I. UNIVERSITY STUDENT CONGRESS

A. Financial Authority
1. Authority over the University Student Congress funds rests with the University Student Congress in compliance with University Student Congress Constitution.
2. University Student Congress financial accounts
   a. Must maintain a master account, hereby known as the “Main Account.”
   b. Must maintain an account for the processing of funds generated from the Student Activities Fee.
   c. Per the policies of Oakland University, the University Student Congress must maintain a minimum balance of $5,000.00 in its Main Account.
      i. These funds must remain uncategorized in each University Student Congress budget, and be replenished should they have been used in a previous semester, and this minimum balance must never be reallocated to any other line items.
      ii. Per University policy, these funds may be accessed in the event that the Congress is presented with an unforeseen expense or expenses that were not allocated for in a budgetary period.
         a. Unforeseen expenses include such items as bills whose total is greater than was allocated for and bills from previous semesters, due to increases in labor costs, material costs, etc., and cannot be due to negligence.
         b. Unforeseen expenses do not include items such as programming not previously created in a given budget, a forgotten item in a budget, presidential discretionary, or any similar items.
         c. The University Student Congress Financial Affairs Director, in conjunction with the Student Body President, shall determine whether an expense is considered “unforeseen;” however, these individuals are responsible for planning accordingly in a budget to prevent unforeseen circumstances to the best extent possible.
         d. The Legislature shall be notified in the event these funds are accessed and must approve the expenditure ex post facto by a majority vote; in the event that the expenditure is not approved the minimum balance must be immediately replenished from the budgetary line item Uncategorized Funds, or from another budgetary line item should adequate Uncategorized Funds be unavailable.
   d. Cannot be used to fund any student organization or club sport expenses.
3. The University Student Congress shall create a budget on a semester-by-semester basis, those being Spring/Summer, Fall, and Winter.
   a. None of these budgetary periods may be combined together to create a single budget.
   b. The aforementioned budgets may not allocate or otherwise spend more money than is available for that particular semester.
   c. The budgets for each period may provide money for programs and initiatives that will take place in another budgetary period, provided the funds used are available within the budget of the period the request is made; those requesting funds must prove that they cannot reasonably wait to request funding until the actual budgetary period within which the program or initiative will come to pass.

B. Compensation
1. The University Student Congress must determine if and how it will compensate its members and appointed agents prior to the beginning of the Spring/Summer session and Fall/Winter term.

C. Congressional Ethics
1. All members and appointed agents of the University Student Congress must abide by the following ethical standards:
   a. Uphold and obey the University Student Congress Constitution, these Bylaws, and the University Student Congress Oath of Office.
b. Seek to find and employ more efficient and economical ways of accomplishing tasks undertaken.
c. Never
   i. Discriminate unfairly by abusing powers and privileges afforded to members and appointed agents of University Student Congress.
   ii. Use any information provided in confidence, in the performance of Congressional duties, as a means of making private profit.
   iii. Engage in any business with the University, either directly or indirectly, which is inconsistent with conscientious performance of Congressional duties.
d. Maintain good academic and disciplinary standing with the University.
2. All University Student Congress members shall refrain from the posting of materials endorsing a political figure, issue, or party in the main University Student Congress office, except those materials endorsing a position adopted by the University Student Congress via resolution.

D. Student Congress Cords
1. The adopted style and color for graduation cords is single strand “royal blue”.
2. Members of Student Congress that have at least one year of continuous service are authorized to wear an honor cord during their respective graduation.
3. The term ‘Member’ includes the Executive Board, Legislators, and Congressional Court. The ‘Member’ does not include University organizations that rely on Student Congress for funding, e.g. WXOU, SVP, O.U. Post, SLLB, or appointed agents of SPB, SAFB, or the Elections Commission.
4. Congressional members that do not meet the requirement of ‘one year continuous service’ can petition the President for waiver. In the event the member’s service is noteworthy the President may grant a waiver that must be approved by the majority vote of the Legislators. If the President grants the waiver and the Legislators approve the waiver, the member is authorized to wear Student Congress cords during their respective graduation.

II. EXECUTIVE BRANCH

A. Requirements of Branch members
1. Persons are restricted from occupying a voting seat in the Legislature while occupying a position within the Executive Branch.
2. Must submit a report to all members of the University Student Congress at every meeting of the University Student Congress Legislature including but not limited to:
   a. Typed summary of the Branch member’s activities and those of their respective committees.
   b. In the event that an Executive Board Member fails to submit their report for three weeks during their semester of service, they are to immediately be put up for review per the process described under the Judiciary Bylaws (Article VI, G(3)(c-e)). These three missed reports will be kept track of by the Judiciary Chair with help from the Administrative Assistant.
3. Must maintain posted weekly office hours during all University academic semesters.
4. Must accept additional duties as delegated by the Student Body President.
5. Must maintain records of all business considered at meetings the member oversees.
6. Attend all meetings of the University Student Congress Legislature.
   a. Absences and tardies due to familial, medical, other unforeseeable circumstances, or the execution of Congressional duties shall be deemed excused.
      i. Documentation for an excused absence must be submitted to the Judiciary Committee within fourteen (14) days of the absence for it to be considered excused.
7. All Executive board members shall work in the Student Congress office at least 10 hours a week
   a. In the event an Executive Board member is working less than 10 hours a week the matter shall initially be referred to the Student Body President — or his designee — for resolution.
   b. The Student Body President — or his designee — can waive the 10 hour requirement on an individual basis for good cause.

B. Appointment to Executive Branch positions
1. Appointees may hold their position for a maximum of two Legislative Body meetings without confirmation by the University Student Congress Legislature.
2. If the appointee fails to receive confirmation from the Legislature within the time specified above, then the person:
   a. Must immediately and unconditionally vacate the position.
   b. May not reapply for the position within the current Congressional session.
3. Additional appointed Executive Branch positions may be created by amendment to these Bylaws.
C. **Student Body President**
   1. **Duties and Responsibilities**
      a. Responsible for the execution of all legislation and directives of the University Student Congress Legislature.
      b. Ultimately responsible for all duties delegated to the members of the Executive branch.
      c. Must chair a campus-wide Open Forum and conduct an informative State of the Student Body Address during the Winter semester of the University academic year.
      d. Must submit budgets to the University Student Congress Legislature by the third regularly scheduled meeting of the Spring/Summer and Fall/Winter terms of the University Student Congress Legislature.
      e. Has the authority to include a discrepancy factor with respect to budget line items during the budgetary period.
      f. Represent the student body in all dealings with University, local, state, national, and international officials.
      g. Hold bi-weekly personal meetings with all Executive Branch members and appointed agents.
   2. **Enumerated Powers**
      a. May appoint an interim chair to any Congressional standing committee where the position becomes vacant.
      b. Chairs the Student Activities Fee Assessment Committee (SAFAC).
      c. May make a motion to submit guidelines for the Student Activities Fee Assessment Committee to the University Student Congress Legislature.
      d. Has privilege of line item veto regarding legislation, provided that the legislation does not explicitly state that it is not subject to line item veto.
      e. May include a presidential discretionary fund budget line item in budgets submitted to the University Student Congress Legislature.
      f. May delegate duties to other members of the Executive Branch or appointed agents while retaining full responsibility for the fulfillment of those duties.
      g. May dismiss any member of the Executive Branch or appointed agents for violation of their duties and obligations as outlined in the Constitution or these Bylaws.

D. **Student Body Vice President**
   1. **Duties and Responsibilities**
      a. Assist the Student Body President in the execution of his or her duties.
      b. Fulfill the duties of the Student Body President in the absence of the Student Body President.
      c. Hold bi-weekly personal meetings with all Executive Branch members and appointed agents.
      d. In concert with the Student Body President, plan and conduct the Fall and Winter Student Congress Retreats.
   2. **Enumerated Powers**
      a. In the absence of the Steering Chair, the Student Body Vice President may call a meeting of the University Student Congress Legislature with seven (7) days' public notice.
      b. Chair the Legislative Affairs Committee in the absence of a Legislative Affairs Director.
      c. Must establish and chair the Multi-Cultural committee in the absence of the Multicultural Affairs Director

E. **Administrative Assistant**
   1. **Duties and Responsibilities**
      a. Responsible for publication and distribution of the Minutes of the University Student Congress Legislative Body meetings.
      b. Chair the Elections Commission and assist in the assembling of the Validations Committee.
      c. Ensure that office supplies are ordered on a timely basis and are readily available.
      d. Assist in the compilation and typing of documents for members of the University Student Congress as necessary.
      e. Ensure that the office is kept clean and orderly.
      f. Assist in the compilation of official records as outlined elsewhere in these Bylaws.
   2. **Enumerated Powers**
      a. May make a motion to submit amendments to the guidelines of the Elections Commission to the University Student Congress Legislature.

