



STUDENTS' ASSOCIATION

Students' Association By-Laws

Students' Association Bylaws

University of Rochester

Article I. Terms to be defined.

- A. **Body** – A government entity, either a branch, committee, or individual.
- B. **SA Member** – A University of Rochester undergraduate who has paid their SA activities fee. These are the ‘citizens’ to whom SA Government is responsible. Unless noted otherwise, all undergraduates holding a position in student government must be SA Members.
- C. **Seniority** – All mentions of seniority shall be determined according first to the start date of any member of government’s term, then class year, then age.
- D. **Student Government Member** – Anyone who holds an official position within student government. All official positions appear in this document; if it is not here, it is not an official position.
- E. **Proxy** – Proxies are essentially used to determine chains of succession. When the word “proxy” is employed, it means that one member of government can act in the capacity of another, and as long as they are acting as a proxy, they have all the power and responsibilities associated with the position they are filling in for. Whenever “proxy” is used in this document, both of the parties involved are clearly defined. Being a proxy does not necessarily imply a place in the chain of command. A body may disallow their designated proxy from invoking proxy-status. Any proxy position is temporary.
- F. **University Committee** – A term used to refer to committees that are convened and run by someone outside of student government. These committees are typically run by the administration, but some have students on them because of their intersection with student life.
- G. **Senate meeting** – a quorum of the Senate along with the Speaker, during which legislative decisions are made (generally Monday nights at 9:00pm).

Article II. Modus operandi for each body

Section 1. Executive

- A. President
 - 1. The President shall act as the official representative of the Students' Association, and as an advocate for the students as per Article III of the SA Constitution.
 - 2. The President shall be responsible for the implementation and execution of all legislation passed by the Senate.
 - 3. The President shall work with the Senate and committees to fulfill the functions of student government.
- B. Vice President
 - 1. The Vice President acts as the President’s proxy and fulfills the duties delegated to him or her by the President as per Article III of the SA Constitution.
- C. Aide
 - 1. Aides assist in completing the functions of student government.
 - 2. Any other Executive branch positions created with decision-making power will have their Modus Operandi listed here.
 - 3. The President shall have a Cabinet to help fulfill the functions of the Executive branch and the functions of student government.

Section 2. Legislative

- A. Senate
 - 1. The Senate shall make all administrative decisions which deal with the workings of the Students' Association.
 - 2. The Senate shall facilitate communication between individual students, the administration, and the student body.
 - 3. The Senate shall serve as advocates to the administration on student issues.
 - 4. The Senate shall vote to confirm all Presidential appointments to University Committees.
 - 5. The Senate shall designate members to serve on committees.
 - 6. The Senate shall grant or revoke status as an SA-recognized group.
 - 7. The Senate shall grant or revoke status as an SA-funded group.
 - 8. The Senate shall refer potential violations of SA policy to ACJC.
- B. Speaker
 - 1. The Speaker shall preside over and act as the official representative of the Senate.
- C. Deputy Speaker

