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## ARTICLE I

- A. Title.** This Compiled Code of the Michigan Student Assembly, enacted by MSA pursuant to Article II(K) of the All-Campus Constitution, contains all of the rules, regulations and procedures affecting MSA, its subsidiary entities, recognized student organizations, and the Central Student Judiciary.
- B. Definitions.** As referenced in this Compiled Code, the following terms shall have meaning as defined in this section.
- a. “All-Campus Constitution” or “Constitution” shall mean the All-Campus Constitution ratified by the students of the University of Michigan.
  - b. “Michigan Student Assembly” or “MSA” or “Assembly” shall mean the central student government of the University of Michigan established by the Constitution.
  - c. “University” shall mean the University of Michigan.
  - d. “Campus” shall mean the Ann Arbor campus of the University.
  - e. “Student organization” shall mean a student organization explicitly recognized by MSA.
  - f. “Central Student Judiciary” or “CSJ” shall mean the student judicial body of the University established by the Constitution.
  - g. “Compiled Code” or “Code” shall mean this document.
  - h. “Student” shall mean a person enrolled at the University, or a person enrolled in the University during the previous full term who is eligible to be enrolled in the subsequent full term.
- C. Amendments to the Compiled Code.**
- 1. Any amendment to the Code must be read twice by the Assembly. Amendments to the Code may only be considered by the Assembly the week after they have been proposed.
  - 2. An amendment to the Code shall not be considered by the Assembly unless both the pre-amendment language and the proposed amended language have been made available to the Assembly in the same document.
  - 3. An amendment to the Code shall not be considered by the Assembly if the amendment creates a conflict within the Code or a conflict between the Code and the Constitution.

4. Amendments to the Code shall have immediate effect, but shall be ineffective if not recorded in the MSA minutes of the meeting at which they were enacted by the Assembly.
5. Amendments to the Code shall require a two-thirds vote to pass.

**D. Availability of the Constitution and Compiled Code.** The Constitution and Code shall be posted on the MSA website and a printed copy shall be made available to any student upon request.

**E. Conflict of Law.**

- i. Any ambiguity between the Code and the Constitution shall be resolved to give full effect to the Constitution.
- j. Any ambiguity between current or pending MSA legislation and the Code, or between Robert's Rules of Order and the Code, shall be resolved to give full effect to the Code.
- k. Unless otherwise authorized herein, the Code shall not be suspended by the Assembly.

## ARTICLE II

### **A. Committee Descriptions.**

1. The Budget Priorities Committee (“BPC”) shall review applications for funding from student organizations, and shall submit student organization funding recommendations to the Assembly.
2. The Campus Governance Committee (“CGC”) shall
  - a. nominate students to University committees;
  - b. facilitate communications between MSA and its appointees to University committees;
  - c. maintain a list of committees to which MSA makes appointments;
  - d. maintain a list of students appointed to University committees;
  - e. shall collect mandatory reports from appointees that will be included in the end of semester MSA reports.
3. The Rules & Elections Committee (“R&E”) shall
  - a. monitor and facilitate MSA elections;
  - b. record the attendance of MSA members and seek their removal when necessary.
  - c. seek appointments to maintain a full Assembly;
  - d. make recommendations for changes as needed to the Constitution and Compiled Code.
4. The Communications Committee (“Communications”) shall
  - a. facilitate all communication between MSA and students;
  - b. publicize MSA actions and activities;
  - c. advertise MSA services to students;
  - d. coordinate MSA press releases;
  - e. facilitate MSA’s presence during New Student Orientation and Welcome Week.
  - f. carry out its duties in a fair and equitable manner to all constituents while refraining from promoting the Michigan Student Assembly as a body of bias
  - g. shall be responsible for the upkeep of [www.dogears.net](http://www.dogears.net)
5. The External Relations Committee (“ERC”) shall
  - a. facilitate communication between MSA and individuals and organizations external to the University community;
  - b. advocate on behalf of MSA and the student body before organizations external to the University community;

- c. monitor local, state and national government actions concerning MSA and the University;
- d. maintain contact with other college and university student governments and associations of student governments.
- e. Elect a liaison who shall attend Ann Arbor city council meetings and report back to the committee with any information he/she may find pertinent.

**B. Commission Descriptions.**

1. The Lesbian, Gay, Bisexual & Transgender Issues Commission (“LGBT”) shall monitor and work toward the improvement of student life for lesbian, gay, bisexual and transgender students, and shall facilitate communication between relevant student organizations.
2. The North Campus Affairs Commission (“NCAC”) shall monitor and work toward the improvement of student life for all students who live and study on North Campus, and shall facilitate communication between relevant student organizations.
3. The Minority Affairs Commission (“MAC”) shall monitor and work toward the improvement of student life for all African American, Asian and Pacific American, Latino, Latina, Latin American, Arab American and Native American students, shall strive to educate the university community on minority affairs, and shall facilitate communication between relevant student organizations.
4. The Women’s Issues Commission (“WIC”) shall monitor and work toward the improvement of student life for all women on campus, shall strive to educate the university community on women’s issues and shall facilitate communication between relevant student organizations.
5. The Academic Affairs Commission (“AAC”) shall
  - a. monitor and work toward the improvement of the academic experience of all students;
  - b. be responsible for the administration of Advice Online.
6. The Peace & Justice Commission (“P&J”) shall promote a peaceful and equitable University community in a fair and equitable manner to all constituents while refraining from promoting the Michigan Student Assembly as a body of bias.
7. The Students Rights Commission (“SRC”) shall
  - a. work toward the protection and education of the rights of students;
  - b. shall serve on the search committee for and act as a voting member of the Code of Conduct Advisory Board (C-CAB).

- c. assist C-CAB in advocating for the adoption of the recommended changes to the Statement of Students Rights and Responsibilities before the University administration.
- 8. The Environmental Issues Commission (“EIC”) shall
  - a. promote a sustainable University community;
  - b. promote environmental awareness on campus;
  - c. facilitate communication between relevant student organizations.
- 9. The International Student Affairs Commission (“ISAC”) shall monitor and work toward the improvement of student life for all international students on campus, and facilitate communication between relevant student organizations.
- 10. The Health Issues Commission (“HIC”) shall promote the health of all students on campus, educate students on health issues, and facilitate communication between relevant student organizations.
- 11. The Campus Safety Commission (“CSC”) shall promote the safety of all students on campus, educate students on safety issues, and facilitate communication between relevant student organizations.
- 12. The Community Service Commission (“CSC”) shall
  - a. review applications for funding from student organizations engaged in direct community service, community development, and community organizing;
  - b. submit community service student organization funding recommendations to the Assembly;
  - c. provide financial and organizational training to community service student organizations;
  - d. plan, promote, and sponsor events emphasizing the importance of community service to the University community.
- 13. The Voice Your Vote Commission (“VYV”) shall, without engaging in partisan political activity, promote political awareness and participation among the University community.
- 14. The Campus Improvement Commission (“CIC”) shall work to promote and maintain a positive campus atmosphere. They shall also work to bring events that will better the campus as a whole.

**C. Leadership, Composition and Scope of Committees and Commissions.**

- 1. Leadership.

- a. Committee leadership. Each committee shall have a single chair and a single vice-chair, both of whom must be elected representatives on MSA.
  - b. Commission leadership. Each commission shall have a chair. Two students may act as co-chairs of a commission. Commission chairs may, but are not required to, be elected representatives on MSA.
2. Composition.
    - a. Unless otherwise specified in the Code, any student, faculty member, or staff member of the University may serve on any MSA committee or commission.
    - b. All committees and commissions must re-open applications for membership each semester.
  3. Scope. No MSA committee or commission shall take or consider action falling outside of its responsibilities as described herein, unless authorized by the Assembly or the Steering Committee.

#### **D. Select Committees.**

1. Formation. The Assembly may, upon two reads and a majority vote, establish one or more select committees. A motion to form a select committee shall require a second and a written description of the responsibilities of the select committee.
2. Duration. Select committees shall expire upon
  - a. A date specified in the written description of the committee approved by the Assembly;
  - b. The end of the last Steering Committee meeting of a Presidential term after Winter Term elections.
  - c. Two reads and a majority vote by the Assembly.
3. Leadership and Composition. The leadership and composition of a select committee shall be analogous to that of an MSA commission.

#### **E. Investigative Committees.**

1. Formation. The Assembly may, upon two reads and a majority vote, establish one or more investigative committees to investigate the conduct of any MSA member(s), committee(s), or commission(s). The procedure for the formation of an investigative committee shall be analogous to that of a select committee.
2. Duration. The duration of an investigative committee shall be analogous to that of a select committee.

### 3. Leadership and Composition.

- a. An investigative committee shall consist of four members, all of whom must be elected representatives on the Assembly.
- b. The Student General Counsel shall chair the investigative committee. If the conduct of the SGC is under investigation, the chair of the committee shall be chosen by a majority vote of the Assembly.
- c. The four members of the investigative committee will be chosen by lot from the elected representatives of the Assembly, excluding those whose conduct is under investigation and those who serve as members of any committee(s) and/or commission(s) whose conduct is under investigation.
- d. Any member of any investigative committee who misses two meetings of the committee shall be discharged from the committee, and a replacement shall be selected by the Assembly.

### 4. Investigative Committee Procedure.

- a. The quorum of an investigative committee meeting shall be three members. No meeting of the committee shall be convened without the chair.
- b. The chair of an investigative committee shall vote only to break a tie among the members of the committee.
- c. Investigative committee meetings shall be open to the public.
- d. MSA member(s), committee(s), or commission(s) under investigation shall have the right to attend meetings of the investigative committee, and shall have the right to submit responses to any findings of the committee.
- e. At all stages of an investigation, an investigative committee shall presume that the alleged misconduct did not occur. Any misconduct must be proven beyond a reasonable doubt.
- f. Upon a finding of misconduct by an investigative committee, the committee may recommend, but its recommendations shall not exceed, the censure or removal of any offending MSA member or officer from his or her chair position, officer position, or MSA membership.
- g. The findings and recommendations of an investigative committee shall be submitted in writing to the Assembly. The findings of the committee shall be accepted automatically by the Assembly, and may be rejected by the

Assembly upon a motion to reject the findings, a second to the motion, and a two-thirds majority vote of the Assembly.

- h. The findings and recommendations of an investigative committee may be appealed to the Central Student Judiciary.

## **F. Committee and Commission Chair Elections.**

1. Order of Elections. At the second Assembly meeting of every semester, the Assembly shall elect the chairs of its committees and commissions. The Assembly shall elect committee chairs first, commission chairs second, and committee vice-chairs third. The chair elections shall proceed in order of the appearance of the committees and commissions in the Constitution. The Assembly shall not elect the chair(s) of the International Students Affairs Commission, which shall nominate and elect their chairs internally. The Assembly shall retain the ability to remove the chairs of every committee and commission.
2. Nominations.
  - a. Candidates for chair and vice-chair positions shall be nominated by a motion and a second.
  - b. A candidate for a chair or vice-chair position may nominate herself.
  - c. Nominations will not be valid unless accepted by the nominated candidate nominated.
  - d. Nominations and acceptances shall be accepted by the chair if made in person. Nominations and acceptances shall be accepted by the chair via email, telephone, or letter if verified by an executive officer.
  - e. The floor shall be closed to nominations when no nominations remain. The floor may be re-opened to nominations by a motion, second, and majority vote of the Assembly.
3. Election Procedure.
  - a. Each candidate for a chair or vice-chair position shall have two minutes to address the Assembly. Candidates shall speak in the order in which they were nominated.
  - b. Questions for candidates.
    - i. After all candidates have had the opportunity to address the Assembly, Assembly members shall have an opportunity to ask questions of the candidates.