F. **Financial Affairs Director**
   1. **Duties and Responsibilities**
a. In conjunction with the Student Body President, must prepare, compile, and publish budgets for the University Student Congress.
b. Submit monthly financial reports to the University Student Congress.
c. Implement appropriations following budget approval.
d. The Financial Affairs director or his/her designee shall serve as the representative of the University Student Congress on the Student Activities Fee Assessment Committee.

2. Enumerated Powers
a. Maintain all University Student Congress financial accounts.

G. **Student Activities Funding Board Chair**
1. General Duties and Responsibilities
   a. Chair the Student Activities Funding Board.
   b. Responsible for the actions of the Student Activities Funding Board.
2. Enumerated Powers
   a. May make a motion to submit amendments to the guidelines of the Student Activities Funding Board to the University Student Congress Legislature.

H. **Student Program Board Chair**
1. General Duties and Responsibilities
   a. Serve as chair and an ex-officio member of the Student Program Board.
   b. Responsible for the actions of the Student Program Board.
2. Enumerated Powers
   a. May make a motion to submit amendments to the guidelines of the Student Program Board to the University Student Congress Legislature.

I. **Student Services Director**
1. General Duties and Responsibilities
   a. Chair the Student Services Committee as a non-voting member.
   b. Responsible for the actions of the Student Services Committee.
2. Enumerated Powers
   a. May make a motion to submit amendments to the guidelines of the Student Services Committee to the University Student Congress Legislature.

J. **Legislative Affairs Director**
1. General Duties and Responsibilities
   a. Chair the Legislative Affairs Committee.
   b. Responsible for the actions of the Legislative Affairs Committee.
   c. Coordinate the SAM delegation from Oakland University
   d. Implement Voter Registration
2. Enumerated Powers
   a. May make a motion to submit amendments to the guidelines of the Legislative Affairs Committee to the University Student Congress Legislature.

**III. LEGISLATIVE BRANCH**

A. **Requirements and Responsibilities of Legislative Branch members**
1. Represent students at all levels, including, but not limited to:
   a. University Student Congress.
   b. University Senate and its committees.
   c. Other University-wide Committees.
   d. Board of Trustees.
   e. Other official Legislative bodies.
2. Research and investigate issues that affect the student body.
3. Propose solutions to problems.
4. Have membership in at least one University-wide committee or the University Senate.
5. Maintain a minimum of one office hour per week in the Oakland University Student Congress office.
6. Attend all meetings of the University Student Congress Legislature.
   a. Absences and tardies due to familial, medical, other unforeseeable circumstances, or the execution of Congressional duties shall be deemed excused.
      i. Documentation for an excused absence must be submitted to the Judiciary Committee
within fourteen (14) days of the absence for it to be considered excused.

B. Enumerated Powers of the Legislative Branch
   1. To refer items of business to the appropriate committee provided:
      a. The Legislature clearly states the charge.
      b. The Legislature establishes a time frame for the committee to submit its reports.

C. Minimum requirements for prospective Legislators
   1. Submit an application with 50 valid signatures from the Oakland University Student Body.
   2. Submit a minimum one (1) page double spaced essay addressing the following:
      a. Why you want to be a legislator?
      b. What are your qualifications to be a legislator?
   3. Attend three (3) regularly scheduled meetings during the administration in which applying.
   4. Complete four (4) hours work in the Oakland University Student Congress functions/office that cannot
      include regularly scheduled OUSC meetings, during the administration in which applying.
   5. The prospective legislator would need to set up a meeting with the Research and Review chair to review
      application and discuss requirements as a legislator.
   6. The minimum requirements for perspective legislators shall be initially met by all students who
      wish to petition the Oakland University Student Congress for the privilege of representing the
      student body as a legislator, regardless of yearly timing (including those who wish to be on the
      ballot). However, students who have served as legislators in the directly preceding administration
      need only complete the “Declaration of Candidacy” form by the respective date as determined by
      the Administrative Assistant.

D. Congressional Archivist
   1. The Legislature shall select from their membership a Congressional Archivist during the first
      meeting of a new Congress.
   2. The Archivist shall hold their position for the duration of the Congressional term of office; should the
      Archivist resign, the Legislature shall select a replacement at the next meeting.
   3. The Archivist may elect to count their position toward their committee membership requirement in
      lieu of actual committee membership.
   4. Members of the Legislature who hold their office ex-officio are not eligible to serve as
      Congressional Archivist.
   5. The Archivist is require to adhere to the OUSC Archival Guidelines in the execution of their
      duties.

E. Senior Legislator
   1. The Legislature shall select from their membership up to two (2) Senior Legislators by their third
      meeting as a new Congress. Those who are eligible to be selected are those who have the greatest
      amount of continuous service to the Oakland University Student Congress (including executive board,
      legislature, or any OUSC committees, all of which are voted on by the legislature).
   2. The Senior Legislator(s) shall serves as the Liaison between the Executive Branch and the Legislative
      Branch of OUSC.
   3. They shall sit in on one (1) executive board meeting a month, at the discretion of the Senior Legislator(s)
      and the President to discuss Legislative progress, concerns, needs, initiatives, or other relevant topics.
   4. They shall provide guidance for the chairs of all committees of the University Student Congress in order
      to ensure that organization with each committee.
   5. They shall conduct bi-weekly meetings with the members of the Legislative Branch.
   6. They shall conduct ad-hoc committees in response to medium-term issues or campus events.
   7. They shall assist the Student Body President in the execution of all legislation and directives by the
      Legislative Branch.
   8. They shall submit a report to all members of the University Student Congress at every general body
      meeting.
   9. If there are more than two (2) Legislators that are qualified to fill the position of Senior Legislator, the
      candidates shall be voted on via a ballot vote, conducted by the Vice President of the student body. The
      two (2) candidates who receive the most votes shall fill the position. Standard ballot votes apply.
   10. Legislators have the ability to remove any Senior Legislator who is unfit to fulfill the position of Senior
       Legislator, per Judicial Branch rules and regulations.
F. Parliamentarian

1. The Legislative Body shall elect a parliamentarian position that shall retain status equal to the Congressional Archivist.

2. The Parliamentarian shall hold their position for the duration of the Congressional term of office, should the Parliamentarian resign, the Legislature shall nominate and elect a new member at the next meeting.

3. Members of the Legislature who hold their office ex-officio are not eligible to serve as Parliamentarian.

4. The Parliamentarian shall have the responsibility of maintaining parliamentary procedure along with the Members of the Legislature who hold their office ex-officio are not eligible to serve as Parliamentarian.

5. The Legislative Body shall elect a parliamentarian position that shall retain status equal to the Parliamentarian.

6. While the Judicial Chair is responsible for matters regarding the Constitution, the Parliamentarian shall be a resource for parliamentary procedures and Roberts Rules ensuring that they are properly followed during General Body meetings.

7. The Parliamentarian shall have the final decision on parliamentary matters and procedures in addition to Roberts Rules, but may be overruled by a two-thirds (2/3) majority vote of the legislature.

   a. A parliamentary dispute may arise due to a disagreement or interpretation to a procedure or aspect of Robert’s Rules. In such an instance, it is the Parliamentarian who retains the final decision on what procedure or Robert’s Rules states. If there is disagreement or discontent with the Parliamentarian’s decision, a motion can be made, and must be seconded, to overrule the Parliamentarian’s decision, which would require a two-thirds (2/3) majority vote from the legislature.

8. While the Parliamentarian is endowed with the final decision regarding parliamentary procedure and Robert’s Rules of order, the Vice-president retains the power of directing and leading General Body meetings.

