



Associated Student Government | Academic Affairs Standing Rules

The Academic Affairs Committee

Updated: October 31, 2021

Article I: Purpose

Section 1.1

The Academic Affairs Committee (hereafter: the committee) is a committee of the Associated Student Government (ASG) Student Senate which is authorized in all areas of academic affairs.

Section 1.2

The committee shall hear student concerns committed to it by Student Senate and will work diligently to improve the student experience as it relates to academics.

Section 1.3

In working on student concerns submitted to the committee, the committee will approach administrators and faculty including but not limited to:

- The Office of the Provost
- The Office of the Registrar
- The Deans' Offices for all colleges within Miami University
- Other figures deemed appropriate by the Secretary of Academic Affairs

Section 1.4

The committee shall assist the Secretary for Academic Affairs throughout the proceedings of the Outstanding Professor Awards.

Article II: Membership

Section 2.1

The membership of the committee will consist of Student Senators. and at-large members as needed according to the membership minimums listed below, as



determined by the Secretary for Academic Affairs and the committee.

Section 2.2

The membership of the committee shall consist of at least 2 representatives from the Farmer School of Business (FSB) and the College of Arts and Sciences (CAS), as well as 1 representative from the College of Creative Arts (CCA), the College of Engineering and Computing (CEC), and the College of Education, Health, and Society (EHS) between the Student Senators and at-large members.

Section 2.3

Academic senators will be encouraged to join the committee before committee assignments are finalized.

Section 2.4

Should the committee fail to achieve representation from every Academic College, as described in Section 2.2, an at-large seat will be opened to the student body for each of the missing seat(s).

Section 2.5

Members of the committee are expected to attend most if not all committee meetings as well as Academic Affairs related events, with an attendance policy created at the discretion of the Secretary for Academic Affairs.

Section 2.6

Quorum for the committee is achieved when one more than half of the membership is in attendance for the meeting.

Section 2.7

Removal from the committee may occur should the Secretary for Academic Affairs, in collaboration with the Speaker of the Student Senate, deem it necessary.



Article III: Amendments

Section 3.1

The standing rules of the committee should be reviewed periodically at the discretion of the committee and the Secretary for Academic Affairs. All changes to the standing rules formally approved and implemented by the committee and Secretary for Academic Affairs will be presented to the Student Senate as well.

Elections Committee Standing Rules

(Last Amended 02/06/2018)

Section 1. Information Packets and Petitions

A. Student Body President

The information packet and petition for the Student Body President election shall be released to the public by February 14th of the election year. The information packet shall contain all relevant Bylaws, election information, campaigning rules, campaign violations, and any other information deemed necessary by the Elections Committee. The petitions must be accepted and certified no earlier than February 21st and at least fourteen days before the General Election.

B. Executive Cabinet

The information packet and petition for the Executive Cabinet election shall be released to the public by March 20th of the election year. If March 20th falls on Spring Break, then petitions shall be released before the break. The information packet shall contain all relevant bylaws, election information, campaigning rules, campaign violations, and any other information deemed necessary by the Elections Committee. The petitions must be accepted and certified no earlier than March 27th and at least seven days before the election.

C. Senate

a. On-Campus

The information packet and petition for On-Campus Senate seats shall be released on the first day of classes of fall semester of the election year.

The information packet shall contain all relevant bylaws, election information, campaigning rules, campaign violations, and any other information deemed necessary by the Elections Committee. The petitions must be accepted and certified at least seven days before the election.

b. Off-Campus

The information packet and petition for Off-Campus Senate seats shall be released in conjunction with the packet and petitions for Academic Senate seats. The packet and petition shall be released by April 15th of the election year. The information packet shall contain all relevant bylaws, election information, campaigning rules, campaign violations, and any other information deemed necessary by the Elections Committee. The petitions must be accepted and certified at least seven days before the election.

c. Academic

The information packet and petition for Academic Senate seats shall be released in conjunction with the packet and petitions for Off-Campus Senate seats. The packet and petition shall be released by April 15th of the election year. The information packet shall contain all relevant bylaws, election information, campaigning rules, campaign violations, and any other information deemed necessary by the Elections Committee. The petitions must be accepted and certified at least seven days before the election.

Section 2. Timing of Elections

A. Student Body President

The General Election shall be held the Monday and Tuesday of the week before Spring Break. If there are more than two eligible candidate slates and no candidate slate receives more than fifty percent of the vote in the General Election, a Runoff Election will occur the second Monday and Tuesday after Spring Break.