- ii. Questions may be addressed to only one candidate, but every candidate shall have the opportunity to answer every question.
  - iii. The Assembly shall ask no more than six questions of every candidate for any one chair or vice-chair position.
  - iv. Candidates shall have thirty seconds each to answer questions from the Assembly.
  - v. Candidates shall answer questions in the reverse order in which they were nominated. The order will then iterate respectively.
- c. Voting by the Assembly.
- i. All elections for chair and vice-chair positions will be by secret ballot.
  - ii. If only one candidate has been nominated for any position, she shall be automatically elected unless any member of the Assembly objects. Upon such an objection, the election shall be by secret ballot.
  - iii. A candidate shall be elected if she receives a majority of the votes cast.
  - iv. If no candidate receives a majority of the votes cast, the candidate receiving the lowest number of votes shall be removed from the election and another vote shall be taken.
  - v. The votes shall be counted by two tellers nominated and approved by a majority of the Assembly.

## **G. Committee and Commission Rights and Responsibilities.**

- 1. Meetings.
  - a. Committees and commissions shall meet at least once per week during the fall and winter terms.
  - b. The chair of each committee and commission shall establish the time and location of each meeting, providing at least one day's notice of the time and location to the Assembly.

- c. Committees and commissions are not required to meet on weeks where the University observes one or more holidays.
  - d. Committee and commission chairs or their designees shall be required to attend meetings of the Steering Committee. The chair of each committee, commission and select committee shall have one vote at Steering Committee meetings. The chair of an investigative committee shall not be allowed to vote at Steering Committee meetings.
2. Reports.
- a. Each committee and commission chair shall present a budget to the Treasurer in accordance with IV A 3.
  - b. Each committee and commission shall submit a weekly report of its activities to the Assembly.
  - c. Reports may be delivered in person or in writing.
  - d. A report shall include all information pertinent to the operation of the committee or commission, and must include any expenditure made by the committee or commission.
3. Attendance.
- a. The chair of each committee and commission shall be responsible for recording the attendance of meetings of the committee or commission.
  - b. Committee and commission attendance reports shall be submitted to the Vice-Chair of the Rules & Elections Committee within one day of the committee or commission meeting.
4. Rights of Commission Chairs. The chair of an MSA commission shall be a member of MSA. She shall have full parliamentary rights on the Assembly, except that she shall not be allowed to vote.

**H. Recall of Committee and Commission Chairs and Vice-Chairs**

- 1. The chair or vice-chair of a committee or commission shall be automatically recalled by the Assembly upon
  - a. failure to hold a meeting for two consecutive weeks;
  - b. failure to attend two consecutive meetings of the Steering Committee;

- c. failure to submit attendance reports for the committee or commission for two consecutive weeks;
  - d. a motion, second, and majority vote of the Assembly.
2. Procedure for the Removal of a Chair or Vice-Chair.
- a. Any chair or vice-chair who has been recalled by the Assembly shall have the opportunity to address the Assembly for two minutes.
  - b. A recalled chair or vice-chair may be reinstated upon a motion, second, and majority vote of the Assembly.
  - c. A recalled chair or vice-chair may not be reinstated after a new chair or vice-chair has been elected to fill the recalled position.

**I. Assembly Member Committee Obligations.**

- 1. Every elected representative on the Assembly must attend at least one MSA committee or commission meeting every week.
- 2. Pursuant to Article II(E)(3)(b) and (c) of the Constitution, the Rules & Elections Committee shall record one absence for every elected representative on MSA for failure to attend one committee or commission meeting every week.

## ARTICLE III

### **A. The Executive Officers**

1. The President will preside at meetings of the Assembly, oversee and coordinate all MSA activities, and be the chief spokesperson for MSA unless otherwise specified in the Code or Constitution. The President may appoint a chair to preside over any portion of an Assembly meeting. The President must appoint a Treasurer, Student General Counsel, and Chief of Staff prior to the end of the Winter Semester.
2. The Executive Vice President will chair the Assembly in the absence of the President, coordinate and supervise the general administrative staff of MSA, work with the Administrative Coordinator to assign MSA office space, preside at meetings of the Steering Committee, maintain a record of all activities of the Assembly, and prepare an MSA Mid-Year Report and MSA End-Year Report.
3. The Treasurer will chair the Assembly in the absence of the President and Executive Vice President, prepare one budget for the Fall term and one budget for Winter/Spring/Summer terms in consultation with the other executive officers, committee, commission, and select commission chairs, the Administrative coordinator, and the MSA financial advisor. The Treasurer shall promptly disburse allocated funds with the assistance of the Administrative Coordinator, promptly respond to requests for budgetary information by MSA members. The Treasurer shall make available any information concerning the budget or finance information of MSA available upon request to representatives and committee and commission chairs. The Front Office shall make available the Annual Budget to available upon request to any student. The Administrative Coordinator shall make available upon request any previously prepared financial information to any student.
4. The Student General Counsel will chair the Assembly in the absence of the President, Executive Vice President and Treasurer, will serve as MSA counsel before student judiciaries with full authority in representing MSA before such judiciaries, will serve as Parliamentarian of the Assembly, will assist MSA members who desire technical assistance in drafting or amending MSA legislation, will in consultation with legal experts report legal advice to the Assembly as needed, and will review MSA legislation for compliance with the Code and Constitution.
5. The Chief-of-Staff will, work with the Administrative Coordinator to assign MSA officer space, prepare the agenda for Assembly meetings, maintain a record of the actions of the Assembly's committees and commissions, and assist the Executive Vice-President in the preparation of an MSA Mid-Year Report and MSA End-Year Report.

## **B. Steering Committee**

1. Meetings. The Steering Committee shall meet weekly before Assembly meetings during the fall and winter semesters. Additional meetings of the Committee may be scheduled by the Executive Vice President with 24 hours advance notice to the members of the Committee.
2. Authority.
  - a. All business for the Assembly must be presented to the Steering Committee. All such business will be presented to the Assembly unless ruled out of order by the Student General Counsel.
  - b. The Steering Committee may, without Assembly approval, authorize the expenditure of up to \$250 from any MSA account by a motion, a second and two-thirds vote.
  - c. All actions of the Steering Committee may be overturned at the subsequent meeting of the Assembly by a motion, second, and majority vote.

## **C. Central Student Judiciary**

1. Supremacy Clause. This section is superseded by the MSA Constitution but supersedes all other sections of the Compiled Code and all other MSA legislation with respect to judiciaries and judicial proceedings. Amendments to this chapter must be approved by CSJ.
2. Central Student Judiciary. CSJ will serve as the principle student judiciary and as the judicial branch of the all-campus student government provided for in Article X of the MSA Constitution. It has primary responsibility for enforcing the MSA Constitution and for adjudicating disputes arising out of the MSA Constitution, Compiled Code and other legislation enacted pursuant to the MSA Constitution.
3. Jurisdiction. CSJ has jurisdiction over actions where there is no other judicial body with jurisdiction or where it is not clear which judiciary has jurisdiction. CSJ has original jurisdiction in all disputes concerning which body shall hear a particular action.
4. CSJ Structure and Membership. See also MSA Constitution: X, A and B.
  - a. The officers of CSJ (Chief Justice, Associate Chief Justice, Administrative Justice) will be elected from among the members of CSJ following the appointment of new members each term. The Associate Chief Justice will serve as Acting Chief Justice if the Chief Justice is unable to perform a duty required of the office. If both the Chief Justice and the Associate

Chief Justice are unable to perform the duties required of the Chief Justice, CSJ will elect an Acting Chief Justice from its membership to serve until either the Chief Justice or Associate Chief Justice is able to serve or until the next election of officers.

- b. Except where specifically provided for elsewhere in this section, courts of CSJ may have partially or completely overlapping memberships.
  - c. If an action raises a conflict of interest for a member of CSJ, that member cannot hear the action, either in CSJ's original jurisdiction or on appeal. No member of CSJ, including the Chief Justice, who heard an action at trial, may hear an appeal on the action.
  - d. The Chief Justice can fill any vacancies in any CSJ court from the membership of CSJ as necessary.
5. CSJ Procedures. This section, as well as the CSJ Manual of Judicial Procedure and CSJ Manual of Administrative Procedure, will form the Manual of Procedure mandated in the MSA Constitution. The CSJ Manual of Judicial Procedure will govern all judicial proceedings before any court of CSJ.
6. CSJ Courts.
- a. General Hearing Courts have original jurisdiction in each action within the jurisdiction of CSJ except for those specifically within the jurisdiction of an Election Court. A new General Hearing Court is created each time a case arises and serves until the case is disposed. The General Hearing Court consists of three CSJ members, one of whom will be the President Justice of the court. The Chief Justice of CSJ appoints members of the General Hearing Court and designates the Presiding Justice. The Chief Justice can serve on the court and can designate him or herself Presiding Justice.
  - b. Election Courts have the powers given to the "Election Board" in the MSA Constitution (note that this is not the same as the "Election Board" constituted by MSA in the section on "Election Code"). The Election Court has jurisdiction over any action arising out of MSA general or special elections. The Election Court has jurisdiction over all actions arising under the "Election Code", the "Code on Petitions and Ballot Questions", and the section on "Seat Reapportionment". A new Election Court is created for each election. The Election Court consists of three members of CSJ, one of whom will be the Presiding Justice of the court. The Chief Justice of CSJ has the same powers over the Election Court as s/he does over the General Hearing Courts.

- c. Appellate Courts have appellate jurisdiction in each action within the jurisdiction of CSJ. A new Appellate Court is appointed by the Chief Justice of CSJ each time a case arises, and serves until disposition of the case. The Appellate Court consists of all members of CSJ who are not disqualified or unable to serve for other reasons and in no case less than three justices. One of the justices will be designated as the Presiding Justice of the court. If the Chief Justice of CSJ serves on the court, he or she can serve as the Presiding Justice; otherwise the court will select a Presiding Justice from its membership.

**D. Student Governments.**

- 1. Definition. A student government must be democratically constituted in accordance with Article I(C) of the Constitution and must hold college- or school-wide elections on at least an annual basis. Only one government may represent the entirety of any one school or college.
- 2. Appointments to MSA.
  - a. School and college governments shall have the right to make appointments to fill vacant MSA seats apportioned to that school or college.
  - b. No school or college government appointment to MSA is valid without written confirmation to the MSA executive officers from the presiding officer of the school or college government.
  - c. An appointment to MSA shall endure only for the remainder of the term of the vacated seat.
  - d. If there exists no government for a particular school or college, an appointment can be made to MSA by the Dean of that school or college.
- 3. Rights and Responsibilities.
  - a. School and college governments shall have the right to register as student organizations.
  - b. All school and college governments must register a copy of their constitution and by-laws, and any subsequent amendments, with MSA.
  - c. All school and college governments must appoint a contact person to serve as a liaison between MSA and the school or college government, and must register this contact information with MSA.

**E. Student Organizations.**

1. Registration. A student group seeking registration with MSA must comply with all of the MSA rules and regulations required for student organizations. Failure to comply with any regulation may result in a termination of the organization's status as a registered student organization. A student group is registered automatically upon the receipt by the MSA Administrative Coordinator of a qualified application for registration.
2. Requirements for Registration.
  - a. A student organization must have at least five currently-enrolled University of Michigan students as members.
  - b. More than half of the total membership of the group must be students currently enrolled at the University of Michigan.
  - c. At least two-thirds of the total group membership must be comprised of University of Michigan students, alumni, faculty or staff.
  - d. No member of a student organization can receive personal financial benefit from membership in the organization.
  - e. No organization can adopt a name which may be construed by the University community as misleading concerning the nature or affiliation of the organization.
  - f. "The University of Michigan" may not be used in the beginning of any student organization name.
  - g. A new registration form is required for each school year.
  - h. Groups must update MSA with new contacts and authorized signer information as changes occur.
  - i. An application for registration must include a written description of the organization.
3. Termination of Registration. The registration for all student organizations shall terminate at the end of September of every year. Registration may also be terminated at any time if the group fails to meet the requirements for registration. MSA shall have the responsibility of notifying an active student organization of impending termination of its registered status.

