later than March 31 each year.
   D. All votes, unless otherwise stipulated in the Constitution, require a simple majority of voting members present where voting takes place.
   E. Applications for the positions will be available from the Chair of the RCB at the beginning of spring semester each year. At least one week prior to the elections, the RCB shall review the qualifications of all candidates by a method or process acceptable to the majority of the members of the RCB, and RCB votes by simple majority at the following meeting.
   F. The Executive Staff personnel of WREK shall be chosen or removed by the General Manager, subject to the approval of the RCB.
   G. All other staff personnel shall be chosen or removed by the individual Team Chair, subject to the approval of the General Manager.

VI. Amendments
   A. Amendments must be passed by a majority vote of the RCB. The amendment shall be submitted in writing to the Business Manager, who will then post the proposed amendment at the radio station for a period of no less than two weeks. Voting on the amendment will occur at WREK by a simple majority of the Executive Staff and then be submitted to the RCB for final approval, also by a simple majority.
   B. All members of WREK must be notified by mail or email at least two weeks in advance of any proposed changes in the Constitution.
   C. This document is part of the By-Laws of the Undergraduate House of Representatives and the Graduate Student Senate, and any changes to it must be approved in the manner in which those bodies amend their By-Laws.
Board of Student Publications Charter – Not Done