B. Executive Cabinet

The Executive Cabinet Elections shall begin one week after the Student Body President-elect and Student Body Vice President-elect have been announced.

C. Senate

a. On-Campus

On-Campus Senator Elections shall be held within the first three weeks of the academic year and no sooner than the second Wednesday of the academic year.

b. Off-Campus

Off-Campus Senator Elections shall be held on the same day as the Academic Senator Election. The Election shall be held the week following the conclusion of Executive Cabinet Elections.

c. Academic

Academic Senator Elections shall be held on the same day as the Off-Campus Elections. The Election shall be held the week following the conclusion of Executive Cabinet Elections.

D. Duties of the Elections Committee

- a.** On all campus-wide election days, members of the Elections Committee shall organize a table inside the Armstrong Student Center to provide devices to vote on The Hub.
- b.** The Elections Committee shall organize and administer no fewer than one Debate and one Meet the Candidates Night for each Student Body President Election cycle.
- c.** Expense reports, issued violations, and the results of all elections conducted on The Hub shall be made public information.
- d.** For any given election cycle, members of the Elections Committee shall be required to fulfill the following requirements to promote integrity in the election process.
 - i.** Members of the Committee may not endorse a candidate for any Associated Student Government office, nor may they campaign on behalf of any candidate.
 - ii.** Members of the Committee must abide by any and all provisions set forth in the Elections Handbook, Student Handbook, Miami University Policy and Information Manual, and any Standing Legislation of Student Senate.
 - iii.** Members of the Committee may not announce the decisions or deliberations of the Committee without its prior approval.
 - iv.** Members of the Committee may not vote on or debate in any matter in which they have direct personal interest.
 - v.** The Chair of Elections Committee may impose any additional, reasonable restrictions on members of the Committee deemed necessary in administering a fair and impartial election.

Committee on Student Organization Financial Services

Updated: October 2023

Article I: Purpose

Section 1.1

The Committee on Student Organization Financial Services (hereafter: the committee, Finance Committee, Financial Services, Financial Services Committee, or FSC) is a committee of the Associated Student Government (ASG) Student Senate which is authorized in all areas of recognition, funding, distribution, and oversight of the proper use of funds of Miami University's undergraduate student organizations.

Section 1.2

These standing funding rules, upon ratification by the Student Senate, are subsidiary only to the ASG Student Senate at large, the ASG constitution, the ASG Bylaws, and University Policies.

Article II: Power and Duties

Section 2.1

The committee shall fund all recognized and registered undergraduate student organizations that are eligible for funding per the committee guidelines:

1. Current Student Organization membership, monitored by yearly registration, must consist of at least 80% undergraduates to be eligible for funding.
2. Event requests from organizations with graduate members must demonstrate benefit to undergraduates.
3. Any travel, conference fees, etc. will only be funded for undergraduates. Groups in which any member receives academic credit for their participation will not be funded. Events put on by a department, or highly sponsored by a department will be funded at the discretion of the committee.
4. Organizations that receive funding from Student Organization Funding are not eligible to receive funding from ASG.

Section 2.2

All funding records, documents, and decisions are public information and will be readily accessible to the public upon request. The committee shall make every effort to make them easily accessible.

Section 2.3

The committee shall work in conjunction with the Office of Student Activities and SEAL

Ambassadors to monitor a reward system for all student organizations.

Section 2.4

SEAL Ambassadors will be responsible for keeping track of organization status within the tiers. Additional information about Red Brick Rewards can be [found here](#).

Article III: Funding Process

Section 3.1

Student Organizations shall submit the funding proposal document as an Excel document, along with the rest of their application, via a form available on the HUB

Section 3.1.1

If the proposal document that is submitted is not an excel document, it will be subject to an automatic denial.

Section 3.1.2

Student Organizations shall submit the application through their entity account. Failure to do so will result in a 25% penalty applied for each proposal that is submitted through a non-entity account.

Section 3.2

The application for proposals shall be open until a deadline set by the Secretary of the Treasury. Student organizations can submit up to two proposals at any time before the deadline.

Section 3.2.1

The committee shall work to respond to all proposals within 15 days of submission. After approval, the student organizations entity account will be notified via an email from the HUB, and the approved proposal document will be posted to the Organizations HUB page.

Section 3.2.2

If the student organization submits a document that is denied, that proposal shall not count towards the two proposal limit per semester.