IV. APPOINTED AGENTS

A. Common Ground

1. These posts are appointed by the Student Body President and subject to approval of the University Student Congress Legislature.

2. Additional tasks may be assigned to these agents by the University Student Congress.

3. Additional appointed agent positions may be created by amendment to these Bylaws.

B. Visual Communications Director

1. Duties and Responsibilities

   a. Responsible for the creation and design of any promotional content for University Student Congress and its committees.

   b. Assist University Student Congress in designing or implementing visual solutions through the use of signs, typography, drawing, graphic design, illustration, color and or electronic resources, et cetera.

   c. Advise University Student Congress on the usage and purchase of computer equipment.

   d. Maintain the visual elements of the University Student Congress website.

   e. Establish and maintain the University Student Congress computer network.

   f. Assist and train users how to effectively use the computer network.

   g. Fulfill the duties of the Marketing Director in the absence of the Marketing Director.

2. Enumerated powers

   a. May establish and chair a Visual Communications committee.

C. Marketing Director

1. Duties and Responsibilities

   a. Responsible for the creation and placement of orders for any placement of orders for any promotional content for University Student Congress.

   b. Publicize the University Student Congress and its committees.

   c. Implement promotions of the University Student Congress and its committees.

   d. Advise the President and Financial Affairs Director on the usage and purchase of promotions equipment.

   e. In cooperation with the Congressional Archivist, ensure that these Bylaws are updated with each Bylaws amendment that is passed by the Congress.

   f. Fulfill the duties of the Visual Communications Director in the absence of Visual Communications Director.

2. Enumerated powers

   a. May establish and chair a Marketing committee.
D. Multicultural Affairs Director
   1. General Duties and Responsibilities
      a. Chair of the Multicultural Affairs committee
      b. Responsible for the actions of the Multicultural Affairs committee
      c. Coordinate and run events that are specific to advancing students understanding and appreciation
         of world cultures.
   2. Enumerated Powers
      a. May make a motion to submit amendments to the guidelines of the Multicultural Affairs
         committee to the University Student Congress Legislature.

V. UNIVERSITY SENATE

A. Student Delegation
   1. The number of seats reserved for students on the University Senate is set by the Senate.
   2. Members of the University Senate are identified as Senators.
   3. The Student Body President is entrusted with the selection of Student Senators.

B. Senatorial Appointments
   1. Appointments pertaining to the Student Delegation specified in this article are subject to the
      approval of the University Student Congress.
   2. Senatorial appointments are to be made by:
      a. The Student Body President or this person’s designated agent.
      b. Other Senatorial appointments may be made, subject to the jurisdiction of the University
         Student Congress, and are subject to the following constraints
      i. The availability of the Senatorial post must be made public.
      ii. The selection process must be open to all members of the student body.
      iii. A reasonable amount of time must be provided for interested students to apply.
      iv. All candidates must apply in writing.

C. Duties and Responsibilities of Student Senators
   1. Attend meetings of the University Senate subject to the following attendance policy:
      a. Each Senator is allowed one excused absence per semester.
   2. Represent the interest of the student body to the University Senate.
   3. Submit a copy of the University Senate minutes to the Administrative Assistant for compilation in
      official Congressional records and to the Judiciary Chair for purposes of tracking absences.

D. Duties and Responsibilities of Senate and University-wide Committee Delegates
   1. Attend committee meetings subject to the following attendance policy:
      a. Each committee member is allowed one excused absence per semester.
   2. Represent the interest of the student body to the committee.
   3. Submit a copy of the committee minutes to the Administrative Assistant for compilation in
      official Congressional records and to the Judiciary Chair for purposes of tracking absences.

E. No student, including members of the University Student Congress, shall be monetarily compensated
   by the University Student Congress for membership on the University Senate or its respective
   committees.

VI. COMMITTEES

A. Responsibilities and Duties of the Student Activities Funding Board (SAFB)
   1. Allocate funds from the Student Activities Fee to student organizations.
   2. Allow student organizations to appeal the decision of this board.
   3. Encourage programming by student organizations that benefits the University community.
   4. Adhere to and obey the Student Activities Funding Board guidelines (see Appendix I).

B. Responsibilities and Duties of the Student Program Board (SPB)
   1. Assist the Student Program Board Chair on programming matters.
   2. Program on behalf of the student body.
   3. Appoint persons to SPB Executive Board positions as outlined in the Student Program Board
      Guidelines.
   4. Adhere to and obey the Student Program Board guidelines (see Appendix II).

C. Guidelines of the Student Services Committee (SSC)
   1. Composition of the Student Services Committee.
      a. The Publicity and Technology Coordinator shall serve as a non-voting Co-Chairperson
      b. As many as seven general voting members approved by the Legislature.
c. An unspecified and unlimited number of non-voting members.

2. Responsibilities and Duties of the Chair
   a. Perform all duties in accordance with the University Student Congress Constitution and these Bylaws, including establishment, oversight, and promotion of all of the following:
      i. The online Bookswap.
      ii. The Student of the Month Award
      iii. The Technology Advancement Program
      iv. The Grizz Art Program
      v. The Fall and Winter Student Congress Retreats
      vi. The Bear Bus Shuttle Service
      vii. The Grizzly Oaks Disc Golf Course
   b. Enjoys executive authority during the Spring and Summer semesters.
   c. Respond to student input and suggestions.
   d. Vote to break a tie in the Student Services Committee.
   e. Maintain veto authority in relation to the SSC’s various subcommittees, which may be overridden by a 2/3 vote of the SSC.
   f. Must establish a fair and responsible policy with respect to the meetings and voting in regards to the SSC.
   g. Maintains involvement with and support of the Gender and Sexuality Center.
   h. Be proactive in monitoring services provided to students by the Oakland University administration and the University Student Congress.

3. Responsibilities and Duties of the Co-Chair
   a. Perform all duties in accordance with the University Student Congress Constitution and these Bylaws that his/her job demands.
   b. Take over all responsibilities of the Chairperson if they are unable to perform their duties.
   c. Follow plans laid by the SSC chair and work on the publicity necessary to carry out those tasks.

4. Responsibilities and Duties of Committee Members
   a. Voting members
      i. Must attend SSC meetings unless otherwise excused.
      ii. Must adhere to the most recent attendance policy of the SSC.
      iii. Must vote in accordance with the policy set forth by the chairperson in a timely fashion.
   b. Project managers
      i. Student Concerns Coordinator
         a. Oversee the checking of the eight OUSC student concern/suggestion boxes across campus weekly in accordance with the SSD to facilitate these concerns
      ii. Student Involvement Coordinator
         a. Oversee and initiate OUSC activities on campus as well as help to maintain the OUSC Grizzly Oaks Disc Course.
      iii. Student Recognition Coordinator
         a. Oversee the Student of the Month and Student of the Year Awards
      iv. Student Resource Coordinator
         a. Oversee the promotion of the Bookswap online program and work towards extending the hours of operation of the Kresge Library.
      v. Student Artwork Coordinator
         a. Oversee the promotion and expansion of the Grizz Art program
   c. Non-voting members.
      i. Must endeavor to attend SSC meetings and adhere to its attendance policy.
   d. Assist the Student Services Director on providing services to the Student Body.
   e. Undertake projects and directives referred to the committee by the Legislature.
   f. Must submit any required progress reports to the SSC and its chairperson in a timely manner.
   g. Must diligently and faithfully pursue the goals of the SSC as set forth by the committee, its Chairperson or the University Student Congress.

5. Subcommittee Project managers
   a. The SSC may, at any time, defer an issue, set of issues, tasks, or set of tasks to a subcommittee headed by individual project managers
      i. Conditions and Requirements for Deferment.
         a. A clear understanding of the subcommittee’s role.
         b. A specification governing the latitude that the subcommittee enjoys.
         c. Any other criteria that the SSC deems necessary to achieve its objectives.
      ii. Duties of subcommittees.
         a. Perform its duties in a diligent and productive manner.
b. Deliver timely progress reports to the chair or the SSC itself.
c. Acknowledge that its role is limited by the authority granted by the SSC.