#### **F. External Organizations of Which MSA is a Member**

1. The Association of Big Ten Students ("ABTS"). MSA shall send a delegation to ABTS conferences. Membership in the delegation shall be subject to nomination

by the External Relations Committee and a confirmation by a majority of the Steering Committee.

2. The Association of Michigan Universities (“AMU”). MSA shall send a delegation to AMU meetings. Membership in the delegation shall be subject to nomination by the External Relations Committee and a confirmation by a majority of the Steering Committee.

### **G. Responsibilities of Appointees**

1. Responsibilities of Appointees. Students appointed by the Assembly to any advisory or policy-making committee of the University must ensure that
  - a. the Campus Governance Committee has the current contact and student status information of the appointee;
  - b. the Campus Governance Committee receives information about the function and activities of the committee to which she was appointed;
  - c. the appointee regularly attends meetings of the committee to which she was appointed.
2. Political Responsibility of Appointees. Students appointed by the Assembly to any advisory or policy-making committee of the University may not take any position or cast any vote contrary to the Constitution, Code, or any article of MSA legislation.
3. Recall of Appointees. The Campus Governance Committee may recall any student appointed to any University committee for failure to discharge her responsibilities. A recall shall be effective upon a motion, second, and majority vote of the Steering Committee.

### **H. MSA Legislation**

1. All business proposed to the Assembly shall be ruled out of order by the Student General Counsel if not in compliance with the Constitution or Compiled Code.
2. Additional Requirements for MSA Legislation.
  - a. Sponsor. MSA legislation shall be out of order if it is not sponsored by at least one member of MSA. Students at large, committees, commissions, select committees, student governments, and student organizations may all be sponsors, but are not members of MSA.

- b. Action. MSA legislation shall be deemed out of order by the Student General Counsel if it is purely symbolic or does not specify an action to be taken by MSA.
  - c. Truthful Statements. MSA legislation shall be out of order if it contains untrue or unverifiable statements of fact.
  - d. Financial Specificity. MSA legislation authorizing expenditure or transfer of MSA money for events may do so only from MSA Committee Discretionary or MSA Sponsored Activities accounts. Resolutions shall be out of order if it does not specify the MSA account(s) to be debited, the recipient(s) of the funds, the purpose(s) of the expenditure(s), and the exact amount(s) to be spent. Legislation authorizing expenditure or transfer of MSA money from MSA Sponsored Activities must be in accordance with IV I.
  - e. Informative Requirement. MSA legislation shall be out of order if it is so vague that it does not provide enough information to the Assembly to make an informed decision.
- 3. Obligation to Execute MSA Legislation. No committee, commission, select committee, or member of MSA may take any action in its or her capacity as an MSA affiliate which contradicts any article of MSA legislation.
  - 4. Duration of MSA Legislation.
    - a. MSA legislation excluding funding requests shall remain effective until repealed.
    - b. Funding requests shall remain effective until the last day of classes of the Winter Semester of the academic year they were passed.

## ARTICLE IV

### A. Annual Budget

1. Revenue. MSA will collect revenue from student fees, its balance carry-forward from the previous year, and interest income from the University investment pool.
2. Accounts.
  - a. General Account. The MSA General Account shall include all MSA revenue. Money from this account will be transferred to other accounts upon the adoption of the annual budget.
  - b. General Reserve. The MSA General Reserve account shall be used for emergency funding if necessary. The amount budgeted to the General Reserve from the General Account by the annual budget shall be at least 5% of projected incoming revenue. No money may be allocated from the General Reserve without the approval of two-thirds of the Assembly.
  - c. Operations. The MSA Operations Account shall be used for funding the management of the MSA offices, but shall not be used to pay full-time or part-time staff. The amount budgeted to the Operations Account from the General Account by the annual budget shall be at least 4% of projected incoming revenue.
  - d. Payroll. The MSA Payroll Account shall be used to pay MSA's full-time and part-time staff. The amount budgeted to the Payroll Account from the General Account by the annual budget may not exceed 15% of projected incoming revenue.
  - e. Childcare. \$1.00 per student per semester shall be collected by Student Financial Operations and transferred to a University Financial Aid account for the maintenance of childcare for students. This money shall not pass into or through any of MSA's accounts.
  - f. Committee and Commission Accounts. Each MSA committee, commission, and select committee shall have its own account. Unless otherwise instructed herein, the Treasurer shall determine the amount to be budgeted to each of these accounts in the annual budget.
    - i. Budget Priorities Committee. The amount budgeted to the Budget Priorities Committee Account from the General Account by the annual budget shall be at least 40% of projected incoming revenue or \$175,000, whichever is greater.

- ii. Community Service Commission. The amount budgeted to the Community Service Commission Account from the General Account by the annual budget shall be at least 20% of projected incoming revenue or \$87,500, whichever is greater.
    - iii. Funds from Budget Priorities Committees and Community Service Commission are the only funds that may be transferred to registered student organization SOAS accounts.
  - g. Committee Discretionary. The MSA Committee Discretionary shall be used by the Assembly for expenditures on specific projects and tasks of committee, commissions, and select committees. The amount budgeted to the Committee Discretionary account from the General Account by the annual budget shall consist of all funds not budgeted to any other MSA account. Committee Discretionary funds may only be disbursed to valid MSA committee, commission, or select committee SOAS accounts.
- 3. Enacting the budget. The Treasurer shall prepare the annual budget in consultation with the executive officers and with the assistance of the administrative coordinator and MSA financial advisor. Committee, commission and select committee chairs must submit a budget proposal to the Treasurer for review no later than two (2) weeks into the fall term or no later than one (1) week prior to the start of the winter term. The Treasurer shall propose the two (2) term budgets to the Assembly no later than the third meeting of the Fall and Winter terms. It shall be approved upon a motion, a second and a majority vote.
- 4. Amendments to the Budget. The annual budget may be amended by the Assembly by a motion, second, and majority vote.
- 5. The Treasurer must hold an open meeting on each term's proposed budget at least seven (7) days before the vote on the budget is set to be voted upon.

**B. Disbursements.**

- 1. Committee, Commission, and Select Committees.
  - a. The chair of a committee, commission, or select committee may spend money from that committee, commission or select committee account only with the consent and signature of an executive officer. Committee, commission and select committee chairs may only spend money allocated to them on the specific projects that the money was allocated for.

- i. \$150 with the consent and signature of an executive officer;
    - ii. \$250 with the consent and signature of an executive officer and the approval of a majority of the Steering Committee;
    - iii. any amount with the consent and signature of an executive officer and the approval of a majority of the Assembly.
  - b. \$100 from each committee, commission, and select committee account may be used by the chair for making copies, and need not require approval of an executive officer. If this \$100 is exhausted, additional funds from that committee, commission, or select committee account may be used for copies with the consent of an executive officer.
  - c. No committee, commission, or select committee chair may authorize any disbursement from her committee, commission, or select committee account to a student organization with the approval of a majority of either the Steering Committee or the Assembly.
  - d. Reimbursement. Upon presentation of the appropriate receipts, the Administrative Coordinator will reimburse the committee, commission, or select committee chair for expenditures. The amount reimbursed shall not exceed the amount allocated to the committee or commission, and must conform to the conditions under which the expenditure was approved.
  - e. Alterations to an individual committee, commission or select committee budget after the MSA budget has been passed through the budget enacting process must be approved by the Executive Officers.
2. Operations Disbursements. Any executive officer, by her consent and signature, may authorize the allocation of up to \$250 from the Operations account for supplies without the prior authorization of the Steering Committee or the Assembly.
3. Payroll Disbursements.
- a. Any executive officer, by her consent and signature, may authorize the disbursement of salary from the Payroll Account to part-time MSA staff without the prior authorization of the Steering Committee or the Assembly.
  - b. The Director or Assistant Director of the Office of Student Activities and Leadership, by her consent and signature, may authorize the disbursement

of salary from the Payroll Account to full-time MSA staff without prior approval of the Steering Committee or the Assembly.

4. Authorized Account Signatures.
  - a. Expenditures from any MSA account shall require two authorized signatures. All MSA executive officers shall be authorized to approve expenditures from every MSA account. Committee, commission, and select committee chairs shall be authorized to approve expenditures only from that committee, commission, or select committee account. Persons acting as chair shall not be authorized to approve expenditures from any account.
  - b. The Steering Committee or the Assembly, upon a motion, second, and majority vote, may authorize any person to approve expenditures from any MSA account.

**C. Office Space Allocation Committee (OSAC).**

1. Purpose. The purpose of the Office Space Allocation Committee is to provide University of Michigan student organizations with criteria and applications for office space and locker usage. OSAC shall reviews applications for space and allocate office space and lockers on the fourth floor of the Michigan Union.
2. Composition
  - a. OSAC will be composed of 8 student members. These 8 members constitute the voting members of OSAC. Quorum shall be a majority of voting committee members. A simple majority shall be required for all committee decisions.
  - b. 3 OSAC members will represent the Michigan Union Board of Representatives (MUBR). One of the three representatives must be the Chairperson of MUBR or her designee.
  - c. 3 OSAC members will represent the Michigan Student Assembly. One of the three representatives must be the Vice President of MSA or her designee.
  - d. 2 OSAC members will be at-large members. The selection of these members is the duty of the Campus Governance Committee.
  - e. In addition to the 8 voting members, the Administrative Coordinator of MSA and a Michigan Union representative will attend the meetings of OSAC as non-voting members.

- f. The MUBR Chairperson, the MSA Vice President, and the MSA Administrative Coordinator will jointly determine the weekly meeting time and place for OSAC.
  - g. If an OSAC member is absent at more than two OSAC meetings, she will be removed from the committee and will automatically be replaced by appointment from the Campus Governance Committee.
  - h. Two transition meetings between the old and new OSAC committees will be held. The first meeting will take place within two weeks of the applications being made available. The second meeting will occur during the first meeting of the new OSAC in which applications are reviewed.
3. Internal Positions
- a. The MSA Administrative Coordinator will serve as the chair of OSAC. During all OSAC meetings, the chair will maintain order within the committee, keep the committee focused, and vote in the event of a tie.
  - b. OSAC will appoint an Internal Secretary. The Internal Secretary will record the minutes from every meeting and keep proper documentation of all activities. The Administrative Coordinator shall maintain copies of all documentation.
  - c. OSAC will also appoint an External Secretary. The External Secretary will serve as a correspondent to all parties outside the committee.
  - d. The Internal and External Secretaries will be elected by the committee through a simple majority of open voting.
  - e. All OSAC members must complete a summary of each application they are assigned to review. These summaries will be maintained by the MSA Administrative Coordinator.
4. Process.
- a. OSAC application materials shall be made available at the beginning of the winter semester.
  - b. Applications will be due one month after they are made available.
  - c. OSAC may contact a student organization for more information or clarification of their application.

- d. No late applications will be accepted. Student organizations which submit a late application will be notified immediately that their applications were not accepted.