Section 3.3

Proposals submitted after the deadline set in Section 3.2 will not be considered under any circumstances.

Section 3.4

The FSC shall have three main categories for funding, and multiple sub categories. The main categories are:

- a. Event
- b. Non-Event
- c. Unity

Article IV: Event Spending

Section 4.1

Each student organization must register their events on The Hub prior to making purchases for that event. Failure to put an event on The HUB is a double-major violation. See Article 12 for more information on violations.

Section 4.2

Any event that charges admission will be considered a fundraiser; it will not be considered to be 'charging admission' if it is free to Miami Students. ASG funds must be returned before the organization profits from an event. For more information about fundraising using ASG funds, see Article 8.

Section 4.3

Event proposals are split into two subcategories:

- a. Events
- b. Overnight trips

Section IV only governs subcategory a. Please see Section V for more information on subcategory b.

Section 4.4

Events are further split into 6 subcategories:

- a. Guest Speakers
- b. Entertainers
- c. Space Fees (renting/paying for a physical space)
- d. Marking
- e. Food (refer to Article 7 for further detail)
- f. Other Event Expenses

Student organizations must provide spending information for each of these subcategories.

Section 4.5

All organizations are subject to an equal percentage reduction in funds to ensure that the committee stays within the budget allocated to student organization funding, unless

otherwise outlined by the reward system or the debt relief policy specific to an individual organization.

Section 4.6

Unity-funding can only be requested once per semester. Unity funding hearings will have an in-person hearing. A Unity Event requires 3 or more organizations to collaborate. 1 member from each organization must be present at the hearing.

Section 4.6.1

Each organization must sign a collaboration agreement that is available on the HUB. One organization must complete the separate Unity Funding Application found on the HUB.

Section 4.6.2

Organizations seeking to request unity funding may submit between \$5,000.00 and \$15,000.00 for the specific Unity Event.

Article V: Overnight Trips

Section 5.1

Organizations requesting funds for overnight trips must present their itinerary, connection to the organization's primary purpose/mission, and official documentation of collaboration with a non-profit organization (if applicable) to the Committee via the HUB form.

Section 5.2

Funding for overnight trips shall remain applicable to the student organization's global spending cap, as outlined in Article 9.

Section 5.3

Student organizations are required to submit a written plan or itinerary for overnight trips. This plan shall specify the exact nature in which funds will be utilized.

Section 5.4

The committee shall fund overnight trips according to one of the following guidelines:

- Trips must have a proven charitable purpose (or service) with a non-profit organization. Proof of collaboration (or service), in the form of official documentation from the non-profit organization, shall be included in the organization's plan/itinerary outlined in Section 15.3. Service must occur for at least 6 hours per day per student excluding travel days.

- Trips must greatly benefit the professional or educational development of organization members with respect to the organization's primary purpose/mission. Proof of educational or professional development shall be included in the organization's plan/itinerary outlined in Section 15.3. The Committee reserves the right to deny funding on the basis of a lack of educational value relative to the organization's purpose, as outlined in its Constitution available on the HUB.

Section 5.5

The committee shall be at liberty to add or remove guidelines to the list in Section 5.4. The committee shall have the responsibility of determining the merits of trips based on the guidelines set forth in Section 5.4.

Section 5.6

Student organizations may engage in safe and responsible social activities while participating in an overnight trip, provided the primary focus of the trip meets one of the guidelines set forth in Section 15.4.

Section 5.6.1

Student organizations who engage in behaviors that violate the Student Code of Conduct and/or Code of Love and Honor shall be unable to request funding for overnight trips for a period of time to be specified by the committee. This period of time shall reflect the severity of the violation(s). Sanctions are appealable pursuant to Article XV. The Associated Student Government will report any violation(s) of the Code of Student Conduct to the Office of Community Standards for their review.

Section 5.7

Overnight trips will not be funded if any part of the trip occurs during the Universities Spring Break.

Section 5.7.1

Conferences that organizations are required to attend that occur over Spring Break shall receive funding at the discretion of the committee.

Section 5.8

Student organizations may not receive more than \$200.00 per hotel room per night. The number of rooms funded will be based on 4-persons to a room.

Section 5.9

Student organizations may not receive more than \$300.00 per person round-trip for airfare.

Article VI: Non-Event Spending

Section 6.1

Non-Event Spending is split into 5 additional subcategories:

- a. Capital Items
- b. Administrative (Admin) items
- c. Social Media Marketing
- d. Banners
- e. Storage

Section 6.2

Capital purchases are for tangible goods that an organization may purchase with the intent to keep for at least one year from the date of purchase.