1. The Deputy Speaker acts as the Speaker's proxy, assists in running Senate meetings, and fulfills the duties delegated to him or her by the Speaker.
- D. Senators
 1. Senators shall thoughtfully deliberate on issues brought before the Senate.
 2. Senators shall assist in the objectives of the various committees.
- E. Committee Chair
 1. A committee chair shall preside over a Senate committee and shall report directly to the Steering Committee and the Senate.
- F. Committee Aide
 1. A Committee Aide is a position within a Senate Standing Committee. The Committee Aide shall report directly to the Committee Chair and Senate when necessary.
- G. Coordinator
 1. A Coordinator is an individual position within a Senate Standing Committee that carries out and oversees particular duties aligned within the mission of a Standing Committee.
 2. The Coordinator will report directly to the Committee Chair and Senate when necessary.
- H. Standing Committees: Standing committees assemble the information and materials necessary for student government to function.
 1. Policy and Review Committee
 1. The Policy and Review Committee shall assist new student groups with the procedure by which they can become eligible for recognition by the Student Association's Senate.
 2. The Policy and Review Committee shall gather relevant information on all groups recognized by the Students' Association in order to bring forward recommendations to the Senate on appropriate courses of actions impacting such groups.
 3. The Policy and Review Committee shall serve as the internal regulatory body of the Students' Association, and to ensure that activities directed under the branches of the government abide by the constitution and bylaws of the Students' Association. Additionally, this committee shall create and/or review prospective changes to the Bylaws of the Students' Association, as well as other Senate policies.
 2. Projects and Services Committee
 1. The Projects and Services Committee shall support the welfare of members of the Students' Association and the University of Rochester as a whole through projects affecting the academic and non-academic aspects of University life. When appropriate, the Committee shall work with other organizations, both within and outside of the Students' Association.
 2. The Projects and Services Committee serves as the primary forum for Senate's communication with University departments and offices that constitute student services. The Committee directs comments from students to the appropriate branches of the University.
 3. Communications and Public Relations Committee
 1. The Communications Committee shall disseminate information to members of the Students' Association and the University of Rochester regarding the Students' Association government, including current issues facing the Senate and the student body.
 4. Elections Committee
 1. The Elections Committee shall schedule, plan, advertise, and administer the various elections for the Students' Association government.
 2. The Elections Committee shall prepare and supervise the operation of the election in coordination with the Student Activities Office.
 3. The Elections Committee shall make decisions about the election process within the confines of the Constitution and these bylaws, and to investigate and adjudicate alleged violations of the elections rules.
 5. Students' Association Appropriations Committee (SAAC)
 1. The Appropriations Committee shall provide for and administer to student activities by the collection of an activities fee and the responsible allocation of those funds collected.
 - i. Treasurer
 - (1) The Treasurer shall serve as the committee chairperson for the Appropriations Committee.
 - ii. Student Accountants
 - (1) Student Accountants shall serve on the Appropriations Committee and administer all the banking needs to the Students' Association.
 6. Ad-hoc Committees
 1. Ad-hoc committees are created as need and serve the same purpose as a standing committee.

7. Steering
 1. The Steering Committee shall supervise and coordinate the work of standing and ad-hoc committees.
 2. The Steering Committee shall set the Senate's agenda.
- Section 3. Judicial
- A. All-Campus Judicial Council (ACJC)
 1. The All-Campus Judicial Council shall serve as the judicial branch of the Student's Association.
 2. The Council's jurisdiction shall be three-fold:
 1. Students' Association jurisdiction is granted as outlined in Article IV of the Constitution.
 2. Student discipline jurisdiction is granted as determined by the University.
 3. Academic Honesty jurisdiction is granted as determined by University Faculty policies.
 - B. Chief Justice
 1. The Chief Justice shall act as the official representative of the All-Campus Judicial Council.
 2. The Chief Justice shall preside over hearings and meetings.
 3. Additional responsibilities shall include arranging and scheduling hearings, meetings and Justice hearing assignments.
 4. The Chief Justice shall thoughtfully deliberate on issues brought before the council.
 5. The Chief Justice may assist in the objectives of the various Senate committees.
 - C. Associate Chief Justice
 1. The Associate Chief Justice acts as the Chief Justice's proxy and fulfills the duties delegated to him or her by the Chief Justice.
 2. The Associate Chief Justice shall thoughtfully deliberate on issues brought before the council.
 3. The Associate Chief Justice may assist in the objectives of the various Senate committees.
 - D. Associate Justices
 1. Associate Justices shall serve on the All Campus Judicial Council.
 2. Associate Justices shall thoughtfully deliberate on issues brought before the council.
 3. Associate Justices may assist in the objectives of the various Senate committees.