6. Attendance policy
   a. Voting members.
      i. Unexcused absences will be referred to the Judiciary Committee for potential action, as written in these University Student Congress Bylaws.
      ii. Attendance at events will be reflected in the attendance policy of the SSC.
      iii. Volunteer hours will be counted toward attendance, in lieu of attending a meeting.
      iv. Subcommittee meetings do not count towards SSC attendance policy.
   b. Non-voting members.
      i. More than three (3) unexcused absences can result in removal from the SSC.
      ii. Absences from meetings are taken less seriously than volunteering to work at an event and then not fulfilling that duty.
      iii. Subcommittee meetings do not count toward SSC attendance policy.

7. Relationship of the Student Services Committee with respect to the University Student Congress.
   a. The University Student Congress may:
      i. Remunerate the SSC Chairperson for performing responsibilities associated with the functions of SSC.
      ii. Reserve the right to review any policy adopted or action taken by the SSC.

D. Guidelines of the Legislative Affairs Committee (LAC)

1. Composition of the Legislative Affairs Committee.
   a. As many as seven general voting members approved by the Legislature.
   b. An unspecified and unlimited number of non-voting members.

2. Responsibilities and Duties of the Chair.
   a. Ensure the continued operation of the Legislative Affairs Committee.
   b. In conjunction with the committee, coordinate and run the following events:
      i. Voter Registration Drive(s) at least two months prior to prominent elections.
      ii. OU Day at the Capitol.
   c. Maintain student ties with the University’s Government Relations Office.
   d. Act as the supervising lobbying voice of the Oakland University Student Body with the Legislative Chair. Promote government relations initiatives and lobbying efforts to the student body.
      i. Establish and maintain contact with local, state, and federal government.
      ii. Publish pamphlets, flyers, etc. to distribute information on issues and policy, and the opinions of the OUSC and LAC.
   e. Select Assistant Chairs within two (2) weeks of the date from which the Legislative Affairs Committee contains enough approved voting members to fill each of the four Assistant Chair positions and forward their names to the Judiciary Committee for record keeping purposes.

3. Responsibilities and Duties of the Assistant Chairs, who are referred to as the Chairs of their respective subcommittees.
   a. Legislative Vice Chair
      i. Oversee legislative matters within the Legislative Affairs Committee.
      ii. Organize and plan OU Day at the Capitol with the Legislative and Multicultural Affairs Director, Administrative Chair, and committee members. iii.
      iv. Lobby on behalf of the OU students at all levels of government and provide publications of efforts and ramifications of current policy, bills, and legislation
   b. Multicultural Vice Chair
      i. Maintain contact with student organizations; organize and oversee multicultural roundtables.
      ii. Research global issues and make publications to inform students.
      iii. Lobby on behalf of OU students at all levels of government that deal with matters of discrimination based on multicultural matters.
      iv. Inform students on multicultural issues of a non-political matter.
      v. Create, conduct, and collect surveys to better understand OU students’ thoughts on multicultural matters.
   c. Administrative Vice Chair
      i. Assist the Legislative Affairs Director.
      ii. In conjunction with the Legislative Chair, assist with OU Day at the Capitol. iii.
      Report research and opinions to the entire committee of the OUSC.
d. Student Vice Chair
   i. Assist students who need counsel on academic and student policy and rights.
   ii. Maintain a working relationship with ex-officio Commuter Council Representative and
        OUSC to establish commuter matters.
   iii. Create and operate community service activities to promote multicultural issues and
        lobbying efforts in conjunction with the Legislative and Multicultural Chairs.

4. Responsibilities and Duties of the Committee.
   a. Members must attend all meetings of the committee pursuant to the committee attendance
      policy.
   b. Must submit any required progress reports to the committee and/or chair in a timely manner.
   c. Assist the Legislative Affairs Director, or the Student Body Vice President
      in the absence of a Legislative Affairs Director, in their duties and responsibilities.
   d. Select and research student issues for lobbying efforts.
   e. Select and research student issues for multicultural efforts.
   f. Perform and administer voter registration drives at appropriate times on behalf of the
      University Student Congress.
   g. General Association of Student Governments
      i. Maintain involvement and membership with whatever association of student
         governments that the Legislature approves membership in, by majority vote.
      ii. Send a delegation of at least two (2) students to each conference of any association of
          student governments that the Congress has membership in, should such a conference exist.
   h. Perform and administer a multicultural roundtable.
   i. In conjunction with the Administrative Assistant, maintain a continuing file of all business
      transacted at the meetings of the University Student Congress Legislature.
   j. Serve on a subcommittee and perform the duties of such committee.
      i. Legislative Affairs
      ii. Multicultural Affairs
      iii. Administrative Affairs
      iv. Student Affairs

5. Attendance
   a. Voting members must attend all meetings of the committee unless otherwise excused by the chair.
      i. Unexcused absences may result in removal from the committee and referral to the
         Judiciary Committee.
   b. Non-voting members must endeavor to attend all meetings of the committee. More than three
      unexcused absences may result in removal from the committee.

6. Relationship of the Legislative Affairs Committee with respect to the University Student
   Congress.
   a. The University Student Congress may:
      i. Reserve the right to review any policy adopted or action taken by the LAC.

E. Guidelines of the Elections Commission
   1. Elections Commission Chairperson
      a. Eligibility
         i. The Elections Commission Chairperson shall be the Administrative Assistant, a
            University Student Congress Executive Board member, in accordance with the
            University Student Congress Constitution.
         ii. The Elections Commission Chair may not declare support, public or private, for any
             candidate for any elective office in the University Student Congress.
         iii. The Chairperson is ineligible to run for any elective office in the University Student
              Congress during their term as Chair.
         iv. If the chair violates or neglects any of their duties, responsibilities, or any eligibility
             requirement, they must be immediately removed by the Legislature and a replacement must
             be nominated.
         v. Any person previously removed and proven guilty from any Elections Commission or
             Validations Committee in any year shall be ineligible to hold this position.
            a. No actions taken prior to the enactment of these guidelines shall be grounds for
               ineligibility of the Elections Commission Chair.
      b. Duties and Responsibilities
         i. Nominate members to the Elections Commission no later than the final University
            Student Congress meeting of January.
         ii. Nominate members to the Validations Committee no later than three weeks prior to an
election.

iii. Ensure the integrity and freedom of all campus-wide balloting by enforcing all rules and regulations related to Congressional elections set forth in the University Student Congress Constitution, University Student Congress Bylaws, and Elections Guidelines.

iv. Ensure equal and fair opportunity for all students to run for elective positions on the University Student Congress.

v. Select and publicize the date(s) of all campus-wide balloting, including yearly elections, ballot initiatives, and other special balloting, as necessary.

vi. Publicize all important dates associated with any campus-wide balloting, including, but not limited to:
   a. Filing deadlines
   b. Signature submission deadlines
   c. Elections orientations
   d. Campaign events
   e. Debates
   f. Press conferences

vii. Select the dates, times, and locations of campus polling stations.

viii. Assemble elections packets and make them available for candidates.

ix. Post all elections guidelines, rules, and regulations in a public place for perusal by the Oakland University population and have such materials available on request for students-at-large and write-in candidates.

x. Receive any formal complaints against any candidate, campaign, or ticket filed by a member of the Oakland University community and submit them to the Validations Committee for consideration.

xi. Prepare all voting results for publication within twenty-four (24) hours of the end of the Validations Committee meeting.

xii. Prepare a year-end report on the University Student Congress elections and submit it to the Legislature.

c. Enumerated Powers

i. May introduce items of business to the University Student Congress Legislature pursuant to Article VI, Section C of the University Student Congress Constitution of 2005.

ii. May vote in Elections Commission meetings only to break a tie vote.

iii. May issue a formal reprimand to candidates who the Elections Commissioners or Elections Commission Chair have apprehended in violation of the Elections Guidelines; this reprimand shall carry the weight of a Grievance Form during the Validations Committee hearing.