Section 6.3

In order to receive money for capital requests, student organizations must have an office or storage facility in which to keep the item(s). Failure to do so will result in a major violation. Please see Article 12 for more information on violations.

Section 6.4

Student organizations are allowed to use off-campus storage sites for items due to limited storage space in Armstrong Student Center. However, student organizations must ensure that this does not impede their ability to successfully pass audits.

Section 6.5

Administrative spending is designed to help sustain current student organizations by funding basic operational expenses.

Section 6.6

Administrative spending is designed for items that are consumable (like pencils or notebooks), or items that the organization will not have in 1 year.

Section 6.7

Student organizations shall spend no more than \$300/semester on Social Media Marketing. Social Media Marketing refers to, but is not limited to, spending on Ads for Facebook, Instagram, Google, Bing, YouTube, Snapchat, LinkedIn etc.

Section 6.8

Student organizations shall spend no more than \$600 on Banners per semester.

Section 6.9

Student organizations shall spend no more than \$1,000 on storage per semester. Storage refers to offsite storage bins.

Article VII: Food & Beverages

Section 7.1

In order for food to be purchased, it must meet the following criteria:

- It is the organization's responsibility to maintain food safety standards including, but not limited to, what is explicitly listed below.
- Food must be prepared in a commercial kitchen, by trained professionals.
 - Rare exceptions can be made if the food is educational in nature and fits the purpose of the organization.
- Food cannot be prepared by any member of the organization.
 - Rare exceptions can be made if the food is educational in nature and fits the purpose of the organization.
- Hot foods cannot be left sitting out for more than 1 hour, or must be kept at a temperature of at least 140°F.
- Cold food cannot be left sitting out for more than 2 hours, or must be kept at or below 40°F.
- Allergen information must be available and displayed.

Section 7.1.2

The committee is at liberty to add or remove items from 7.1 at will. The committee has final say on all food related decisions.

Section 7.3

Funding from ASG may not be used to purchase food in restaurants.

Article VIII: Fundraising Using ASG Funds

Section 8.1

Fundraising using ASG funds is defined as any activity undertaken by an organization that uses ASG funds to produce revenues for the student organization. Examples of fundraising include but are not limited to charging admission for a speaker funded through ASG, deriving profit from an internally produced album/recording funded through ASG.

Section 8.2

Organizations planning on charging individuals or groups for their products or services must inform ASG of their intention to do so when submitting expenses.

Section 8.3

Organizations intending to sell products or services aided by ASG allocations must provide financial reports of the sales to the committee.

Section 8.4

Organizations making more money from events than what ASG has funded them for must repay the initial amount spent back to ASG.

Article IX: Overall Spending Limit

Section 9.1

Organizations are subject to a global spending cap of \$12,500.00 in a given cycle. The sum of events, administrative, and capital spending shall not exceed \$12,500.00.

Section 9.2

The global spending cap outlined in Section 9.2 shall be adjusted for student organizations based on the tier in the reward system under which they fall.

Section 9.2.1

Organizations in tier 1 within the rewards system will be eligible for no more than \$3,000.00 in global spending

Section 9.2.2

Organizations in tier 2 within the rewards system will be eligible for no more than \$6,000.00 in global spending

Section 9.2.3

Organizations in tier 3 within the rewards system will be eligible for no more than \$7,500.00 in global spending

Section 9.2.4

Organizations in tier 4 within the rewards system will be eligible for no more than \$12,500.00 in global spending

Section 9.2.5

Organizations participating in a unity event are subject to a global spending cap of \$7,500.00 in a given cycle. This cap does not apply to the Unity Event.

Section 9.3

The funding caps for the rewards tier system will be adjusted every semester by the Secretary of the Treasury. The Secretary will adjust universal funding caps based on the fiscal health of ASG.

Article X: Appeals

Section 10.1

Any undergraduate student organization may appeal the decision(s) of the committee.

Section 10.1.2

Organizations cannot appeal debt Sanction penalties or penalties applied to an organization due to a debt in either the Agency account or SD Account.

Section 10.2

An organization may first appeal the decision of the committee to the chair of the committee. All grievances must be submitted to the chair within five (5) business days of the disputed instance.