5. Appeals

- a. Grounds for appeal will be limited to:
  - i. deviations from the office space allocation procedure as set forth in this article.
  - ii. penalties applied by MSA, MUBR or the Union Administration regarding office space that are arguably inappropriate for the violation.
  - iii. non-allocation of office space to a student organization ~~who~~ which correctly followed all of the application steps.
- b. The Appeals Board will be composed of 1 MUBR member (not included in the allocation process), 2 MSA members (not included in the allocation process), one Union Administration member (not included in the allocation process), and one student-at-large selected by the Campus Governance Committee.
- c. The composition of the Appeals Board will be determined within the first two weeks that appeals are made available.
- d. An appeal must be submitted in writing, with the president, chairperson, or equivalent's signature, to the MSA office no later than 5 business days after the original penalty was assessed.
- e. The Appeals Board will meet within 2 days of the appeals due date and determine whether the appeal has reason to be heard.
- f. If the Appeals Board finds a reason for appeals to be heard, appeals will take place over the following Saturday and Sunday. Appeal sign-ups will be posted in MSA.
- g. The organization requesting the appeal can bring no more than 5 members to the appeal.
- h. Only oral presentations with a typed supplement will be considered at the Appeals hearing.
- i. The Appeals Board will decide on the appeal no later than 5 days after the conclusion of the meeting. The Appeals Board can advise OSAC to

reconsider the application, and can ask OSAC to meet with the members of the appealing organization for an information review.

- j. Deviations from the timeline by an appealing student organization will render the appeal null and void.

#### **D. Budget Priorities Committee (BPC)**

1. BPC shall consider funding requests for all student organizations and their events under the guidelines established below.
2. Membership Structure
  - a. BPC shall consist of a Chair, Vice-Chair, Reviews, and Appeals Board.
  - b. Voting Membership
    1. BPC shall be composed of a Reviews Board and an Appeals Board.
      - a. Each Board must have at least four but no more than nine voting members.
        - i. The Chair is non-voting member.
        - ii. The Vice-chair is a voting member.
      - b. Each Board must maintain a majority of MSA Representatives.
    2. The Reviews Board and Appeals Board shall be recommended by the BPC Chair and shall be confirmed upon a motion, second and a three-fifths majority vote of the Steering Committee (SC) of MSA.
    3. Removal of Voting Members
      - a. Any voting member from either Board may be removed upon a motion, second, and three-fifths majority vote of the SC.
      - b. The Chair of the SC shall be responsible for contacting the Board member removed with a written explanation of the reason for removal and shall place it in the SC minutes.
3. Voting Rights
  - a. No voting member from either Board may vote on a request for funds from any student organization that they hold an appointed, compensated, or elected leadership position in.
  - b. Violations of paragraph (3.a) shall be grounds for immediate removal from either Board.
  - c. Violations by members of MSA shall constitute malfeasance in office and be grounds for impeachment or removal from all offices and positions held in MSA.
  - d. Prior to a vote related to the finances of an organization, members of either Board are required to declare any financial or personal interest they have with that organization.
  - e. Chair Voting
    1. The Chair shall vote to break a tie.
    2. The Chair may not vote in any other circumstances.

4. BPC Procedure
  - a. BPC shall determine and recommend funding allocations to the MSA on a viewpoint neutral basis.
  - b. BPC may not consider the membership, composition, or political views of any organization when deliberating funding recommendations.
  - c. Funding applications to BPC shall be made available to student organizations within two weeks of the start of each semester and shall remain available until the application deadline for the final cycle of that semester.
  - d. BPC shall consider no more than one application per organization per cycle.
  - e. Upon the request of an officer of a student organization, the BPC Chair, or designee, shall provide a written justification for that organization's recommended allocation.
  - f. Upon the request of any member of MSA, the BPC Chair, or designee, shall provide a written justification for the recommended allocation of any organization.
  - g. Any money allocated to a student organization by the Assembly upon recommendation from BPC which is unspent by the organization shall be considered canceled by the organization and shall revert to MSA.
  - h. The BPC Chair, with the assistance of the Administrative Coordinator, will oversee the disbursement and reimbursement process of student organizations from BPC earmarked funds.
5. Student Organization Requirements
  - a. All student groups applying for funding must be registered with MSA and have a valid SOAS account.
  - b. Student organizations must present accurate information to BPC through written applications and any oral statements.
  - c. BPC conditions
    1. BPC may attach any conditions to their allocations regarding the use of funds.
    2. Organizations receiving funding must stipulate in a grant agreement that they will adhere to these conditions.
    3. Failure to adhere to the conditions attached to the agreement by BPC shall result in a cancellation of the agreement, and all allocated funds shall revert to MSA.
    4. BPC shall not fund, unless deemed necessary by a two-thirds majority vote of the committee:
      - a. Capital goods
      - b. T-shirts
      - c. Newspaper advertisements
      - d. Hotel or airfare costs for students traveling from campus
      - e. Gas
      - f. Club sports fees assessed by the Athletic Department
6. BPC Funding Outline
  - a. Each semester shall consist of at least two funding cycles.

- b. The Review Board shall recommend allocations to the Assembly,
  - c. Any organization may appeal its recommended allocation to the Appeals Board, which shall hear the organization's oral appeal upon request by the organization.
- 7. Funding Ineligibility
  - a. BPC shall not fund an organization which is a MSA Committee, Commission, or Select Committee with funds earmarked for BPC.
  - b. An organization may be deemed ineligible for funding by a two-thirds vote of the MSA.
- 8. Late Applications
  - a. Late applications shall be considered only under extenuating circumstances.
  - b. For the BPC Chair to consider a late application, a written statement attached to the funding application must be submitted to the MSA office within three work days of the original application deadline.
- 9. Violations
  - a. Student Organization
    - 1. Any student organization presenting misleading information regarding activities, finances, membership, or any other required information will not have its application considered by BPC and may, upon a majority vote of the MSA, have its student organization status revoked.
- 10. Funding Considerations
  - a. Consideration for funding often is based upon the these criteria:
    - 1. Quantity of students affected
    - 2. The degree of effect on students
    - 3. Effect on the Ann Arbor, University of Michigan, and general Michigan community
    - 4. Effort to receive funding from other sources
    - 5. Completeness of the funding application
    - 6. Unique nature of the event
    - 7. Prior utilization of MSA funding allocations

**E. Community Service Commission (CSC)**

- 1. CSC shall consider funding requests for all student organizations' projects under the following categories, within the guidelines established below:
  - a. Direct community service
  - b. Indirect community service
  - c. Community development
  - d. Community organization
  - e. Social action
  - f. Education
- 2. Membership Structure
  - a. CSC shall consist of a Chair, Vice-Chair, Reviews, and Appeals Board
  - b. Voting Membership

1. CSC shall be composed of a Reviews Board and an Appeals Board.
    - a. Each Board must have at least three but no more than nine voting members.
      - i. The Chair is non-voting member.
      - ii. The Vice-chair is a voting member.
    - b. Each Board must maintain at least one MSA Representative.
  2. The Reviews Board and Appeals Board shall be recommended by the CSC Chair and shall be confirmed upon a motion, second and a three-fifths majority vote of the Steering Committee (SC) of MSA.
  3. Removal of Voting Members
    - a. Any voting member from either Board may be removed upon a motion, second, and three-fifths majority vote of the SC.
    - b. The Chair of the SC shall be responsible for contacting the Board member removed with a written explanation of the reason for removal and shall place it in the SC minutes.
3. Voting Rights
- a. No voting member from either Board may vote on a request for funds from any student organization that they hold an appointed, compensated, or elected leadership position in.
  - b. Violations of paragraph (3.a) shall be grounds for immediate removal from either Board.
  - c. Violations by members of the MSA shall constitute malfeasance in office and be grounds for impeachment or removal from all offices and positions held in MSA.
  - d. Prior to a vote related to the finances of an organization, members of either Board are required to publicly acknowledge to the respective body any financial interest with that organization.
  - e. Chair Voting
    1. The Chair shall vote to break a tie.
    2. The Chair may not vote in any other circumstances.
4. CSC Procedure
- a. CSC shall recommend funding allocations to the MSA on a viewpoint neutral basis.
  - b. CSC may not consider the membership, composition, or political views of any organization when deliberating funding recommendations.
  - c. CSC grant applications shall be made available to student organizations within two weeks of the start of each semester and shall remain available until the application deadline for the final cycle of that semester.
  - d. CSC shall consider no more than one application per program per cycle.
  - e. Upon the request of an officer of a student organization, the CSC Chair, or designee, shall provide a written justification for that organization's recommended allocation.

- f. Upon the request of any member of MSA, the CSC Chair, or designee, shall provide a written justification for the recommended allocation of any organization.
  - g. Any money allocated to a student organization by the Assembly upon recommendation from CSC which is unspent by the organization shall be considered canceled by the organization and shall revert to MSA.
  - h. The CSC Chair, with the assistance of the Administrative Coordinator, will oversee the disbursement and reimbursement process of student organizations from CSC earmarked funds.
5. Student Organization Requirements
- a. All student groups applying for funding must be registered with MSA and have a valid SOAS account.
  - b. Student organizations must present accurate information to CSC through written applications and any oral statements.
  - c. CSC conditions
    - 1. CSC may attach any conditions to their allocations regarding the use of funds.
    - 2. Organizations receiving funding must stipulate in a grant agreement that they will adhere to these conditions.
    - 3. Failure to adhere to the conditions attached to the agreement by CSC shall result in a cancellation of the agreement, and all allocated funds shall revert to MSA.
    - 4. CSC shall not fund, unless deemed necessary by a two-thirds majority vote of the Board reviewing the program:
      - a. Capital goods
      - b. T-shirts
      - c. Travel Costs
      - d. Philanthropic events
      - e. Food not vital to the implementation of the program
      - f. Events that charge admission
      - g. Student salaries for services
      - h. Club sports fees assessed by the Athletic Department
      - i. Projects not open to all UM students
6. CSC Funding Outline
- a. Each semester shall consist of at least one funding cycle.
  - b. The Review Board
    - 1. The Review Board shall hold oral interviews for all groups applying for funding before initial allocation decisions are made.
    - 2. At least two Review Board members shall attend each interview and shall take detailed notes of questions, answers, and other pertinent information, to present at the allocation session(s).
    - 3. Following oral interviews, the Review Board shall recommend allocations to the Assembly.
  - c. Any organization may appeal its recommended allocation to the Appeals Board, which shall hear the organization's oral appeal upon request by the organization.

7. Funding Ineligibility
  - a. CSC shall not fund an organization which is a MSA Committee, Commission, or Select Committee with funds earmarked for CSC.
  - b. An organization may be deemed ineligible for funding by a two-thirds vote of the MSA.
8. Late Applications
  - a. Late applications shall be considered only under extenuating circumstances.
  - b. For the CSC Chair to consider a late application, a written statement attached to the funding application must be submitted to the MSA office within three work days of the original application deadline.
9. Violations
  - a. Student Organization
    1. Any student organization presenting misleading information regarding activities, finances, membership, or any other required information will not have its application considered by CSC and may, upon a majority vote of the MSA, have its student organization status revoked.
10. Funding Considerations
  - a. Consideration for funding often is based upon the these criteria::
    1. Application of areas CSC funds (E.1)
    2. Quantity of students affected
    3. The degree of affect on students
    4. Affect on the Ann Arbor, University of Michigan, and general Michigan community
    5. Effort to receive funding from other sources
    6. Completeness of the funding application for funding
    7. Unique nature of the event
    8. Prior utilization of MSA funding allocations

#### **F. BPC and CSC Joint Procedures**

1. BPC and CSC shall not fund the same expenditures for the same program for the same organization.
2. BPC and CSC shall not fund any organizations or programs sponsored or co-sponsored by organizations which have been deemed ineligible for funding by MSA.