2. Elections Commissioners

a. Membership

i. The Elections Commission shall be consist of a minimum of five voting members, but not more than nine voting members.

ii. Commissioners shall be selected by the Elections Commission Chairperson and confirmed by a 2/3 vote of the University Student Congress Legislature.

b. Eligibility

i. Elections Commissioners may not be members of the University Student Congress Legislature or Executive Board.

ii. Commissioners may not declare support, public or private, for any candidate for any elective office in the University Student Congress.

iii. Commissioners are ineligible to run for any elective office in the University Student Congress during their term of office.

iv. Commissioners who violate or neglect any of their duties, responsibilities, or eligibility requirement shall be immediately dismissed by the Chair and a replacement nominated; the dismissed shall be publicly reprimanded after they have had an opportunity for appeal.

v. Dismissed members shall have a chance to appeal to the full Elections Commission; appeals must take place at the next meeting following the dismissal.

vi. Any person previously removed from any Elections Commission or Validations Committee in any year shall be ineligible to hold this position.

c. Duties and Responsibilities

i. Assist to administer all campus-wide balloting.

ii. Assist the Elections Commission Chairperson in all of their outlined duties and responsibilities and in any other capacities requested.

iii. Assist the Elections Commission Chairperson in the selection of polling station workers; Elections Commissioners are eligible to work at polling stations.
iv. May draft a yearly Elections Commission Code of Ethics under which the Commission, Commissioners, and/or Chair may voluntarily operate; the Chair shall have an equal say and vote in the drafting of such a Code.

d. Enumerated Powers
i. Vote to finalize all proposed elections-related dates and other decisions proposed and/or selected by the Elections Commission Chairperson.

3. Elections Commission Advisor
a. The University Student Congress Advisor shall serve as the Advisor to the Elections Commission.
b. The Advisor shall be an ex-officio and non-voting member of the Elections Commission.
c. The Advisor is bound by all decisions made by the Elections Commission and may not take unilateral action in relation to the University Student Congress elections; such actions shall be considered invalid unless the Advisor is acting to correct an infraction against the policies of Oakland University.

4. Elections Commission Operation
a. A simple majority of the Commission shall equal quorum; quorum is necessary for any official business and voting to take place.
b. All Commissioners shall be allotted three (3) absences per semester; absences in excess of three warrant immediate removal and replacement.
c. The term of the Elections Commission ends once all elections results have been approved and made public.
d. If the Elections Commission is assembled to administer a special election prior to the yearly elections, Commissioners will retain their seats for the annual elections cycle unless they formally resign their position.
e. All Elections Commission meetings shall operate on following guidelines:
   i. All meetings except the final (ballot-counting) meeting shall be open meetings.
   ii. A 2/3 vote of the Elections Commission may vote to move a meeting into closed session at roll call in accordance with the Michigan Open Meetings Act and various Attorney General opinions.
   iii. Meetings shall be structured; gallery members shall remain from the Elections Commissioners and will give appropriate opportunities to address the Commission.

F. Guidelines of the Steering Committee

1. Responsibilities and Duties of the Chair
   a. Hold regular committee meetings.
   b. Compile and distribute agendas to all members of the University Student Congress.
   c. Advise and assist members of the University Student Congress Legislature that request assistance on Parliamentary Procedure and on efficiently writing legislation.

2. Responsibilities and Duties of the Steering Committee
   a. Assist the chair in the compilation of agendas for the University Student Congress.
   b. To determine whether proposed business should be on an agenda subject to all of the following constraints:
      i. The order of business does not contravene the policies of the University Student Congress as set forth in the University Student Congress Constitution, these Bylaws, or by act of the University Student Congress Legislature.

3. Enumerated Powers
   a. To set and approve the agenda for all regularly scheduled meetings of the University Student Congress Legislature.
   b. To refer any order that it deems in conflict with the above clause back to the member responsible for its introduction.
   c. May set rules regarding any piece of business that the committee places on the agenda.
   d. Call a meeting of the University Student Congress provided:
      i. That is in conjunction with the requirements set forth in the University Student Congress Constitution or these Bylaws.
      ii. It is set by policy of the University Student Congress Legislature and thus considered part of the regular meetings schedule.
      iii. That at least seven members of the University Student Congress Legislative members submit a written request within the previous seven calendar days

G. Guidelines of the Judiciary Committee

1. Responsibilities and Duties of the Chair
   a. Hold regular committee meetings.
b. Facilitate a formal meeting structure at all Committee meetings and hearings.
   i. Within one week of the selection of a Committee chair by the Legislature, the Chair
      shall submit to the Legislature for approval an outline of the hearing guidelines the chair
      intends to follow for the duration of their tenure in the position.
   ii. The Legislature may amend the Chair’s hearing guidelines by a 2/3 majority vote.

c. Brief all Legislators, Executive Branch members, and appointed agents added to the
   University Student Congress in the midst of a Congressional term on their duties and
   responsibilities within two (2) weeks of their addition to the body.

d. Maintain a continuous record of all committee assignments of all University Student
   Congress members and ensure members are attending committee meetings.

e. Assign and delegate duties to members of the committee as necessary.

f. Officially notify the Steering Committee Chair when a Legislator has accumulated three (3)
   unexcused absences in order that immediate removal shall be placed on the agenda at the next
   regularly scheduled meeting of the Legislature.

g. Refrain from discussing details of ongoing investigations with any persons outside the
   Committee.

h. The Chair shall be temporarily removed from their position if charges are submitted against them.
   At the next meeting of the committee, a new chair must be selected from amongst the current
   members.
   i. If the Chair is judged not-guilty they shall be reinstated to their position immediately unless
      an appeal of the verdict is made.
   ii. If the Chair is judged guilty they shall be barred from the position of Judiciary Chair and from
       membership on the Judiciary Committee, even if they remain a member of the University
       Student Congress. The Legislature shall be charged with selecting a permanent replacement
       for the position at its next regularly scheduled meeting.

i. Shall be required to update Student Congress bylaws anytime they are amended.
   i. After completion of updating and fixing any changes voted on the Legislature, the Judiciary
      Chair shall present new bylaws to the Public Relations and Technology Chair.
   ii. The publics Relations and Technology chair, upon receiving revised Bylaws will upload them to
       the Oakland University Student Congress Website for all legislators to reference at their
       convenience.

2. Responsibilities and Duties of the Committee
   a. Serve as the Court of First Resort for any and all disputes within the University Student
      Congress not related to constitutionality.

b. Attend all formal hearing sessions of the Judiciary Committee.

c. Reach all decisions by a simple majority vote of the committee.

b. Maintain records of tardies and excused/unexcused absences of Legislators, Executive
   Branch members, and appointed agents.

e. In conjunction with the Chair, ensure that all members of the Legislative Branch, Executive
   Branch, appointed agents, and members of affiliated committees are fulfilling their obligations as
   specified by the University Student Congress Constitution, these Bylaws, or acts of the University
   Student Congress.
   i. In the absence of filed charges originating from outside the committee against a Congress
      member who is accused of having violated their duties and obligations, the Committee itself
      may institute impeachment proceedings against said member at its discretion; no Committee
      member must recuse themselves in such proceedings, unless they are the Congress member
      charged. See Article VI.G.2.h.

f. Refrain from discussing details of ongoing investigations with any persons outside the
   Committee.

g. A Committee member must temporarily relinquish their seat if charges are submitted against them.
   i. If the Committee member is judged not-guilty they shall be reinstated to their position
      immediately unless an appeal of the verdict is made.
   ii. If the Committee member is judged guilty they shall be barred from membership on the
        Judiciary Committee, including the chair’s position, even if they remain a member of the
        University Student Congress.

h. Make any policies in regards to disciplinary action that are:
   i. Not explicitly stated in the Oakland University Student Congress Constitution or its
      Bylaws.
   ii. Not in conflict with any of the provision of said Constitution or Bylaws.

3. Impeachment of University Student Congress members:
   a. Charges may be submitted by any Oakland University student, faculty, or staff against any
member of the Legislative, Executive, or Judicial branches, as well as appointed agents and any
members of affiliated committees.

b. Charges must be submitted in writing to the Judiciary Chair and must cite specific violations of the
University Student Congress Constitution, Bylaws, and/or legislative acts thereof.

c. Within fourteen (14) calendar days of receipt of the written charge, the Judiciary Committee will
contact the accused to either come before the committee or submit a verbal or written statement in
defense.

d. The Committee shall conduct formal hearings to determine innocence or guilt. All accused
persons are considered innocent until proven guilty.

e. All hearings shall be open to the public.