Section 10.3

Any grievances or disputes with the appeal decision(s) of the chair will be presented to the Judicial Council. All grievances must be submitted to the Judicial Council within five (5) business days of the date the appeal determination was sent to the organization.

Section 10.4

Representatives of the organization and the Secretary of the Treasury will present the case in front of the Judicial Council. Each will explain their position on the disputed decision(s) of the committee. The Judicial Council will act as the final arbiter.

Article XI: Debt Policies

Section 11.1

Student organizations with a debt of less than \$50 will lose that amount of money from their next allocation and will receive a Minor penalty.

Section 11.1.2

Student organizations with a debt greater than or equal to \$50 and less than \$500 will receive a Major penalty. See Article 12 for more information.

Section 11.1.3

Student Organizations with a debt greater than or equal to \$500 and less than \$1,000 will receive a Double Major penalty. See Article 12 for more information.

Section 11.1.4

Student organizations with a debt greater than or equal to \$1,001 will receive a Triple Major. See Article 1000 for more information.

Article XII: Violations

Section 12.1

Spending on items that violate the ASG Bylaws, Constitution or Financial Services Bylaws will be subject to no more than a Double Major Penalty.

Section 12.2

Spending on items that violate University Policy, Federal, State or Local Law will be subject to no less than a Triple Major, and will be referred to Community Standards and the appropriate authorities.

Section 12.2.1

While not posting an event on the HUB is a violation of University Policy, failing to do so will result in a Double Major in lieu of a Triple Major.

Section 12.3

There are two types of violations: Majors & Minors. Minor violations do not come with a direct penalty, however two Minor penalties stack to become a Major Penalty.

Section 12.3.1

If a student organization receives 1 Major Penalty, the organization's funding for the next semester will be reduced by 25%.

Section 12.3.2

If a student organization receives a Double Major (or two single Major penalties) the organization's funding for next semester will be reduced by 50%.

Section 12.3.3

If a student organization receives a Triple Major (or three single Majors, or a Double Major and a single Major, or two Double Majors) the organization will receive no funding for the next Semester.

Section 12.4

The Financial Services Committee reserves the right to issue minor penalties at the discretion of the committee.

Article XIII: Auditing

Section 13.1

Any Organization that is discovered to have misallocated funds shall be subject to sanctions by the committee.

Section 13.2

The FSC shall have two different types of audits:

- a. Event Audits
- b. Capital Audits

Both types of Audits shall generally be conducted at random, however Unity-Events will automatically be subject to an event audit. Additionally the committee reserves the right to audit any organization at any time for any or no reason.

Section 13.3

Event Audits shall require the student organization to provide pictures and/or videos of the event, showing items purchased for the event as well as participation/engagement at the event. Additionally the student organization shall submit any and all receipts relating to the event.

Section 13.4

Capital audits shall require the Student organization to submit pictures of all capital items, as well as the receipts for purchase of all capital items for a given period. The total amount spent on capital items must match the total amount requested through proposals for that period.

Section 13.5

The FSC shall assume that any organization who fails to respond to a notice of investigation within the time frame outlined in the notice, accepts responsibility for the alleged violations.

Article XIV: Obsolete or No Longer Need Items

Section 14.1

Any organization that no longer needs an item purchased for their organization, no matter the item or how long it has been since the item was purchased, must be returned by the organization to the Secretary of the Treasury.

Section 14.2

All returned items will be dealt with at the discretion of the Division of Student Life and the Assistant Vice President for Student Life – Student Engagement and Leadership.

Section 14.3

Items that are thrown away, sold, or otherwise disposed of in an inappropriate manner will result in penalties and referrals to the proper authorities, including but not limited to the Office of Community Standards and MUPD.

Article XV: Items not permitted

Section 15.1

Student Organizations are not permitted to purchase:

- Apparel items (including t-shirts, but NOT including uniforms)
- Stickers
- Textbooks
- Conference/registration fees for members whose attendance/registration is not required.
- Events in a location where alcohol can be served
- Items already provided by ASG or the King Library Technology Exchange
- Payments to Miami University Students, Faculty, or Staff
- Individually sold or group discounted tickets
- Items that do not fit the primary purpose of the student organization
- Business cards, name tags, and other personal identification items
- AirBnb's and related house sharing and rental services.
- Any type of reimbursement. All proposals must be for future events/spending.

Section 15.2

The committee shall be at liberty to add or remove precedents to the list in Section 17.1

Section 15.3

Spending on Gifts, Items that are handed out, or items that are customized to organization members shall be a classified Triple Major penalty. Additionally the gifts will be collected and returned to the University as they are University property.