#### **G. Assembly Funding Recommendations Procedure**

1. BPC and CSC funding recommendations shall only be voted on after two reads by the assembly.
2. The assembly may only vote to accept or reject the funding recommendations on a whole.
3. A majority vote is necessary to pass BPC and CSC funding recommendations.

4. Amendments made to BPC and CSC funding recommendations shall not be in order.

## **H. Code of Conduct Advisory Board (C-CAB)**

1. Purpose. The purpose of the Code of Conduct Advisory Board is to review, evaluate and edit the Statement of Students Rights and Responsibilities, the University's codified internal discipline system.
2. Composition
  - a. The C-CAB chair will be chosen by a selection committee consisting of the Executive Officers of the Michigan Student Assembly and the Students' Rights Commission Chair(s). The recommendation will be made to the Steering Committee at the meeting preceding summer break for a yearly term beginning in September.
  - b. C-CAB will be composed of at least six student members. There is no limit on C-CAB membership, however no member shall vote before she has attended three meetings of the board. Decisions shall be made by a two-thirds vote of the board.
  - c. At least three members will represent the Michigan Student Assembly. One of the three representatives must be the Student General Counsel of MSA or her designee. One of the representatives must be the Students' Rights Commission Chair.
  - d. Three C-CAB members must be students-at-large. The search and appointment of these members is the duty of the Campus Governance Committee.
  - e. The C-CAB chair must report to the Assembly via written biweekly reports, beginning at the meeting following her appointment. If no report is submitted for two consecutive meeting cycles, the chair will be automatically recalled.
  - f. The C-CAB chair will act as a member of the Assembly.
  - g. Any changes to the Statement of Students Rights and Responsibilities that will be presented on behalf of the Michigan Student Assembly or C-CAB must be approved by a majority of the Assembly.

## **I. MSA Sponsored Activities and Events Guidelines**

1. The Michigan Student Assembly shall consider sponsored event requests from all members of the Michigan Student Assembly.
  - a. The Michigan Student Assembly shall play an active and significant role in the planning stages, implementation, and operations of all MSA sponsored events.
2. Membership Structure
  1. All voting members of the Michigan Student Assembly.
3. Voting Rights
  - a. No person voting on funding allocations may be in a compensated position of the organization seeking funding.
  - b. Prior to a vote related to the finances of an organization, all voting members are required to declare any financial or personal interest they have with that organization.
  - c. Violations of paragraph (5.a) shall result in a hearing by the Central Student Judiciary in a timely fashion.
    1. The Student General Counsel shall be responsible for pursuing this matter with the Central Student Judiciary.
  - d. Violations by members of MSA shall constitute malfeasance in office and be grounds for impeachment or removal from all offices and positions held in MSA.
4. Procedure for Violation of the Compiled Code or Constitution
  - a. Any voting member of MSA may be removed upon a motion, second, and three-fifths majority vote of the assembly, provided that the reason given violates the aforementioned criteria.
  - b. The Counsel of the assembly shall be responsible for contacting the Board member removed with a written explanation of the reason for removal and the Vice President shall place it in the assembly minutes.
5. Sponsored Event Procedure
  - a. The voting members of the Michigan Student Assembly shall make funding allocations on a viewpoint neutral basis.
    1. Funding shall be allocated solely with regard to the extent a particular student group contributes to the educational and social environment of the University and the Mission Statement of the University of Michigan and the Michigan Student Assembly.
    2. This Committee shall not consider political or social ideology or message when allocating funds; however, this shall not preclude the funding of political events.
    3. Funds shall not be allocated in a manner that advantages one group over another in terms of its long-term ability to petition student government or influence campus opinion; however, this shall not be construed to limit the committee's ability to fund specific events.
    4. Funds shall be used to preserve a marketplace of ideas wherein all students may participate with equal access to resources.

5. Funds shall not be allocated in a manner that considers the membership, composition, or political views of any organization when considering funding requests.
  - b. Funding applications must be introduced through the established guidelines under Meeting Procedures (Article 6, C).
  - c. The sponsor and, in the event of an objection, the objector must provide the assembly with one concise sentence, limited to 25 words, as to their reason for their support or objection.
  - d. All funds allotted to an MSA sponsored event shall be withdrawn from the MSA Sponsorship Fund (SF) through a return/receipt reimbursement process.
  - e. All funds allocated to an MSA sponsored event which go unspent shall revert back to the MSA Committee Discretionary Account..
  - f. The Treasurer, with the assistance of the Administrative Coordinator, will oversee the disbursement and reimbursement process for MSA sponsored events.
6. Application Requirements
- a. All monies allocated must be utilized through a valid SOAS account including: the MSA Sponsored Activities account or through an MSA Commission or Committee account.
  - b. Sponsors must present accurate information to the Assembly through written applications and any oral statements.
  - c. MSA Sponsored Event conditions
    1. MSA may attach any conditions to their allocations regarding the use of funds.
    2. Signers on the pertinent SOAS accounts must sign and turn in to the MSA front office staff a grant agreement requiring adherence to MSA conditions prior to the Assembly Decision.
      - a. The Assembly will not hear the proposal until the grant agreement has been turned in.
    3. Failure to adhere to the conditions attached to the agreement shall result in a cancellation of the agreement, and all allocated funds shall revert to MSA.
    4. MSA shall not fund, unless deemed necessary by a two-thirds majority vote:
      - a. Capital goods
      - b. T-shirts
      - c. Newspaper advertisements
      - d. Hotel or airfare costs for students traveling from campus
      - e. Gas
      - f. Food not vital to the implementation of the program
      - g. Student salaries for services
      - h. Club sports fees assessed by the Athletic Department
7. Appeals Process
- a. Appeals may be filled only on the grounds of violation of this process or viewpoint neutrality to the Central Student Judiciary.

8. Violations
  1. Any sponsor presenting misleading information regarding activities, finances, membership, or any other required information will not have its application considered and may, upon a majority vote of the MSA, have its student organization status revoked.
9. Funding Considerations
  - a. Consideration for funding will be based upon the these criteria (in no particular order):
    1. Quantity of students affected
    2. Degree of effect on students
    3. Degree of effect on the Ann Arbor, University of Michigan, and general Michigan community
    4. Effort to receive funding from other sources
    5. Completeness of the funding application
    6. Unique nature of the event
    7. Prior utilization of MSA funding allocations, if applicable
    8. Degree of MSA involvement in the planning stages, implementation, and operations of the event
10. Procedure to transfer funds from the MSA Sponsored Events Account
  - a. All other motions shall require a 2/3 majority to move funds from the MSA Sponsored Events Account.
  - b. All other motions shall require a 60% majority to move funds from the MSA Sponsored Events Account.

## ARTICLE V

### **A. Definitions.**

1. “Election Code” shall mean Article V of the Compiled Code.
2. “Candidate” shall mean a person seeking office in an election, and a President – Executive Vice President pair seeking those offices in an election.
3. “Campaign” shall mean supporting, endorsing, advertising, or aiding the election of any candidate.
4. “Referendum” shall mean any referendum, initiative, recall, or constitutional amendment to be voted upon by students in an election.
5. “Party” shall mean a group of candidates for President, Executive Vice President, or representative identified by a common party name on the election ballot.
6. “Days before the start of the election” shall mean the number of days before the first day on which voting is scheduled to occur.

7. “Polling place” shall mean any ITCS Campus Computing Site during the hours in which votes may be cast, or any computer on which a user of the computer has authenticated to the voting website and has not yet logged off. Before authentication to the voting website, and after logging off the voting website, a computer not located in an ITCS Campus Computing Site shall not be a “polling place”.
8. “Complaint” shall mean any document delivered to the Election Director alleging a violation of any rule in the Election Code.
9. “Student-at-large” shall mean any student not currently a representative, commission chair, or select committee chair on MSA, nor a candidate seeking office in an election.

**B. Election Schedule.**

1. Election Dates. The Assembly shall schedule two annual elections, one in the fall semester and one in the winter semester. The Rules & Elections Chair shall recommend to the Assembly the dates on which to schedule the elections. Each election must be held for two consecutive weekdays occurring no earlier than five weeks before the last day of classes for each semester.
2. Election Deadlines.
  - a. No later than 36 days before the start of the election, the President, Executive Vice President, Student General Counsel, and Rules & Elections Chair will submit their nominations for Election Director and Election Board to the Assembly.
  - b. No later than 29 days before the start of the election, the Election Director shall make candidacy applications available in the MSA office and shall begin advertising the MSA election.
  - c. No later than 22 days before the start of the election, the Assembly may approve any amendments to the Election Code.
  - d. No later than 5:00 pm 19 days before the start of the election, candidates must file their candidacy applications with the Election Director or Administrative Coordinator.
  - e. No later than 16 days before the start of the election, the Election Director shall hold a meeting of all candidates.
  - f. 14 days before the start of the election, the official campaign period shall begin.

- g. No later than 12 days before the start of the election, an official sample ballot will be posted on the voting website and in the MSA office.
- h. No later than 12 hours after the end of the election, the Election Director shall deliver unofficial results to all candidates.
- i. No later than 12 hours after the end of the election, any election grievances must be delivered to the Election Director.
- j. No later than 24 hours after any decision of the Election Board, any appeal of that Election Board decision must be delivered to CSJ.
- k. At the first Steering Committee meeting after the end of the election, the Election Director shall announce official election results.
- l. At the first Assembly meeting following the Steering Committee meeting at which official election results are announced, the term of incumbent representatives shall expire and the term of newly-elected representatives shall commence.
- m. No later than 14 days before the start of the election, candidates must file their candidacy on the online voting website.

**C. Election Staff.**

- 1. Election Director.
  - a. Eligibility. The Election Director must be a currently-enrolled University student and not a member of CSJ, nor a representative, commission chair, or select committee chair on MSA, nor a candidate in any election during which she will also serve as Election Director.
  - b. Appointment. The President, Executive Vice President, Student General Counsel, and Rules & Elections Chair shall jointly nominate an Election Director. The nomination will be announced to the Steering Committee, which shall submit the nomination to the Assembly for confirmation at its next meeting. A majority vote shall be required to confirm the nomination. If the nomination is rejected by the Assembly, the appointment process shall recommence.
  - c. Removal. Any member of the Assembly may seek the removal of the Election Director, who shall be removed by a motion, second, and two-thirds majority vote of the Assembly. No motion for removal shall be in order if made after 16 days before the start of the election. If the Election

Director is removed by the Assembly, the appointment process shall recommence.

d. Duties.

- i. The Election Director shall make weekly reports to the Assembly beginning the week following her confirmation and ending the week after the election ends.
- ii. The Election Director shall consult the Office of the Registrar to verify the enrollment status of all candidates and ensure that all candidates fulfill the requirements of Article IV of the Constitution.
- iii. The Election Director shall advertise the MSA election.
- iv. The Election Director shall prepare and make available in the MSA office candidacy applications.
- v. Candidates shall be informed of any Election Code changes made by the Assembly after candidacy applications are available.
- vi. The Election Director shall schedule, preside at, and announce at least 48 hours prior to its commencement, a meeting of all candidates.
- vii. The Election Director shall be responsible for ensuring the correct operation of the voting website and the candidate information website.
- viii. The Election Director shall be available personally or by phone during the election period, and shall promptly respond to any questions received from candidates.

2. Election Board.

- a. **Composition.** The Election Board shall be composed of at least five enrolled students, a majority of whom must be members of the Assembly. No candidate may serve on the Election Board.
- b. **Appointment.** The President, Executive Vice President, Student General Counsel, Rules & Elections Chair, and Rules & Elections Vice Chair shall submit nominations for membership on the Election Board to the Steering Committee, which shall submit the nominations to the Assembly for confirmation. The Assembly may approve all, none, or any of the nominations, and may amend the composition of the Election Board.