4. Sanctions

a. A guilty verdict shall result in the imposition of sanctions by the Committee. The accuser and
accused shall be notified personally in writing regarding the verdict.

b. The Chair shall submit a written summary of the Committee’s findings, verdict, sanctions, and
any further recommendations at the next meeting of the Legislature.

c. The following sanction options are available to the Committee:

i. Verbal or written sanction.

ii. Demand for monetary re-compensation (only in cases involving monetary wrongdoing with
University Student Congress funds).

iii. Recommendation of removal from a committee assignment, in appropriate cases. iv.
Recommendation of removal from the University Student Congress.

d. All imposed sanctions are immediate, barring the submission of an appeal.

5. Appeals

a. An appeal by either party in a case may be made in writing within fourteen (14) calendar days
to the Congressional Court, which shall hear cases according to its own guidelines.

6. Other Disputes

a. The Committee shall have the primary, but not final, interpretive power over the language of all
bills, resolutions, rules, policies, and procedures of the University Student Congress.

b. Appeals of the decisions of the Committee on any issues shall be made to the Congressional
Court.

c. Direct challenges to the constitutionality of Congressional legislation, rules, policies, and
procedures may not be filed with the Judiciary Committee; such challenges may only be filed with
the Congressional Court.

H. Guidelines of the Research and Review Committee

1. Responsibilities and Duties of the Chair

a. Hold committee meetings as necessary.

b. Facilitate the research efforts of University Student Congress Legislature and/or its members which
request assistance in research efforts.

c. Facilitate the research efforts of committee members and Student Senators that request
assistance.

2. Responsibilities and Duties of the Committee

a. Investigate any issue submitted to it by the University Student Congress Legislature.

b. Submit additional reports to the University Student Congress Legislature as specified by the
University Student Congress Legislature.

c. Assist the Student Body President with the selection of all student appointments to all
University-wide bodies and committees.

3. Enumerated Powers

a. Refer any issue that it deems belonging to another committee to that committee subject to the
approval of the University Student Congress Legislature.

I. Guidelines of the Scholarship Committee

1. Responsibilities and Duties of the Chair

a. Hold committee meetings as necessary to develop and institute scholarship programs.

b. Ensure the integrity of the University Student Congress Scholarship Program.

c. Maintain a continuing file of business transacted at meetings of the Scholarship Committee.

d. Submit a funding request to the Financial Affairs Director, including, but not limited to:

i. The total amount of funding the committee seeks.

ii. The number of award packages that it plans on distributing. iii.
The value of each award package.

iii. The amount of money needed for miscellaneous expenditures.
e. Submit a report to the University Student Congress Legislature by the fourth week following the
distribution of award packages which contain, but not limited to:
i. Names of award package recipients.
ii. Additional feedback about the scholarship process.

2. Responsibilities and Duties of the Committee
   a. Set criteria relevant to the application procedure.
   b. Ensure that the application procedure is fair to all eligible students.
   c. Establish a clear timeline for operational endeavors.
   d. Ensure that all applicants are treated fairly and impartially.

3. Enumerated Powers
   a. To determine the recipients of the University Student Congress Scholarship Program.
   b. To issue award packages to qualified members of the student body.

J. Additional Committees
   1. All committees not defined in these Bylaws or the Student Congress Constitution:
      a. Must submit Guidelines for approval to the University Student Congress Legislature within fours
         weeks of establishment.
      b. Expire at the end of each Congressional session.

VII. PARLIAMENTARY PROCEDURES

A. Point of Personal Privilege
   1. An incidental motion which may interrupt a speaker.
      a. Means to request permission to be excused from duty.
      b. Requires the Chair to notify the University Student Congress Legislature on how close the body is to
         losing quorum.
      c. Accrues an absence to any member of the University Student Congress Legislature that leaves
         without receiving permission by not properly making this motion.

B. Motion to Lay on the Table
   1. This section modifies the Motion to Lay on the Table as provided for by Robert’s Rules of order.
   2. If passed, tables a question such that the question may be taken from the table at any time.

C. Voting Procedures
   1. Any and all legislation must be voted on via a roll call vote.
   2. The official minutes of the meeting will include the roll call vote and all votes reserving rights in their
      entirety.

VIII. Ratification

A. These bylaws shall take effect upon ratification by the Oakland University Board of Trustees of the
   University Student Congress Constitution created by the 2004-2005 Constitutional Commission.

APPENDIX II - STUDENT ACTIVITIES FUNDING BOARD
REGULATIONS

Group I – TITLE AND DEFINITIONS

Reg. 1. The full title of this body is “The Student Activities Funding Board of the Oakland University Student Congress”.

Reg. 2. The short and citing titles of this body are “The Student Activities Funding Board”, “Student Activities Funding Board”,
   “The Board”, “Board”, and “SAFB”, any of which may be used interchangeably and refer to the full title of this body as
   defined in Reg. 1.

Reg. 3. Where used in this appendix, “The members of the Board”, “members of the Board”, “The members” and “members” refer
   to the collective membership of the Student Activities Funding Board of the Oakland University Student Congress, as
   described in Regs. 17-19.

Reg. 4. Where used in this appendix, “Reg.” shall stand for “Regulation” and “Regs.” shall stand for “Regulations”.

Reg. 5. Where used in this appendix, “CSA” shall stand for “The Center for Student Activities and Leadership Development”, and/
or any of its future complimentary variants.
Reg. 6. Where used in this appendix, “majority” shall mean a number of votes in the affirmative being greater than half of those casting a vote. Unless another type of vote is specified, a majority vote is all that is required.

Reg. 7. Where used in this appendix, “supermajority” shall mean a number of votes in the affirmative being equal to or greater than two-thirds of those casting a vote.

Reg. 8. Where used in this appendix, “unanimous” shall mean that all votes cast must be in the affirmative.

Reg. 9. Where used in this appendix, “The Chairman of the Board”, “The Chairman” and “Chairman” may be used interchangeably, and refer to “The Chairman of the Student Activities Funding Board of the Oakland University Student Congress”, as described in Reg. 17.1.

Reg. 10. Where used in this appendix, “The Associate Chairman of the Board”, “The Associate Chairman”, “Associate Chairman of the Board” and “Associate Chairman” may be used interchangeably, and refer to “The Associate Chairman of the Student Activities Funding Board of the Oakland University Student Congress”, as described in Reg. 18.1.

Reg. 11. Where used in this appendix, “The Advisor to the Board”, “The Advisor”, “Advisor to the Board” and “Advisor” may be used interchangeably, and refer to “The Advisor to the Student Activities Funding Board of the Oakland University Student Congress”, as described in Reg. 19.1.

Reg. 12. Where used in this appendix “The Members of the Board”, “The Members”, “Members of the Board” and “Members” may be used interchangeably, and refer to “The Members of the Student Activities Funding Board of the Oakland University Student Congress”, as described in Reg. 18.2.

Reg. 13. For the purposes of these Regulations, abstentions are non-votes, meaning they do not count towards the vote tally.

Group II– MISSION STATEMENT

Reg. 1. The mission statement of the Board is as follows:

Reg. 1.1. “The purpose of the Student Activities Funding Board of the Oakland University Student Congress is to impartially assist the registered student organizations of Oakland University in implementing and developing programs, events, and other activities to benefit the Oakland University student body by fairly and equitably appropriating its financial resources as well as professionally consulting with the aforementioned organizations.”

Group III– RELATIONSHIP WITH THE OAKLAND UNIVERSITY STUDENT CONGRESS

Reg. 1. The Board is a standing committee of the Oakland University Student Congress, hereafter referred to as the Congress. In discharging the responsibilities delegated to it by the Congress, the Board holds the following:

Reg. 1.1. The Congress is responsible, by and through its own methods, for appointing and confirming the Chairman of the Board.

Reg. 1.2. The Congress is responsible, by and through its own methods, for approving the student membership of the Board as appointed by the Chairman.

Reg. 1.3. The Congress is responsible, by and through its own methods, for approving and reviewing these Regulations as often as necessary, or when requested by the Chairman of the Board on behalf of the Board.