Article XVI: Amendments

Section 16.1

The standing rules of the Committee should be reviewed periodically at the discretion of the committee and the Secretary of the Treasury.

Section 16.2

Any student organization may request to change or amend these standing rules.

Section 16.3

Amendments to the standing rules must be passed by a supermajority vote of the committee. Rule changes will then be presented to the ASG Student Senate within two weeks of the vote to change.

Oversight Committee Standing Rules

Last Updated: 2/25/2020

Section 1. Confidentiality Clause

No members shall disclose any details including but not limited to referrals, witnesses, and evidence before, during, and/or after an investigation takes place. The Chair of the Oversight committee shall not disclose the identity of the individual(s) who submitted a referral (hereafter referred to as “the referrer”) to any individual, including the Oversight committee (hereafter referred to as “the committee”), unless the referrer indicates otherwise. Members shall not disclose details of executive sessions with individuals outside of the committee. Witnesses are not to disclose the details of a testimony to any individuals outside of the committee. Violations of this clause by any member of the committee are subject to removal from investigations and/or the committee as outlined in Section 2.D.

Section 2. Membership

A. Qualifications & structure

- a. Voting membership of Oversight Committee shall consist of senators selected from the general body by the Speaker of the Senate.
- b. The Oversight Committee shall be chaired by the Speaker Pro Tempore, who will serve as a voting member in the event of a tie.
- c. The Speaker of the Senate and the Parliamentarian shall serve as non-voting ex-officio members of the Oversight Committee.
- d. In the event the Speaker Pro Tempore cannot chair an investigation, the voting members of the committee shall meet to elect an acting Chair, who can be any member of the committee. Members of the committee may ask the Speaker Pro Tempore or any acting Chair to step down from an investigation for reasons including but not limited to conflict of interest, illness, or lack of time commitment.

B. Non-bias training

- a. All members of Oversight Committee shall participate in training conducted by the advisor of Student Senate and Senate Leadership in collaboration with the Office of Community Standards before they participate in any investigations or questioning
- b. In the event new committee members join during the academic year, the Speaker Pro Tempore shall ensure they participate in this training before they participate in any investigations or questioning

C. Expectations of members

- a. Members of the Committee may not announce the decisions or deliberations of the Committee without its prior approval.
- b. The Chair may impose any additional, reasonable restrictions on members of the Committee deemed necessary in administering a fair and impartial investigation.
- c. Members of Oversight Committee must attend all meetings scheduled in which they are available.
- d. All members of Oversight Committee must assist the Chair to carry out the duties of the Committee as listed in Section 108.B. of the Bylaws.
- e. Members of Oversight Committee, including and especially the Chair, may elect to remove themselves temporarily from the committee during an investigation due to:
 - i. Time constraints that do not allow a member to fully participate in an investigation.
 - ii. Conflict of interest in an investigation.
 - iii. Inability to remain impartial during an investigation.
- f. All members, including and especially the Chair, with any conflict of interest with a witness being questioned must recuse themselves from being present at the relevant testimony.

D. Removal of members

- a. Members of Oversight Committee may be removed by the Chair temporarily or permanently due to:
 - i. Violations of the Constitution, Bylaws, Standing Rules, and any other standing piece of legislation.
 - ii. Being the subject of an investigation.
 - iii. Failing to attend enough meetings to remain a voting member in an investigation, as deemed by the Chair.

Section 3. Investigations

A. Referral process

- a. A referral to the Oversight Committee may be submitted by any member of the Miami University student body to the Speaker Pro Tempore via the prescribed referral form. This form shall comprise of the individual being referred (hereafter referred to as “the respondent”), the level of urgency of the referral, details of the alleged violations, and any other information the Committee may feel necessary.
- b. Once the Speaker Pro Tempore receives a referral, the committee shall convene and review the submitted referral in executive session.
- c. After review, a voting member of the Committee can motion to vote to commence an investigation. The motion must be seconded by a voting committee member. If a simple majority is gained, an investigation into the respondent shall commence.

B. Motions to open an investigation by a committee member

- a. Any member of the committee may call a committee meeting to discuss a potential investigation. The member must disclose the respondent, details of the alleged violations, and answer any questions the rest of the committee may have in executive session.
- b. After discussion, a member may motion to open an investigation. If this motion is seconded and approved by a quorum of the committee, an investigation into the respondent shall commence.