Article III. Composition

- Section 1. Executive
- A. President
 1. The Vice President may act as the proxy of the President in his or her absence.
 - B. Vice President
 - C. Aides
- Section 2. Legislative
- A. Senate
 1. The Senate shall be presided over by the Speaker.
 2. The Senate shall be composed of the Speaker, the Deputy Speaker, and at most 18 Senators.
 3. All Senators shall have equal voting power and shall be elected from the following constituencies:
 1. Four shall represent the Freshman Class.
 2. Three shall represent the Sophomore Class.
 3. Three shall represent the Junior Class.
 4. Three shall represent the Senior Class.
 5. Five shall represent the student body at-large.
 4. Senators shall serve a term of one academic year.
 1. Senators elected in the spring shall attend meetings immediately and will take office at the first meeting following Speaker and Deputy Speaker selections.
 2. Senators elected in the fall shall take office immediately.
 5. The President shall be an ex officio member of Senate.
 1. The President shall be granted the same rights as a senator except those listed below:
 - i. The President shall not have a vote.
 - ii. The President shall not make motions or second motions.
 - B. Speaker and Deputy Speaker
 1. The Speaker and Deputy Speaker shall serve from the meeting immediately following their selection until Speaker and Deputy Speaker selections the following year.
 2. The Deputy Speaker may act as the proxy of the Speaker in his or her absence.
 3. The most senior Senator may act in the capacity of the Deputy Speaker in his or her absence, including meetings when the Deputy Speaker is serving as the Speaker, and that Senator may retain his or her normal rights and privileges.

4. In the event that both the Speaker and Deputy Speaker are absent, then the two senators with the highest seniority shall serve in their capacity according to seniority.
 1. The Senator serving as the Speaker shall temporarily lose his or her normal rights and privileges.
- C. Committee Chairs
 1. A chair shall be a nonvoting member of the committee.
- D. Standing Committees
 1. Standing Committees shall be presided over by a chair.
 2. Standing Committees may comprise senators, aides, coordinators, executives, justices or SA members.
 1. Only senators, coordinators, aides, and justices shall have voting power in the committee, unless noted below.
 - i. Voting policies and procedures shall be determined by the committee chair or shall be found in the committee's *Policy and Procedure Manual*.
 2. The President shall serve as an ex officio member of all Standing Committees.
 3. A Coordinator may govern a specific task force of a Senate Standing Committee under the purview of the Committee Chair. Specific positions may be found in the *Policy and Procedure Manuals*.
 - i. Task forces may comprise Students' Association Government members, SA members, and associate members.
 3. Each Standing Committee chair will determine the necessary size of their committee on a yearly basis.
 4. Exceptions:
 1. SAAC
 - i. The Treasurer shall be the chairperson of the Appropriations Committee.
 - ii. Senate shall select up to five Senators to Appropriations Committee.
 - iii. The Director of Student Activities, or a proxy designated in writing, shall serve on Appropriations Committee.
 - iv. The Appropriations shall have up to ten Student Accountants, each with equal voting power.
 2. Elections Committee
 - i. The Senate shall select at least three senators and as many aides as deemed necessary to serve on the Elections Committee.
 - ii. No person serving on the Committee may be a candidate in the election; nor shall they give aid or support to any candidate.
 5. Ad-hoc Committees
 1. Ad-hoc Committees shall be presided over by a chairperson and may be comprised of senators, aides, executives, justices or SA members. Senate shall grant voting power to these groups based on the committee's purpose.
 6. Steering
 1. Steering shall be presided over by the Speaker, and may be composed of senators, aides, or executives.
 2. Voting members shall be the Standing Committee chairpersons (except the chairpersons of the Elections Committee and Club Sport Council), three senators, Speaker, Deputy Speaker and President.
 3. All other attendees shall be non-voting members.

Section 3. Judicial

- A. All-Campus Judicial Council (ACJC)
 1. ACJC shall consist of a Chief Justice, an Associate Chief Justice, and nine Associate Justices as outlined in Article IV of the Constitution.
 1. If a justice studies abroad or takes a semester off, that justice is considered 'inactive.' 'Inactive' Justices remain on the Council, retain their seniority, and may vote in ACJC officer elections, but may not hear cases. 'Inactive' Justices count towards the total number of Justices currently on the council.
 2. The Chief Justice shall have the most seniority, followed by the Associate Chief Justice.
 3. Justices remain on the All-Campus Judicial Council as long as they are undergraduate SA members, until graduation, resignation or permanent withdrawal from the University. Graduating Justices shall officially leave office at noon on graduation day.
- B. Chief Justice
 1. The Chief Justice shall be selected from among the existing justices.
- C. Associate Chief Justice

1. The Associate Chief Justice shall be selected from among the existing justices.
- Section 4. External Affairs
- A. University Committees
 1. Any Student Government Member may be designated as an official representative of the Students' Association to a University Committee.