Confirmation of the Election Board shall be upon a motion, second, and majority vote of the Assembly.

- c. Removal. The Steering Committee may, by a majority vote, remove any member of the Election Board. If a removal from the Election Board results in an Election Board membership that does not meet the requirements of the Election Code, the appointment process shall recommence.
- d. Meetings. The Election Board shall meet as necessary. Meetings shall be scheduled with at least 24 hours advance notice by the Election Director.
- e. Duties.
  - i. The Election Board shall assist the Election Director in fulfilling her obligations.
  - ii. The Election Board shall hear and decide upon election complaints.

**D. Election Publicity.**

- 1. All elections conducted by MSA must be advertised to students.
- 2. The Election Director, with the assistance of the Election Board, must send at least one email to all enrolled students advertising, at minimum, the election dates, voting website address, and hours of operation of the voting website.

**E. Candidacy Applications, and Candidate and Party Names.**

- 1. Candidacy Applications.
  - a. Contents.
    - i. Personal Application. The candidacy application shall contain a personal application that shall require every candidate to provide her name as it is to appear on the ballot, her current local address, her current local telephone number, her email address, her UM ID number, and her school of enrollment.
    - ii. Receipt. The candidacy application shall contain a receipt, which shall be signed by the Election Director or Administrative Coordinator upon receipt of the candidacy application and returned to the candidate for verification.

- iii. Executive Slate Application. In the winter semester election, the candidacy application shall contain an executive slate application which shall serve as a joint personal application for both the presidential and executive vice presidential candidates. An executive slate need only submit an executive slate application, and neither candidate need submit a personal application.
- iv. Party Application. The candidacy application shall contain a party application which shall require candidates who wish to run in a party to set forth the name of the party, and the name and dated signature of every candidate wishing to run in that party. A party need only submit a single party application.
- v. Signatures. Every application submitted to the Election Director or Administrative Coordinator must bear the signatures and dates of signatures of every candidate named in the application.
- vi. Diag Acceptable Use Policy. The candidacy application shall contain a copy of the Diag Acceptable Use Policy, which must be signed and submitted by all candidates. The Diag will be reserved for the seven days prior to and including election days by MSA. Candidates are not permitted, based on previously made agreements with the University offices, to file for Diag time outside of this period.
- vii. Informative Material. The candidacy application shall contain informative material which may be retained by the candidate. At minimum, this material must include: an election calendar with appropriate deadlines clearly marked; a complete list of positions to be elected; a Housing Department application for door-to-door solicitation in residence halls; a copy of the rules regarding elections and canvassing in Residence Halls; a copy of the Election Code; a copy of Article XI of the Constitution, and information regarding the registration of candidates with the online voting system.

2. Candidate and Party Names.

- a. Candidates who choose to run in a party will be identified on the ballot by their common party name.
- b. Candidate and party names must be fully written out, with the exception of common abbreviations, with the first letter of each word capitalized, with the exception of articles, connectors, and prepositions, and the remainder of every word in the party name in lower case.

- c. A party name may be in all upper-case letters if it is an acronym.
  - d. No party name may be longer than 100 characters, including spaces and punctuation.
  - e. No party name may consist solely of or begin with the word “independent”.
  - f. No candidate may use a name on the ballot that is not her own. A candidate who wishes her nickname to appear on the ballot may spell her nickname in between her real first and last names.
  - g. Previously Used Party Names. No party may choose the name of another party that was properly filed in any election within two years prior to the current election without the written authorization of at least five of the candidates who ran with that previous party.
  - h. Deceptive Party Names. No party may use a deceptive party name.
    - i. Party names shall be posted by the Election Director immediately after the deadline for filing candidacy applications.
    - ii. Challenges to party names must be submitted to the Election Director within 24 hours of the posting of the registered party names.
    - iii. The Election Board shall decide whether a party name is deceptive, and if it so finds shall allow the party 24 hours in which to submit an alternate party name.
    - iv. Replacement party names may also be challenged.
  - i. Size Limitation. No party may run more candidates for any school or college than there are seats available to be elected from that school or college.
  - j. Conflicting Applications. No candidate shall run with more than one party. Any candidate who signs more than one party application shall not be placed on the ballot as a candidate.
  - k. In the process of randomizing party and candidate names on the online voting ballot, independents shall be grouped together and randomized as if they were another party.
3. Withdrawal of Candidacy. Any candidate may withdraw from the election by submitting a written request to the Election Director no later than 8 days prior to

the election. A candidate who withdraws from the election but is nonetheless elected shall have the status of a resigned member of the Assembly.

4. Simultaneous Candidacies. Candidates may not run for more than one electable MSA position simultaneously.

**F. Campaign Rules.**

1. Campaign Period. The campaign period shall officially commence 14 days prior to the start of the election and shall end upon the end of the election. Campaign rules shall apply only to conduct during the official campaign period. The existence of the official campaign period shall not prohibit candidates from campaigning before or after the campaign period.
1. University Policies. The Election Director shall encourage all candidates to read and become familiar with all relevant university and residence hall policies that may be affected by their campaigns. The Election Board may only hold candidates responsible for adhering to the Election Code, and may not hold candidates responsible for violations or alleged violations of any university policy not listed in the Election Code.
2. MSA Endorsements Prohibited. Neither the Assembly nor any of its committees, commissions, select committees, Election Board, nor Election Director shall endorse any candidate in any election. As individuals, members of MSA may endorse the candidacy of any candidate in any election. Members of the Election Board may not endorse the candidacy of any candidate or party.
3. Campaign Rules.
  - a. Identification. All printed campaign material must be identified, at minimum, by a statement in the form: "Paid for by <address>", where <address> is a valid email address of the candidate or party. Buttons and clothing are exempt from this rule. A violation of this rule shall result in the assessment of one demerit.
  - b. Unauthorized Endorsement. Any printed campaign material claiming endorsement from any University-affiliated person or group of people that is not authorized by that person or group of people must include a disclaimer in the form: "Not authorized by <name>", where name is the name of the person or group of people from whom endorsement is claimed. Buttons and clothing are exempt from this rule. Candidates and parties may imply endorsement by securing and retaining written permission from the person or group of people from whom endorsement is claimed. A violation of this rule shall result in the assessment of one demerit.

- c. **Implying Elected Incumbency.** No printed campaign material for any candidate may imply incumbency if the candidate is not a current representative on MSA. Candidates appointed to MSA may use the word “retain” on their printed campaign material but may not use the word “re-elect”. A violation of this rule shall result in the assessment of one demerit.
- d. **Prohibited Posting Areas.** No campaign materials may be affixed on or in any University building. Residence halls are excepted from this rule. A violation of this rule shall result in the assessment of one demerit.
- e. **Defacement Prohibited.** No campaign material may be affixed to any surface that would be permanently and seriously damaged by the campaign material or the material used to affix or attach the campaign material. No campaign material may be affixed to paint or glass in any University building. A violation of this rule shall result in the assessment of one demerit.
- f. **Material Posted at a Polling Site Prohibited.** No campaign material may be posted within fifty feet of any polling site. Residence halls are excepted from this rule. A violation of this rule shall result in the assessment of one demerit.
- g. **Campaigning at a Polling Site Prohibited.** No candidate may campaign within fifty feet of any polling site. The mere presence of a candidate within fifty feet of a polling site shall not constitute a violation of this rule. Residence halls are excepted from this rule. A violation of this rule shall result in the assessment of one demerit.
- h. **Influencing a Student While Voting Prohibited.** No candidate may influence any student while the student is voting. The mere presence of a candidate in the vicinity of a voter while voting shall not constitute a violation of this rule. A violation of this rule shall result in the assessment of one demerit.
- i. **Preventing Voting Prohibited.** No candidate can prevent any student from lawfully voting. A violation of this rule shall result in the assessment of three demerits.
- j. **Destruction of Campaign Material Prohibited.** No candidate may destroy, deface, remove, alter, move, or obscure the campaign material of another candidate or party. A student removing campaign material from her private property is not in violation of this rule. A violation of this rule shall result in the assessment of three demerits.

- k. Bribery Prohibited. No candidate may promise or offer compensation, monetary or otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The distribution of campaign material to voters shall not constitute a violation of this rule. A violation of this rule shall result in the assessment of three demerits.
- l. Computer Fraud Prohibited. No candidate may cast any ballot on behalf of another student. No candidate may log into the voting website using any unqiename that is not her own. A violation of this rule shall result in the assessment of five demerits.

**G. Penalties for the Violation of Campaign Rules.**

- 1. Jurisdiction. The Election Board shall hear cases involving the alleged violation of any campaign rule, and shall meet to determine whether demerits should be assessed against any candidate(s) or party(ies).
- 2. Exclusivity of Campaign Rules. No single act or campaign material may violate more than one campaign rule. All campaign rules shall be mutually exclusive. No candidate or party may be in violation of more than one campaign rule for a single act or campaign material.
- 3. Multiple Violations of a Single Rule.
  - a. For violations of campaign rules F(4)(a) through F(4)(c), the penalty shall be one demerit per day for every twenty violations or portion thereof in the same building.
  - b. For violations of campaign rules F(4)(e) and F(4)(j), the penalty shall be one demerit per day for every ten violations or portion thereof in the same building.
- 4. Violations by non-Candidates.
  - c. Violations by a Candidate. If the Election Board determines that a candidate has violated a campaign rule and decides to assess demerits against that candidate, the Election Board may only assess demerits against that candidate, regardless of whether the candidate is running in a party or candidate.
  - d. Violations by a non-Candidate.
    - i. If the Election Board determines that a campaign rule has been violated by someone other than a candidate and decides to assess demerits for the violation of the rule, the Election Board must

determine whether or not the rule was violated by a person working in coordination with a party.

- ii. If the Election Board determines that the campaign rule was violated by a person working in coordination with only one member of a party, the Election Board may assess demerits only against that candidate.
- iii. If the Election Board determines that the campaign rule was violated by a person working in coordination with a party, the Election Board must assess demerits randomly to the members of that party by totaling the number of demerits and assessing them evenly against all candidates of the party.

5. Election Complaint Procedures.

a. Receipt and Disbursement.

- i. Any student may file a complaint with the Election Director alleging a violation of the campaign rules. Upon receipt of the complaint, the Election Director shall immediately deliver copies of the complaint to all of the named respondents and to the members of the Election Board.
- ii. Neither the Election Director nor any member of the Election Board may file a complaint with the Election Director.
- iii. Complaints must set forth the names of the respondent(s), the salient facts upon which the complaint is based, and clearly identify the campaign rule that has been allegedly violated.

b. Withdrawal. At any time during the complaint process, the petitioner of the complaint may withdraw the complaint. Upon withdrawal, the complaint is canceled and may not be heard by the Election Board. A complaint that has been withdrawn may not be reinstated.

c. Submission of Respondents Brief. A respondent need not submit a written brief, but may file such a written brief within 24 hours of her receipt of the complaint. Failure to respond in writing shall not waive the respondent's right to defend herself against the allegation.

d. Preliminary Hearing.

- i. Within 12 hours of receipt of the respondent's brief, or the expiration of respondent's 24-hour deadline, the Election Director shall hold a preliminary hearing. The petitioner and respondent

shall both be notified of the date, time, and location of the preliminary hearing, which shall be open to the public. The preliminary hearing may not commence without the attendance of a quorum of the Election Board.