C. Investigation timeframe

- a. Once an investigation has been opened, the Committee must decide on an adequate and reasonable timeframe under which the investigation to take place.
 - i. Once the timeframe has expired, the Committee must discuss whether the investigation should end or whether it should be extended. Should it be extended, a new timeframe must be established.

D. The Respondent

- a. Once an investigation has commenced, the respondent shall be notified by the Chair that they are the subject of said investigation. The respondent shall be given an opportunity to testify in front of the Oversight Committee and has 5 academic days to respond to the request.
 - i. Should the respondent not reply to the request, the investigation shall commence without the respondent's testimony
- b. At any time during the investigation, the committee may choose to ask the respondent for additional testimony. At any time during the investigation, the respondent may choose to give additional testimony.
- c. Throughout the investigation, the respondent may ask the Chair where the investigation stands
- d. At the conclusion of the investigation, the respondent shall be made aware of the findings of the investigation.
 - i. If the respondent is a member of the Student Senate, the Speaker of the Senate and the Speaker Pro Tempore shall notify the respondent
 - ii. If the respondent is a member of the Executive Cabinet, the Chief of Staff or the Student Body President and the Speaker Pro Tempore shall notify the respondent

E. The Referrer

- a. On the submitted referral, the Referrer may state:

- i. Whether or not they choose to disclose their identity to the rest of the committee
- ii. Whether or not they choose to give testimony to the committee
 - 1. The referrer must meet with at least the Chair to discuss the referral.
- b. At any time during the investigation, the committee may choose to ask the referrer for additional testimony.
- c. Throughout the investigation, the referrer may ask the Chair where the investigation stands
- d. At the conclusion of the investigation, the Speaker Pro Tempore shall notify the referrer of the findings of the investigation.

F. Investigations in violations of Section 502 of the Bylaws

- a. Upon beginning an investigation, the committee may decide if they are pursuing a potential violation of section 502 of the Bylaws
- b. Should an investigation into a potential violation of Section 502 of the Bylaws be commenced, the Secretary for Diversity and Inclusion shall serve as an ex-officio member of the Committee for the duration of the investigation.
 - i. Should the Secretary be unavailable to join the investigation (i.e. due to conflict of interest, illness, etc.), they shall appoint a member of the Diversity and Inclusion committee to serve as an ex-officio member of the Oversight committee for the duration of the investigation.
- c. At any point during an investigation, the committee may decide to pursue a potential violation of section 502 of the Bylaws.

G. Witnesses

- a. The committee shall decide at their discretion whether to bring an individual in for testimony that may be relevant to the investigation.
 - i. Members of the Committee shall be expected to notify the Chair of any possible conflict of interest with individuals who may testify to the Committee. The Chair shall have discretion on whether or not a

member must excuse themselves from a testimony for a potential conflict of interest; the member may also notify the Chair of this of their own volition.

- b. The Chair shall contact the individual asking for their testimony, with the individual being given five academic days to reply.
 - i. Should the individual decline the opportunity to testify, the Committee will make no further attempt to engage with the individual for purposes of the testimony.
 - ii. Should the individual accept the opportunity to testify, the Committee shall schedule a time for the individual to testify at the next possible opportunity.

H. Testimonies

- a. At the beginning of a testimony, the Chair shall motion to enter executive session for the purposes of hearing the individual's testimony.
- b. The Chair shall ask all witnesses, the respondent (if applicable), and the referrer (if applicable) whether the audio of their testimony can be recorded for accessibility purposes.
 - i. If the witnesses, the respondent (if applicable), or the referrer (if applicable) accepts a recording of the testimony, the Chair must audio record the testimony.
- c. The Chair shall remind the witnesses, the respondent (if applicable), or the referrer (if applicable) of their privileges, including but not limited to:
 - i. Ability to decline to answer questions
 - ii. Ability to end the testimony
 - iii. Ability to revoke information
 - iv. Ability to end a recording
- d. At the conclusion of the testimony, the Chair shall remind the witnesses, the respondent (if applicable), or the referrer (if applicable) of their testimony confidentiality in regards to the investigation.

I. Evidence

- a. Evidence for the investigation may be obtained through testimonies or the original Oversight report form. Any evidence that is obtained otherwise may or may not be entered into the evidence for the investigation at the committee's discretion.