Article IV. Elections, Selections, Appointments

- Section 1. Defining Membership
- A. There are three ways for an individual to attain an official position in student government.
 1. Elections: An individual is voted into a position by an electorate.
 1. The methods of elections are described in the *Policy and Procedure Manual* for Elections.
 2. Selections: An individual is chosen for a particular position by the members of a government body.
 1. The various selection processes are detailed in the *Policy and Procedure Manual* for respective bodies.
 3. Appointments: An individual is chosen for a particular position by the President or a committee chair, and then is confirmed by a majority vote of the Senate.
 - B. Position types: A person may fill only one of these roles at any given time.
 1. Executives
 - i. A person may fill only one given executive position at a time.
 2. Senators
 - i. Exception: A Senator may also serve as a Coordinator or a Chair.
 3. Justices
 - i. Exception: the Chief Justice and Associate Chief Justice are considered both Justices and Executives.
 4. Aides
 - i. Exception: A Committee Aide may also be a Coordinator
 5. Chair
 - i. Exception: a Chair may also serve as a Senator, or an Aide, or a Coordinator of a committee in which they are not the current Chair.
 - ii. Exception: If no candidates are available for the Coordinator position of the Chair's committee, the Chair may assume the duties of the Coordinator as a last result.
 6. Coordinator
 - i. Exception: A Coordinator may also serve as a Senator, or an Aide, or a Chair of a separate committee.

- Section 2. Executive
- A. President and Vice President– ELECTED, EXECUTIVE
 1. The President and Vice President shall be elected on the same ticket.
 2. The President and Vice President shall be elected in the spring at a specific time to be set by the Elections Committee as per their *Policy and Procedure Manual*.
 3. The ticket with the most votes shall win the election.
 - B. Transition of Power
 1. The President and Vice President shall take office immediately after Commencement Ceremonies.
 2. The President and Vice President shall be the President-elect and Vice President-elect following the presidential election and preceding taking office.
 3. The President-elect and Vice President-elect shall have the ability to appoint committee chairs, meet with University Officials, and perform other duties necessary to begin the transition of power.
 - C. Aides – APPOINTED or SELECTED, AIDE
 1. Aides may be nominated by the President or a committee chair for a certain position then passed to the Senate for approval.
 2. Aides may be selected by a committee for a certain position then passed to the Senate for approval.
 1. SAAC Student Accountants shall be selected according to the process outlined in the Appropriations Committee's *Policy and Procedure Manual*.

- Section 3. Legislative
- A. Senators – ELECTED, SENATOR
 1. Senators shall be chosen at one of two elections held over the course of one academic year. Each shall be elected for the period of one academic year from the following constituencies:
 1. Fall semester elections will include:
 - i. Four representatives from the incoming Freshman Class.
 2. Spring semester elections will include:

- i. Three representatives from the rising Sophomore Class.
 - ii. Three representatives from the rising Junior Class.
 - iii. Three representatives from the rising Senior Class.
 - iv. Five representatives from the student body at-large.
- B. Speaker and Deputy Speaker – SELECTED, EXECUTIVE
 1. The Senate shall select a Speaker and Deputy Speaker before Commencement Ceremonies and after the elections of the spring semester.
 2. The Speaker shall be selected before the Deputy Speaker.
 3. To be selected Speaker or Deputy Speaker, a candidate must have the vote of a majority of the Senate voting according to the following rules:
 1. The outgoing Speaker shall open the floor for nominations.
 2. Candidates may make opening remarks and will be interviewed by the Senate in the absence of the other candidates.
 3. The Senate shall deliberate in the absence of all candidates and observers in Executive Session.
 4. All Senators present shall vote by secret ballot; the outgoing Speaker and Deputy Speaker shall count the ballots.
 5. If no candidate receives a majority vote on the first vote, a run-off shall be held between the top two remaining candidates. If a tie occurs, there shall be one more vote. If a tie re-occurs, the outgoing Speaker shall cast the deciding vote.
- C. Committee Chairs – APPOINTED, CHAIR
 1. All Committee Chairs shall be nominated by the President and Vice President then passed to Senate for confirmation.
 1. Exceptions:
 - i. The SAAC Treasurer shall be selected according to the process outlined in the Appropriations Committee's *Policy and Procedure Manual*.
- D. Committee Aides – APPOINTED
 1. The President in consultation with the Chair(s) shall appoint a Committee Aide to serve on a committee with approval of the Senate.
 2. Committee Aides may be appointed by the Chair of the Committee in consultation with the President on the committee that they will serve with approval of the Senate.
- E. Coordinators – APPOINTED
 1. The President in consultation with the Chair(s) shall appoint a Coordinator to serve on a committee with approval of the Senate.

Section 4. Judicial

- A. Chief Justice and Associate Chief Justice – SELECTED, JUSTICE/EXECUTIVE
 1. Chief Justice and Associate Chief Justice Election will occur in the spring of each year prior to the start of new Justice Selection.
 2. The election of the Chief Justice will occur before the election of the Associate Chief Justice.
 3. Elections shall occur by secret ballot (unless there is only one candidate running for office) and a non-council member will tally the votes.
 1. The candidate with the most votes will be elected to the position for which he or she ran.
 2. In the event of a tie, there shall be a run-off between the candidates who tied.
 4. The term of both officers shall be one year; he/she may be re-elected. Officer terms shall expire at noon on graduation day.
- B. Associate Justice – SELECTED, JUSTICE
 1. Prior to the end of spring finals new justices shall be nominated for the following year.
 2. The selection process will include, but not be limited to, an interview conducted by a committee of four Senators and four Justices.
 1. The Students' Association Senate will nominate four Senators for this selection committee.
 - i. Eligibility requirements will be outlined in the *Policy and Procedure Manual* for ACJC.
 2. The four Justices on the selection committee will be the current Chief and Associate Chief Justices and the Chief-elect and Associate Chief-elect. If any Justice holds more than one of these preceding titles or any of these individuals decline participation, the All-Campus Judicial Council will select additional members from the Council for the selection committee.
 3. The Students' Association Senate shall vote to confirm the justice nominations before the end of the second Senate meeting in the following fall.
 1. Nominated Justices do not become official members of the Council until after the Senate confirms them.

Section 5. External Affairs – APPOINTED or SELECTED

- A. Representatives to University Committees
 - 1. The President shall nominate Student Government Members to serve on University Committees and then passed to the Senate for confirmation.
 - 2. The Senate may select Senators to serve on University Committees when the committee position must be filled by a senator.

Article V. Vacancies, Removals, Resignations

Section 1. Definition

- A. Vacancy is defined as any office not occupied at a time that it should be and may be caused by ineligibility, death, removal or resignation.

Section 2. Succession of Officers

- A. In cases of vacancy, the Vice President shall assume the full duties of the President, and the office of the Vice President shall remain vacant.
- B. In cases of vacancy, the Deputy Speaker shall assume the full duties of the Speaker, and the office of the Deputy Speaker shall be filled as per Article III, Section 2C of the SA Bylaws.
- C. In the event that the office of President and Vice President are simultaneously vacant, the Speaker shall assume the full duties of the President, and the office of Vice President shall remain vacant.
- D. In the event that the offices of President, Vice President and Speaker are simultaneously vacant, the Deputy Speaker shall assume the duties of the President, and at the next Senate meeting, open the floor for nominations for a new Speaker. The new Speaker must be confirmed by a majority vote of quorum. Until the completion of this term, the office of Vice President shall remain vacant. The office of Deputy Speaker shall be filled according to the appropriate selection process.
- E. In the event that the offices of the Speaker and Deputy Speaker are simultaneously vacant, then the President shall chair the next Senate meeting with the purpose of selecting a new Speaker and Deputy Speaker according to appropriate selection process.
- F. In cases of vacancy, the Associate Chief Justice shall assume the duties of the Chief Justice for the remainder of the term, and a selection shall be held to fill the office of Associate Chief Justice for the remainder of the term.
- G. In the event that the office of Chief Justice and Associate Chief Justice are simultaneously vacant, a new Chief Justice and a new Associate Chief Justice shall be chosen by the appropriate selection process.