- ii. At the preliminary hearing, the petitioner shall have ten minutes to present an oral argument in support of the complaint, after which the Election Board may ask questions of the petitioner and, if present, the respondent.
  - iii. After the preliminary hearing, the Election Board shall retire to a meeting, which shall be open to the public, at which the Election Board shall decide whether the complaint is (a) likely to be true, and (b) if true, would result in the assessment of any demerits. The complaint process shall not proceed unless the Election Board finds both elements to exist.
  - iv. After the Election Board meeting, the Election Director shall notify the petitioner and respondent in writing of the Election Board decision, and shall, if necessary, schedule a hearing to take place within 24 hours of the preliminary hearing.
- e. **Burden of Persuasion.** At all stages of the complaint process, the Election Board and CSJ shall assume that the allegations set forth in the complaint are not true. The petitioner shall have the burden of proof at all stages of showing that the allegations set forth in the complaint are true beyond a reasonable doubt.
- f. **Hearing.**
- i. The hearing shall not commence without the attendance of a quorum of the Election Board.
  - ii. The petitioner will be given five minutes to make an opening statement in support of the complaint, after which the respondent will be given five minutes to make an opening statement against the complaint.
  - iii. The petitioner shall present her case first, and shall have thirty minutes to make a case in support of the complaint. The respondent shall then present her case, and shall have thirty minutes to make a case against the complaint.
  - iv. The petitioner shall be given ten minutes to make a closing argument in support of the complaint, after which the respondent

shall be given ten minutes to make a closing argument against the complaint.

- v. After the hearing, the Election Board shall retire to a meeting. The decision of the Election Board must be written, and must be delivered to the petitioner and the respondent within 12 hours of the hearing.
- vi. Failure of the Election Board to reach a decision in the matter shall result in a cancellation of the complaint, which shall not be further pursued by the Election Board. Failure of the Election Board to deliver a written opinion to the petitioner and respondent within 12 hours of the hearing shall result in a cancellation of the complaint, which shall not be further pursued by the Election Board.
- g. Removal. Any candidate against whom five or more demerits have been assessed shall be removed from the election.
- h. Warning. The Election Board may find a candidate or party in violation of the campaign rules but nonetheless assess no demerits against the candidate or party.
- i. Appeals. The respondent may appeal any decision of the Election Board to CSJ. The petitioner may not appeal the decision of the Election Board to CSJ, unless a majority of the Election Board grants leave to the petitioner to appeal to CSJ.

## **H. Post-Election Procedure.**

1. Seating of New Members. Newly elected members and officers of MSA will begin their term of office at the regular Assembly meeting to occur at 7:30 P.M. on the first Tuesday following the Steering Committee meeting at which the official election results are announced. MSA officers and members will remain in office until the seating of their successors (unless removed from office by methods specified in the All-Campus Constitution). The President will, before beginning his/her term in office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan Student Assembly President." This oath will be administered by the Chief Justice of the Central Student Judiciary. The Executive Vice President will, before beginning his/her term of office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan Student Assembly Vice President." This oath will be administered by the Associate Chief Justice of the Central Student Judiciary.
2. Appeals in Progress. While appeals to CSJ are being pursued, the decision of the Election Board and/or Election Director is in force unless CSJ stays their decision.

**I. Petitions and Ballot Questions.** This section applies to all questions placed on the ballot in an MSA election. All restrictions applying to candidates also apply to anyone campaigning for a ballot question. However, in cases of conflict, this section supersedes the Election Code.

1. Amending this Section. Amendments to this section must be approved by MSA at a regular MSA meeting occurring at least seven days after the regular MSA meeting at which the amendment was first introduced. No amendment approved less than 30 days before an election may apply to that election, unless the amendment is approved by both MSA and CSJ.
2. Petitions.
  - a. A referendum question is any referendum, initiative, referral or recall question or constitutional amendment question (regardless of method of initiation) to be voted upon in an election.
  - b. Any referendum question to be placed on the ballot by the petition must be submitted to the Election Director at least 25 days before the election. The Election Director will notify CSJ of any petitions submitted. CSJ, assisted by elections staff, will verify that the petition contains the proper number of signatures, is in the proper form, and meets any other requirements provided for in this Code or the MSA Constitution.
  - c. Form of petitions. All petitions for referendum questions will be in the form outline below. A petition sponsor should consult with R&E or the SGC if he/she has any questions concerning the proper form of a petition. Responsibility for complying with the provisions of this Code falls upon the sponsor, and ignorance, error, misinterpretation or mistake of law is not an excuse for failure to comply.
    - iv. Title. The title of the petition will be stated entirely in uppercase letters at the top of each page of the petition.
    - v. Text. Following the title, the petition will contain the full and exact text of the question. The question will be reviewed by CSJ to ensure that the question is worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or referendum question. CSJ cannot bar a referendum question from the ballot because it dislikes the legislative goals. The only grounds for barring a question from the ballot are unconstitutionality or violation of the provisions of the Compiled Code.

- vi. Signatures. Below the full text on each page of the petition will appear the words, “We, the undersigned currently enrolled students, petition for a campuswide vote on the proposal above.” Each petition will have a column for the signature of the student, his/her printed name, his/her student identification number, and his/her unickname.
  - vii. Circulator’s statement. At the bottom of each page of a petition there will be the following statements: “I have circulated this petition and believe all of the signers to be currently-enrolled students.” The petition will be signed by the circulator with his/her printed name, unickname, and date upon which the petition was circulated. The petition will also state the names of official sponsors of the petition.
  - viii. Distribution of signatures. Any referendum question to be placed on the ballot by petition must obtain the support of 1000 currently-enrolled students at the University of Michigan, Ann Arbor. No more than 80% of the signatures can be from one school or college.
- d. Certification of petitions. CSJ, with the election staff, will examine each petition for a referendum question, verifying whether the petition has met the requirements stipulated above. Student status must be verified by checking no less than 100 of the unicknames online or with the Registrar’s Office.
  - b. Validity of a petition. Parties to any action challenging the validity of a petition will be provided with copies of the entire petition.
  - e. Referral by MSA. When a referendum question is placed on the ballot by MSA (rather than by petition), that question will be examined by CSJ at a hearing no later than 16 days before the election. CSJ will hear any challenges to the form of the ballot question. CSJ will approve a wording of the ballot question that accurately, concisely, and fairly explains the question. Any appeal of the CSJ decision will be filed within 24 hours of the decision, and CSJ will resolve the appeal no later than 14 days before the election.

**J. Seat Apportionment.** Describes the method and manner in which seats will be apportioned among schools and divided between terms.

- 1. Unit Apportionment.
  - a. Only “constituent degree-granting units” (i.e. any school, college, or academic division located at the Ann Arbor campus of the University of

Michigan that is also authorized to grant a degree by the board of Regents) will receive seats on the Assembly. Students in non-granting units will be represented by the school which grants them their degree (their constituent degree-granting unit).

- b. Each degree-granting unit will receive one representative for each 850 students or major fraction thereof enrolled in the unit. Each degree-granting unit will receive at least one representative on the Assembly.
- c. The most currently available fall and winter term enrollment data will be averaged for determining enrollment. The data comes from the Office of the Registrar's Term Enrollment and Credit Hour Reports; specifically, the "102-Enrollment by Unit, Gender, Class Level" report.

3. Academic Term Apportionment.

- a. Half of Assembly seats will be elected in the fall term, and the other half will be elected in the winter. The total number of seats on the Assembly will be divided as evenly as possible (i.e. differences should not exceed one) between terms. This will not include the seats of the president and the executive vice-president, nor will it include open seats.
- b. The seats of schools with more than one representative will be divided as evenly as possible between fall and winter terms.
- c. The seats of schools with one representative will be divided as follows:

FALL: Dentistry, Music, Nursing, Pharmacy, Social Work, Public Health

WINTER: Art, Architecture, Education, Kinesiology, Law, Natural Resources & Environment, Information

- d. Seat reapportionment should occur at the beginning of each academic year. Seats will not be elected for partial terms in order to accommodate changes in school size or degree-granting status, nor will the term of any representative already in office be shortened.
- e. Schools that no longer meet the definition of constituent degree-granting units will no longer receive Assembly seats. Schools that newly meet the definition of constituent degree-granting units will receive new seats during at the next reapportionment (see d).

3. Open Seats.

- a. Because student governments are given the power to appoint Assembly members of their representative student bodies to fill vacancies, only the

vacant seats from constituent degree-granting units that do not have a school or college government (as defined in this Code) will be declared open seats.

- b. Open seats can be filled by a letter from the Dean of that school or college, appointing a student from that school or college to the Assembly. Open seats can also be filled by placing them on the ballot in the next election. Open seats may only be placed on the ballot if they become open long enough before the election for candidates to be solicited as all others are.

4. Reapportionment Plan.

- a. R&E will recommend a plan for seat reapportionment each fall semester before the election process begins. The plan will include a list of all seats to be elected for each term, categorized by school, and a list of all seats to be elected in the subsequent term. The recommended plan must be consistent with the MSA Constitution and with this section of the Code.
- b. CSJ must review the recommended reapportionment plan. It may adopt the R&E plan, adopt a recommended version of the R&E plan, or adopts its own plan. Failure of R&E to submit a recommendation does not preclude CSJ from adopting a final reapportionment plan. The final plan adopted by CSJ will be the official reapportionment plan, used by election staff that year.

## ARTICLE VI

### **A. Conflicts of Interest.**

1. Conflicts of Interest with the University.
  - a. No member of the Assembly may accept a paid position gained by virtue of her membership in MSA.
  - b. No member of the Assembly may work directly for the president, any Regent, any dean, any vice president, or any associate vice president of the University.
2. Misuse of Assembly Resources.
  - a. No member or employee of the Assembly may ask an employee of the Assembly to do work that is substantially unrelated to Assembly work.
  - b. No member or employee of the Assembly may use the financial or clerical services of the Assembly for her personal use or for the use of a student group of which that person is a member.
3. Conflicts of Interest with Student Organizations.
  - a. A member of the Assembly shall have a conflict of interest with a student organization, be it recognized or unrecognized by the Assembly, if she, or an immediate family member of hers, receives money from the organization or will receive money from the organization as a direct consequence of her membership in the Assembly. No member of the Assembly shall have a conflict of interest with a student organization if she is an unpaid member of the organization or has been reimbursed by the organization for her own expenses.
  - b. No member of the Assembly possessing a conflict of interest with a student organization may participate in debate or vote on any matter regarding the organization with which there exists a conflict of interest.
4. Obligation of Disclosure. Members of the Assembly must publicly disclose any existing or potential conflicts of interest with the University and student organizations. If the conflict of interest arises during membership in the Assembly, the member remains obligated to disclose the conflict.
5. Investigation, Censure, and Removal. Any member of the Assembly who fails to adhere to the rules and regulations regarding the existence and mitigation of conflicts of interest shall be subject to an investigation by the Assembly, the outcome of which may be censure or removal from the Assembly.

## **B. Member Obligations.**

1. MSA members are responsible for compliance with the obligations established in Article XI of the Constitution. The Vice-Chair of the Rules & Elections Committee shall be responsible for recording the attendance of MSA members.
2. Rules for Removal. Pursuant to Article XI(B) of the Constitution, an MSA member shall be removed from MSA upon her/his accumulation of twelve absences.
  - a. Upon the accumulation of twelve absences by any MSA member, the Rules & Elections Committee shall be responsible for notifying the delinquent member of her/his removal, and shall inform the delinquent member of the procedures for the excuse of absences. The notification shall not be valid unless in writing and setting forth the date and type of each absence.
  - b. A delinquent member may have her/his absence(s) excused within two weeks of the notification of removal. During this time, the delinquent member shall retain all rights of membership in MSA. If, after the expiration of this two-week period, the member is still delinquent, she/he shall be effectively removed. No Assembly confirmation shall be necessary for such a removal to be effective.
3. Rules for the Excuse of Absences.
  - a. Any absence of any MSA member may be excused if the excuse for the absence is one of those listed in Article XI(B) of the Constitution. To be effective, the absence must be excused by
    - i. The MSA President; or
    - ii. The Steering Committee, by a majority vote; or
    - iii. The Assembly, by a majority vote upon a motion made during the Announcements portion of an Assembly meeting.
  - b. Any absence of any MSA member may be excused if the excuse for the absence is not listed in Article XI(B) of the Constitution only by a unanimous vote of the Assembly upon a motion made during the Announcements portion of an Assembly meeting.
  - c. No absence of an MSA member shall be excused after the member has been effectively removed from MSA.
4. Student Group Outreach.