J. Debating within the committee

- a. After the completion of any testimonies, the Committee shall debate on their findings and evidence in Executive Session. There is no explicit vote held until the Chair calls for one.
- b. The Committee shall only discuss evidence or findings perused throughout the course of the investigation; any hearsay may not be considered during the deliberation or voting process, or during the drafting of the Articles of Impeachment.

K. Concluding vote

- a. After all testimonies and deliberations, the Committee shall deliberate with all known information and evidence. After this has taken place, the Committee shall vote on further action. The options presented to them are the following.
 - i. Closing the investigation with no further action
 - ii. Continuing the investigation.
 - iii. Begin the process of outlining an improvement plan, as outlined in Section 3.L.
 - iv. Drafting articles of Impeachment with recommendation for censure of the respondent
 - v. Drafting Articles of Impeachment with recommendation for dismissal of the respondent.

L. Improvement Plan

- a. The committee may choose to provide the respondent with an improvement plan. The Improvement Plan shall inscribe specific changes that the Respondent must exhibit in a specific period of time.

- b. The Respondent must agree to the Improvement Plan before it is implemented
 - i. Should the Respondent refuse, the committee may choose to draft a new Improvement Plan or draft Articles of Impeachment.
- c. The Chair shall periodically check in with the respondent during the improvement plan at the committee's discretion.
- d. At the end of the inscribed period outlined in the Improvement Plan, the Committee shall deliberate on whether adequate improvement had been achieved.
 - i. Should the Committee find that adequate improvement has been achieved, the investigation will close with no further action and the respondent will be pardoned
 - ii. Should the Committee find that adequate improvement has not been achieved, they may choose to modify the Improvement Plan or draft Articles of Impeachment

M. Articles of Impeachment

- a. The Speaker of the Senate shall be notified of the impeachment proceedings by the Chair immediately following the Committee's vote. The Chair will work with the Speaker to set a date for Impeachment Trials during a meeting of the Student Senate.
 - i. The Respondent shall also be notified of the impeachment proceedings and the decision of the Committee.
 - ii. The Respondent shall have the right to resign before the Articles are brought to the Senate.
 - 1. Should the Respondent resign before the Articles are brought to the Senate, the Investigation will be closed. Any findings, evidence, or testimony collected throughout the course of the investigation may not be discussed in public due to privacy and confidentiality; any violation of this is considered a breach of Executive Session.
 - iii. The Referrer shall also be notified of the impeachment as prescribed in Section D.d.

- b. The Articles shall be written by the Committee. The Articles shall contain the name of the Respondent, the specific Constitution, bylaws, and/or standing rules violations, the Committee's recommendation of Censure or Removal, and the evidence relevant to the decision.
 - i. If the Committee is recommending Censure, they must state why they did not recommend Removal.
 - ii. If the Committee is recommending Removal, they must state why they did not recommend Censure.
- c. The Articles shall be shared with the Student Senate before the meeting at which the trial shall occur.
- d. The Chair and the Committee will present the Articles, their findings from the investigation, and their recommendation.
- e. The Respondent shall have the right to stand for trial at a meeting of the Student Senate and provide defense through their own presentation. In addition, the Respondent is allowed to bring forth individuals that may support their defense.
- f. After the conclusion of these presentations, the Student Senate will enter into Executive Session keeping in individuals who are relevant to the investigation and its findings at the discretion of the Speaker. The Respondent may not be present during this deliberation.
- g. How the Student Senate proceeds depends wholly on their vote. The Senate needs a plurality of votes in favor or against the specific actions.
 - i. Shall the Senate choose to convict, Depending on the Articles, the following shall happen:
 - 1. Censure: The Student Senate will submit an official censure of the individual.
 - a. Should the Committee feel it is necessary, they shall work with the relevant leadership and the respondent to construct an Improvement Plan.
 - 2. Removal: The individual is immediately removed from their position in the Associated Student Government. The investigation shall be closed.

- ii. Shall the Senate choose to acquit, the individual shall be cleared of any wrongdoing. The Committee shall close the investigation and may not bring forth different Articles against the same individual unless it is the subject of a new investigation.

- h. In each specific instance, the Investigation is closed by the Committee after the vote of the Student Senate. Revealing the findings of the Student Senate as well as the details of specific testimonies or confidential information is considered a breach of Executive Session.

Section 4. Updating the standing rules

- A. The standing rules must be approved by a simple majority of the committee at the beginning of each session of Senate
- B. The prior approved standing rules remain in effect until it is reapproved.
- C. Any changes to the standing rules must be reported to the Student Senate.