Section 3. Executive

A. President and Vice President

- 1. The President may resign upon written notification to the Vice President, Speaker and Chief Justice.
- 2. The Vice President may resign upon written notification to the President.
- 3. The President or Vice President may be removed from office upon the presentation to the Senate of a petition containing the signatures of one-third of the full members of the Students' Association.
- 4. The President or Vice President may also be removed from the position by a vote of two-thirds of the entire SA Senate.

B. Aides

- 1. An aide may be removed by the President.
 - 1. Appeal of the removal shall be referred to the Senate which can overrule removal with a simple majority vote.
 - 2. An aide may be removed by a two-thirds vote of the Senate.
 - 3. An aide may resign upon written notification to the President.

Section 4. Legislative

A. Senate

- 1. Vacancies shall be automatically filled by the eligible candidate who received the next highest number of votes for the vacant seat if more than 10 academic weeks remain before the end of Spring Elections.
 - 1. An eligible candidate is defined as any official or write-in candidate who received at least 50 votes.
 - 2. In the event that the next eligible candidate refuses the offer, it is to be automatically offered in descending order of vote totals to the next eligible candidates.
 - 3. If fewer than 10 academic weeks remain before the Spring Elections end, the eligible candidate who received the next highest number of votes for the vacant seat may be offered that seat by a majority vote of the Senate.
- 2. If no eligible candidates remain, nominations to fill the seat shall be made by the Steering Committee and approved by a majority of the Senate.
- 3. Vacant seats shall not be counted as part of quorum.

4. A senator's consideration for removal may be put on the next meeting's agenda independently (without the request of a particular senator) by the Steering Committee according to sub-section i. A senator shall be automatically put on the next meeting's agenda for consideration for removal according to sub-section ii.
 - i. The Steering Committee may independently place a senator on the agenda for removal at their discretion.
 - ii. The Steering Committee MUST automatically place a senator on the agenda for removal if a senator has:
 - (1) Two unexcused or a total of four absences during an elected term from scheduled Senate meetings
 - (2) One unexcused absence in conjunction with repeated absence from committee meetings, as determined by the Committee chairperson in consultation with the Steering Committee and after a warning has been issued to the Senator in question
 5. Any senator or Committee chair may request that the Steering Committee consider a senator for removal. Possible grounds for such a request include but are not limited to; repeated absences from committee meetings despite multiple warnings or poor performance.
 - i. Requests may be submitted to the Speaker of the Senate in writing and the requestor may be disclosed only to the Steering Committee.
- B. Speaker and Deputy Speaker
1. The Speaker or Deputy Speaker may be removed from office by a two-thirds majority vote of no confidence by the entire Senate.
 2. The Speaker may resign upon written notification to the Deputy Speaker, President, and Chief Justice.
 3. The Deputy Speaker may resign upon written notification to the Speaker.
- C. Committee Chairs
1. A committee chair that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position.
 2. A committee chair may be removed by a two-thirds vote of the Senate.
 3. A committee chair may be removed by a two-thirds vote of the committee.
 1. Appeal of the removal shall be referred to the Senate which can grant appeal with a 2/3 majority vote.
 4. A committee chair may resign upon written notification to the President and Speaker.
- D. Committee Aides
1. A Committee Aide may be removed by a two-thirds vote of the Senate.
 2. A Committee Aide may be removed by a two-thirds vote of the Committee.
 - i. Appeal of the removal shall be referred to the Senate, which may grant appeal with a two-thirds majority vote.
 3. A Committee Aide may resign upon written notification to the President and Committee Chair.
- E. Coordinators
1. A Coordinator that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position.
 2. A Coordinator may be removed by a two-thirds vote of the Senate.
 3. A Coordinator may be removed by a two-thirds vote of the committee.
 - i. Appeal of the removal shall be referred to the Senate which can grant appeal with a two-thirds majority vote.
 4. A Coordinator may resign upon written notification to the President and Speaker.
- F. Standing and Ad-Hoc Committees
1. SAAC
 1. Accountants may resign upon written notification to the Treasurer.
 2. Accountants may be removed by a two-thirds vote of the Senate.
 3. Accountants may be recommended for removal by a two thirds vote of the Appropriations Committee.
- Section 5. Judicial
- A. ACJC
1. If an Associate Justice position becomes vacant at any time the position will remain vacant and will be filled during new Justice Selection in the spring as per Article 3, Section 4 of the Bylaws.
 2. Any Justice may resign upon written notification to the Chief Justice.
 3. A Justice may be removed from the All Campus Judicial Council by a vote of two-thirds of the entire Students' Association Senate.