Reg. 1.4. The Congress is responsible, by and through its own methods (restricted by the appropriate regulations contained herein), for removing the Chairman or any member of the Board.

Reg. 1.5. The Congress is responsible, by and through its own methods, for monitoring the Board’s activities and ensuring fiscal and ethical responsibility.

Group IV– MEMBERSHIP
Reg. 1. All members of the Board must be currently enrolled Oakland University students in both good academic and good disciplinary standing, which is to be verified by the Advisor.

Reg. 2. The tiebreak voting membership of the Board is as follows:

Reg. 2.1. The Chairman of the Board

Reg. 2.1.1. The Chairman is only permitted to vote in the case of a tie during standard voting.

Reg. 3. The voting membership of the Board is as follows:

Reg. 3.1. The Associate Chairman of the Board

Reg. 3.1.1. The Associate Chairman must be appointed by the Chairman within two (2) weeks of the start of the Board’s term, and approved by the Congress, pursuant to Reg. 15.2.

Reg. 3.1.2. Should the Associate Chairman position be vacant for any reason, a replacement must be appointed within two (2) weeks of the effective date of the vacancy as determined by the Board, and approved by the Congress, pursuant to Reg. 15.2.

Reg. 3.2. The Members of the Board

Reg. 3.2.1. There is a maximum of six (6) Members of the Board (in addition to the Associate Chairman).

Reg. 3.2.2. Members of the Board are appointed by the Chairman, and must be approved by a majority vote of the legislative body of the Congress, pursuant to Reg. 15.2.

Reg. 4. The non-voting membership of the Board is as follows:

Reg. 4.1. The Advisor to the Board

Reg. 4.1.1. The Advisor to the Board is an ex-officio, non-voting member of the Board.

Reg. 4.1.2. The CSA, by and through its own methods, is responsible for appointing an administrative professional as the Advisor to the Board.

Reg. 5. The voting membership of the Board at no time may contain greater than three (3) members from any branch of the Congress.

Reg. 6. The requirement for quorum is a majority of the members currently on the Board (excluding the Chairman) being present.

Group V – AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN OF THE BOARD

Reg. 1. The Chairman is required to fluently understand and fulfill these Regulations, as well as any addenda.

Reg. 2. The Chairman is required to ensure that all allocation decisions are made in a fair, equitable, impartial, and timely manner, pursuant to these Regulations.

Reg. 3. The Chairman is responsible for the handling and adjudication of all waiver requests pursuant to the corresponding Regulations.

Reg. 3.1. The Board may override his/her decisions regarding waivers by a majority vote.

Reg. 4. The Chairman is responsible for the formal and professional conduction of all weekly Board meetings, as well as any special or emergency sessions or hearings.

Reg. 5. The Chairman is required to develop forms and procedures (including, but not limited to paper and/or electronic forms) to fulfill the responsibilities of the Board as outlined in these Regulations.

Reg. 5.1. The Chairman may, at his/her sole discretion, implement and/or use an online allocation request system.
Reg. 5.2. The Chairman may, at his/her sole discretion, require the usage of a specific type of forms; be they on paper, online, or both; and may deny any and all allocations that do not meet said requirements, pursuant to this section.

Reg. 6. The Chairman is required to ensure that these Regulations remain up-to-date.

Reg. 6.1. He/she is also required to work cooperatively with the member of Congress that is responsible for changes to the Bylaws to the Oakland University Student Congress Constitution, to ensure that this Appendix contained therein is up-to-date.

Reg. 7. The Chairman is responsible for providing a copy of these Regulations, as well as any addenda, to all student organizations in either paper and/or electronic format.

Reg. 8. The Chairman is required to maintain all records for any action taken by the Board.

Reg. 8.1. The records from prior terms are required to be kept for a minimum of seven (7) years to comply with University Auditing policies.

Reg. 9. The Chairman is required to provide regularly updated records to the Advisor to the Board as well as the CSA Accounting Clerk on a weekly basis.

Reg. 10. The Chairman shall have the authority, in consultation with the Associate Chairman and the Advisor to the Board, to make executive decisions on all allocation decisions, appeals, hearings, disciplinary actions and addenda during the Summer semester, as well as during any official University holidays/vacation periods, and/or during any times of Board inactivity, and/or as directed by the Board.

Reg. 11. The Chairman is required to make a good faith effort to ensure that the voting membership of the Board always has at least three (3) members.

Reg. 12. The Chairman is required to submit regular reports to the Congress pursuant to the following:

Reg. 12.1. Weekly reports to be submitted in paper and/or electronic format.

Reg. 12.2. Semester summaries regarding Board actions and financial standing.

Reg. 12.3. Year-end evaluation and summary.

Reg. 13. The Chairman is responsible for the finalization of all Board decisions by filing the required paperwork with the CSA or other appropriate department.

Reg. 14. The Chairman must comply with the decisions as approved by the Board, except as noted in these Regulations.

Reg. 15. The Chairman is required to conduct a minimum of one (1) training session per semester, excepting the Summer semester.

Reg. 15.1. Attendance to these trainings may be required by the Chairman for an organization to maintain good standing with the Board.

Reg. 16. The Chairman may, at his/her sole discretion, initiate the removal of any Board member with the Congress.

Reg. 17. The Chairman is required to attend all Board meetings, unless an emergency prevents him/her from doing so.

Reg. 17.1. The Chairman may, at his/her sole discretion, permit the Associate Chairman of the Board to conduct the meeting in his/her absence, or may cancel the meeting.

Reg. 18. The Chairman is required to formulate an agenda for each regular and special meeting of the Board.

Reg. 18.1. This agenda should include at minimum a call to order, roll call, approval of minutes, any necessary reports, a consent agenda (for non-hearing and/or waiver requests only), a hearing agenda, public comment, announcements, and adjournment.

Reg. 19. The Chairman is responsible for the interpretation of these Regulations.
Group VI – AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE ASSOCIATE CHAIRMAN OF THE BOARD

Reg. 1. The Associate Chairman is required to attend all Board meetings, unless an emergency prevents him/her from doing so.

Reg. 2. The Associate Chairman is required to record minutes for every Board meeting, and is responsible for the distribution of said minutes in a timely manner to all members of the Board.

Reg. 3. The Associate Chairman is responsible for carrying out the duties of the Chairman in his/her absence.

Reg. 4. The Associate Chairman is required to fluently understand and fulfill these Regulations, as well as any addenda.

Reg. 5. The Associate Chairman is responsible for executing any other tasks as assigned by the Chairman.

Reg. 6. In the event that the Chairman leaves his/her office, the Associate Chairman of the Board will temporarily fulfill the position of Chairman of the Board as laid out in these Regulations, until which time the Congress appoints a replacement pursuant to Reg. 15.1.

Reg. 7. The Associate Chairman may be recommended for removal by the Chairman at any time, and shall be given due process by the Congress, pursuant to its bylaws.

Reg. 8. The Associate Chairman may resign at any time by submitting his/her resignation to the Chairman in writing.

Reg. 8.1. Should the Associate Chairman be absent from three (3) consecutive meetings without notice, it shall be presumed that he/she has resigned, and his/her place may be filled.

Reg. 9. The Associate Chairman may be removed and/or may resign from the position of Associate Chairman without being removed and/or resigning from being a Member of the Board.

Group VII – AUTHORITY, DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE BOARD

Reg. 1. The Members are required to attend all Board meetings, unless an emergency prevents them from doing so.

Reg. 2. The Members, in conjunction with the Associate Chairman, shall be responsible for voting on all appropriate matters before the Board, with each member receiving one (1) vote on each item.

Reg. 2.1. Should a Member belong to an organization that has any action before the Board, his/her vote is automatically counted as an abstention.

Reg. 2.2. Insofar as allocation requests are concerned, the Board may vote to approve, deny, contingently approve (approval as long as the specified criteria are met), or table.

Reg. 3. The Members, in conjunction with the Associate Chairman, shall be responsible for approving or denying any Board-related expenses, including but not limited to: food for Board meetings, office supplies, and the Chair’s discretionary fund (if applicable).

Reg. 4. The Members are required to fluently understand and fulfill these Regulations, as well as any addenda.