- a. The Vice-Chair of the Campus Governance Committee shall be responsible for compiling a list of student organizations with more than one hundred members, and for assigning MSA representatives to act as liaisons between MSA and these organizations.
- b. MSA representatives assigned to act as liaisons between MSA and a student organization must inform the organization of MSA activity at least once per month, and must inform MSA of the organization's activity in the form of a general announcement at least once per month.
- c. Any MSA representative assigned to act as a liaison between MSA and a student organization who fails to meet the requirements of a liaison shall have one absence recorded for every month in which she fails to properly act as a liaison.

**C. Meeting Procedures.**

1. Assembly Meetings.

- a. Regular Meetings. The Assembly shall meet at 7:30pm every Tuesday during the fall and winter semesters. The Assembly shall not meet during exam and vacation periods.
- b. Special Meetings. The President may call special meetings of the Assembly upon providing at least 24 hours notice to the Assembly. A special meeting may be called by a petition signed by one-third of the voting members of the Assembly delivered to the President at least 24 hours before the meeting. No officer may be elected during a special meeting.

1. Meeting Agenda.

- a. The agenda will be in the following form:
  - i. Call to Order
  - ii. Opening Roll Call
  - iii. Approval of Agenda
  - iv. Approval of Previous Minutes
  - v. Guest Speakers
  - vi. Community Concerns
  - vii. Announcements
  - viii. Executive Officers' Reports
  - ix. Committee Reports
  - x. Student Organization Funding Recommendations
  - xi. Campus Governance Committee Recommendations
  - xii. Other Business

- xiii. Closing Roll Call
  - xiv. Adjourn
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- b. Committee reports will be given in the following order: Steering Committee, internal committees, commissions (in the order in which they are listed in the Constitution), and select committees.
  - c. Community concerns is limited to five minutes per speaker and to a total of one hour. Any person may ask to address the Assembly during this time period, but at the discretion of the chair, preference shall be given to currently enrolled students, alumni of the University, and current faculty and staff of the University. All time limits may be extended by a majority vote of the Assembly, but community concerns time may not be reduced. Community concerns time is exhausted when all persons who desired to address the Assembly have done so even if an hour has not passed.
  - d. Other business. Other business will be presented in the following order:
    - i. Actions of the Steering Committee
    - ii. Election and Recall of Officers
    - iii. Amendments to the Constitution or Compiled Code
    - iv. Old Business
    - v. New Business
  - e. Business may be placed on the agenda by being presented to the Steering Committee, or by a two-thirds majority vote of the Assembly at any Assembly meeting. Such a motion shall not be in order if made after the approval of the agenda by the Assembly.
  - f. All business for the Assembly shall be read twice. At the first reading, the sponsors of the business shall offer a description of the business. At the second reading, the business shall be debated and voted upon.
  - g. Old Business shall consist of all business postponed from previous meetings and all business being read a second time by the Assembly. New Business shall consist of all business being read a first time by the Assembly.
  - h. New business may be moved to old business upon a motion, second, and two-thirds majority vote to suspend the Compiled Code for the purpose of the motion, followed by a motion, second, and two-thirds majority vote to move the item from old to new business.
  - i. Amendments to the Constitution or Compiled Code, the MSA budget and amendments to the budget, and proposals to place questions on the ballot

in an election may not be moved from old to new business, and must be read twice by the Assembly.

2. Procedures for Debate.

a. Robert's Rules of Order shall govern the parliamentary procedure of the Assembly meetings. The Compiled Code shall supercede Robert's Rules of Order.

b. Time Limits.

- i. Debate on each item of business on the agenda shall be no longer than thirty minutes, and shall include time used to debate amendments to business.
- ii. Reports from committees, commissions, and select committees shall be no longer than five minutes for each report.
- iii. Executive officer reports shall be no longer than ten minutes for each report.
- iv. Guest speakers to the Assembly shall have no longer than thirty minutes to speak.
- v. During a debate on an item of business, each speaker shall have three minutes.
- vi. Any time limit may be extended by a motion, second, and majority vote of the Assembly. Any time limit may be reduced by a motion, second, and two-thirds majority vote of the Assembly.

c. Any Assembly member may yield her time to any constituent. The time yielded to a constituent may not exceed the time which was allocated to the Assembly member. Constituents may not yield time to other constituents.

d. Assembly members may not proxy votes to other Assembly members.

e. Motions to Close Debate.

- i. A motion to close debate on a main motion shall not be in order until at least two members have spoken in favor of the motion and two members have spoken against the motion.
- ii. A motion to close debate on an amendment to a main motion shall not be in order until at least one member has spoken in favor of the motion, and one member has spoken against the motion.
- iii. No more members may speak for or against any motion than have spoken for the opposing view.

- f. A call for quorum shall be in order once during the time limit for debate on any motion. Members not present during a quorum call shall not be able to vote until the next motion is debated.
  - g. The sponsors of a motion may accept amendments as “friendly” before or during debate on a motion, and such amendments shall be adopted without debate or vote by the Assembly. When more than one member has sponsored a motion, every sponsor of the motion must accept an amendment for it to be considered “friendly”.
  - h. If there are no objections to a motion to call the question, the Assembly shall proceed immediately to a vote. If any member objects to a motion to call the question, the Assembly shall vote only upon a motion, second, and two-thirds majority vote of the Assembly.
  - i. Assembly members may object to motions while simultaneously offering an amendment to the motion. If the amendment to the motion is defeated, the objection shall be considered automatically withdrawn unless renewed by the objecting member.
  - j. The Chair shall vote only to break a tie vote by the Assembly, but may abstain from voting in that instance. The Chair shall not vote, even in the event of a tie, when the vote in question is by secret ballot.
  - k. In the absence of unanimous consent, individual votes shall be recorded at all times for MSA legislation. The votes of individual members shall be recorded in the minutes of the meeting at which the vote occurred. This shall only apply to votes on the actual legislation itself and shall not apply to votes taken on any other motion made while said legislation is under consideration.
4. Minutes. A copy of the agenda, minutes, written reports, and final versions of both adopted and rejected legislation shall be kept in the MSA office. All records shall be open to public examination in perpetuity. No Assembly member may remove the minutes from the MSA office.

#### **D. Hiring Procedures.**

- 1. Full-Time Staff. The Administrative Coordinator and any MSA employee paid for more than twenty-five hours of work per week by MSA shall be considered full-time staff. Hiring and termination of full-time staff shall be governed by the University’s Standard Practice Guide for employees.

2. Administrative Staff. All paid employees and organizations of MSA who are not full-time staff shall be administrative staff.
  - a. Hiring. Administrative staff positions may be created by the Executive Vice President, who shall interview and hire administrative staff members with the assistance of the Administrative Coordinator.
  - b. Termination. Upon the request by the Administrative Coordinator or Executive Vice President, and a motion, second, and two-thirds majority vote, the Steering Committee may terminate the employment of any administrative staff member.
3. Spring-Summer Employees. The procedures for the creation, hiring, and termination of staff positions shall persist during the spring and summer semesters, unless the Assembly adopts different procedures no later than the last regular Assembly meeting of the winter semester. No hiring or termination conducted during the spring or summer semester shall be permanent until confirmed by the Assembly during the fall or winter semester.

## ARTICLE VII

### **A. Summer Assembly.**

1. Description. During the spring and summer terms shall call itself the Summer Student Assembly. The change in names shall not hinder the work of a member of the Michigan Student Assembly.
2. Composition. The Summer Student Assembly will be composed of any current representatives of the Michigan Student Assembly, and will be chaired by the current executives.
  - a. Quorum will be 7 members. These seven members must represent three separate colleges. The Vice-President and/or President will be included in this number.
  - b. The provisions of Article VI, Section F of the All-Campus Constitution will apply to members of the Summer Assembly with the exception of recall elections and/or obligations under Article XI.
3. Structure and Guidelines.
  - a. Meetings will be held every two weeks on Tuesdays at 7:30pm beginning with the first Tuesday of each term. Special meetings may be called by the President with 24-hour notice. Attendance will be taken at the beginning and at the end of SSA meetings, however absences will not count against member obligations.
  - b. Meetings will be held similar to Michigan Student Assembly meetings. The agenda structure will remain identical. However, the chair must add the following.
    - i. Funding Presentations. Student Groups requesting funding will present their request in a ten minute allotment. This time can be extended with a majority vote.
    - ii. Closed Session Deliberations. After hearing all funding requests for the Summer Student Assembly will convene in a closed session to decide what groups receive funding and the amount disseminated.
  - c. Committees and Commissions.
4. Jurisdiction.

- a. Code and Constitution changes. The Constitution cannot be changed during the Summer Student Assembly. The Summer Student Assembly may modify article VII of the Compiled Code if a compelling interest exists and with a 2/3 majority. The chair shall e-mail any proposed changes at least forty-eight hours in advance to the Michigan Student Assembly Representatives list.
- b. Resolutions. Resolutions passed by the SSA will become null and void at the first meeting of the Michigan Student Assembly in the Fall term.
- c. Elections. Elections may not be held by the Summer Student Assembly.
- d. Minutes. Minutes will be taken and e-mailed to all members of MSA. A temporary minutes taker will be nominated at the beginning of each meeting.

## **B. Budget and Financial Operations.**

- 1. The Summer Assembly only has authority over funds budgeted to it by MSA.
  - a. The Summer Assembly will take no action that would affect the budget or proposed budget of MSA during the fall and winter terms.
- 2. Student organizations. Since BPC does not meeting during spring-summer term, student organizations will submit funding requests directly to the executive officers for consideration by the Summer Assembly.
  - a. Application Procedures. Student organizations may apply to Summer Assembly for funding of specific events. Summer Assembly funding applications will be available no later than one week after the start of the Spring term. Summer Assembly will consider only one application per group.
  - b. Allocation and Disbursement. Organizations may not appeal the decision of the Summer Assembly, but must be allowed time to present to the Summer Assembly. The length of the presentation is at the discretion of the Executive Officers, but will be a minimum of five minutes. The officers of the organizations allocated funds will sign a Grant Agreement making them personally liable for repayment of the allocation if stated conditions are not met. Organizations are required to submit accounting to the Administrative Coordinator detailing the use of allocated funds within one month of the conclusion of the event or 14 business days after the first day of classes of the Fall term. The Summer Assembly can attach any conditions to the grant and can specific dates by which the money must be spent. All money not spent by the specified date will revert back to MSA.

3. Reimbursement. The amount reimbursed will not exceed the amount allocated by the Summer Assembly and must conform to the categories and any other conditions under which the money was allocated. Money allocated by the Summer Assembly for a project counts as use of MSA resources upon passage by the Summer Assembly. Student groups who fail to use their money and fail to submit a "Cancellation of Funding" Request by the Second meeting of the Fall term shall be ineligible for funding in following fall term. The administrative coordinator shall notify each group at least thrice of this requirement.
4. Travel restrictions. Money allocated for travel expenses will not cover alcoholic beverages, entertainment, parking tickets, or traffic violations.
5. Any disbursement for supplies, capital goods, and salaries deemed necessary for the operation of the office by an executive officer or full-time staff member can be spent.