1. Removal by the Senate shall only impact a Justice's Students' Association jurisdiction.
 4. The Council may remove a Justice by a vote of the entire council and requires a total vote of its membership less two (as per Article 4, Section 4 of the Constitution).
 1. Removal by the Council would impact a Justice's Students' Association, Student Discipline, and Academic Honesty jurisdiction.
 5. The University may only revoke a Justice's Student Discipline and Academic Honesty jurisdiction.
- B. Chief Justice and Associate Chief Justice
1. The Chief Justice may resign upon written notification to the entire council, the Speaker and the President.
 2. The Associate Chief Justice may resign upon written notification to the Chief Justice.
 3. The Chief Justice or Associate Chief Justice may be removed from his or her officer position by a two-thirds majority vote of no confidence by the entire Council.

Article VI. Rules on Bylaws and *Policy and Procedure Manuals* (PPMs)

Section 1. Introduction

A. Purpose

1. The intent of the Bylaws is to 'Get the right people to the right place at the right time' in order that the Students' Association may conduct its business.
2. The intent of PPMs is to detail the procedures for executing the modus operandi of each body in the Students' Association government once the bylaws have placed everyone where they need to be for government to run. Each body shall have its own PPM.

Section 2. Bylaws

A. Revision

1. The Bylaws may be changed by a two-thirds vote of the Senate.

Section 3. PPMs

A. Structure

1. Section 1 of each body's PPM shall be an ordered list of the above bylaws that pertain to the body.
2. Section 2 of each body's PPM shall be the policies and procedures by which the body must operate and are binding. Violation of this section is equivalent to a violation of the bylaws, and may be brought to Senate then ACJC by an injured party.
3. Section 3 of each body's PPM shall be a place where the body can record useful knowledge to assist in the running of the position. This section is not legally binding; it is only a record of helpful wisdom.

B. Revision

1. Section 1 is a reproduction of the existing bylaws, and as such may not be altered by each body.
2. Section 2 may be changed by simple majority vote of the body. The Senate must be notified of changes and may choose to review those changes.
 1. The Senate can overrule changes to Section 2 by a two-thirds vote.
3. Section 3 may be changed at any time by a simple majority vote of the body and needs no Senate approval.

Section 4. Process for Appeals

- A. Any Students' Association member may challenge the decision of any body of the student government by submitting an official appeal to the Speaker of the Senate. At the next meeting of the Steering Committee, the Speaker shall put the appeal on the agenda for the next Senate meeting.
- B. The Senate may request whatever additional materials it needed to reach its decision.
- C. A vote override requires a two-thirds majority of the Senate.
- D. Any Students' Association member may challenge the decision of the Senate by submitting an official appeal to the Chief Justice of ACJC.

Section 5. Maintenance

- A. The Policy and Review Committee shall maintain the Bylaws and PPMs.
- B. Maintenance shall include, but is not limited to, updating Bylaws and PPMs, keeping records of, calling for and overseeing revisions.