Reg. 5. The Members are responsible for ensuring that the Chairman and the Associate Chairman of the Board are exercising their authority and fulfilling their responsibilities completely, appropriately, and ethically.

Reg. 6. Any Member may be recommended for removal by the Chairman at any time, and shall be given due process by the Congress, pursuant to its bylaws.

Reg. 7. Any Member may resign at any time by submitting his/her resignation to the Chairman in writing.

Reg. 7.1. Should any Member be absent from four (4) consecutive meetings without notice, it shall be presumed that he/she has resigned, and his/her place may be filled, pursuant to this Regulation.

Reg. 7.2. Should any Member be dismissed under Reg. 56.1, he/she will have to be approved again should he/she want to regain his/her position on the Board.
Group VIII - AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE ADVISOR TO THE BOARD

Reg. 1. The Advisor is responsible for assisting the Chairman in all training programs.

Reg. 2. The Advisor is responsible for consultation on matters concerning the Board.

Reg. 3. The Advisor is required to fluently understand and fulfill these Regulations, as well as any addenda.

Reg. 4. The Advisor is required to attend all Board meetings, unless an emergency prevents him/her from doing so.

Reg. 5. The Advisor is responsible for ensuring that all members of the Board maintain good academic and disciplinary standing.

Group IX - FUNDING QUOTAS

Reg. 1. All organizations shall have the same maximum funding quotas regardless of membership size, purpose, goals, or any other discerning factors.

Reg. 2. The Board shall, at the beginning of each semester, determine a fixed maximum overall funding quota per organization for that semester.

Reg. 2.1. The Board may, at its discretion, determine the maximum overall funding quotas for the entire term of the Board, as opposed to a per-semester basis.

Reg. 3. Discretionary funds forms MUST be submitted a fortnight (fourteen days) prior to the designated date funds are needed. Discretionary funds are NOT to be used for gifts of any kind, prizes, delivery or rush fees for food being ordered, graduate paraphernalia, or for food, lodging or travel expenses for conferences. Organizations can choose to purchase T-shirts using their discretionary funds. The maximum amount an organization is permitted to spend on T-shirts is ten dollars ($10) per T-shirt. T-shirts must be given away for free to any OU student who request one, given that there are an adequate number of T-shirts.

Reg. 4. The maximum food funding quota per organization shall be a fixed amount equal to one-half (1/2) of the overall funding eligibility as decided per semester.

Reg. 5. The maximum Oakland Post funding quota per organization shall be a fixed amount equal to one-sixth (1/6) of the overall funding eligibility as decided per semester.

Reg. 6. The maximum conference funding quota per organization shall be a fixed amount equal to one-third (1/3) of the overall funding eligibility as decided per semester.

Reg. 7. The maximum equipment funding quota per organization shall be a fixed amount equal to one-half (1/2) of the overall funding eligibility as decided per semester.

Reg. 8. The maximum speaker funding quota per organization shall be one hundred dollars ($100) per hour for up to three (3) hours, for a total of three hundred dollars ($300), for any given event.

Reg. 8.1. Any event that is sponsored by more than one organization will be eligible for the above quota multiplied by the number of sponsoring organizations.

Reg. 8.2. No Oakland University student, advisor, faculty member and/or staff member are eligible for a speaker fee.

Reg. 8.3. No member and/or advisor of a particular organization can be defined as a speaker for a meeting of that same organization.

Reg. 9. The maximum performer funding quota per organization shall be one hundred dollars ($100) per hour for up to three (3) hours, for a total of three hundred dollars ($300), for any given event.

Reg. 9.1. Any event that is sponsored by more than one organization will be eligible for the above quota multiplied by the number of sponsoring organizations.
Reg. 10. The maximum band funding quota per organization shall be one hundred dollars ($100) per hour for up to three (3) hours, for a total of three hundred dollars ($300), for any given event.

Reg. 10.1. Any event that is sponsored by more than one organization will be eligible for the above quota multiplied by the number of sponsoring organizations.

Reg. 11. Any event that is sponsored by more than one organization will be eligible for the above quota multiplied by the number of sponsoring organizations.

Reg. 11.1. Any event that is sponsored by more than one organization will be eligible for the above quota multiplied by the number of sponsoring organizations.

Reg. 12. The maximum disc jockey (DJ) funding quota per organization shall be one hundred dollars ($100) per hour for up to three (3) hours, for a total of three hundred dollars ($300), for any given event.

Reg. 12.1. Any event that is sponsored by more than one organization will be eligible for the above quota multiplied by the number of sponsoring organizations.

Reg. 13. The Board may, at its sole discretion, add supplementary funding quotas as necessary, pursuant to this Regulation.

Reg. 14. Any organization requesting an amount greater than that permitted by the above funding quotas without an approved waiver may have that portion of its request denied, pursuant to this Regulation.

Group X – GENERAL PROVISIONS

Reg. 1. The Board shall, at the start of each term, set the required forms and form enclosures required for different types of funding and communicate said requirements to the organizations via training.

Reg. 2. Organizations must complete all required forms and form enclosures and submit them as a complete allocation packet; failure to comply will result in a denial of the allocation packet.

Reg. 2.1. Form enclosures include, but are not limited to: specific, itemized quotes for all purchase requests, itemized breakdowns of all conference fees, co-sponsorship forms, event histories, copies of Travel Authorization Forms, copies of Oakland University Services Agreements, copies of fliers and/or banners and any other items deemed necessary by the Board.

Reg. 2.2. The Board may, at its sole discretion, deny any request where the appropriate paperwork is not submitted simultaneously, unless previously approved by the Chair; pursuant to this Regulation.

Reg. 2.2.1. The Board should make reasonable accommodations for organizations that may have simply forgotten or been unaware that a certain piece of paperwork is required, but may still exercise Reg. 77.2 at its discretion.

Reg. 3. For all student organizations, all completed allocation packets must be submitted on the Monday two weeks (2) prior to the event or the date payments are due, whichever is earlier, by 5:00 p.m. All allocation request totaling more than one thousand ($1,000) dollars and hence requires a hearing must be submitted on the Monday three (3) week prior to the event or the date payments are due, whichever is earlier, by 5:00 p.m.

Reg. 3.1. Organizations must be aware that larger events and events requiring payments to companies and/or individuals outside the university generally take longer than fourteen (14) calendar days, and must provide the Board with a reasonably sufficient amount of time (greater than fourteen days) for processing.

Reg. 3.1.1. The Board may deny any request that, in its opinion, has not been submitted with a reasonably sufficient amount of time for processing, pursuant to this Regulation.

Reg. 3.1.2. In regards to registrations (for conferences, tournaments, etc.), the date for registration processing is what the fourteen (14) day requirement is applicable to – not the date of the conference.

Reg. 4. All requests for events must be advertised.

Reg. 4.1. Said advertising must be in compliance with CSA and Oakland University Posting Policies.
Reg. 4.2. All advertising must state “Free and open to all Oakland University students” in at least a bold 16 point font.

Reg. 4.3. All advertising must state the date, time and location of the event; in addition to any other necessary details to ensure that the event is fully open to the community.

Reg. 4.4. Any organization who fails to advertise their event to the OU student body will be at risk for having their funds being rescinded for the total amount SAFB approved for the event, in addition to being denied for all funds for the remainder of the semester.

Reg. 5. All requests must enrich the campus life and be free and open to all Oakland University students.

Reg. 6. A minimum of two (2) officers in an organization are required to complete a training session as scheduled by the Board.

Reg. 6.1. For the purposes of this Regulation, an online training session and an in-person training session both qualify to satisfy this requirement.

Reg. 6.2. The Board shall deny all requests from an organization not in compliance with Reg. 81, pursuant to this Regulation.

Reg. 7. All organizations are required to remain in good financial standing with Oakland University.

Reg. 7.1. Should an organization be in bad financial standing with Oakland University, that organization shall remain in said bad standing until the organization itself rectifies its standing.

Reg. 7.2. The Board shall deny all requests from an organization not in compliance with Reg. 82, pursuant to this Regulation.

Reg. 8. All original receipts and/or invoices for purchases must be submitted to the CSA Accounting Office no later than December 1st for Fall semesters, April 1st for Winter semesters and August 1st for Summer semesters.

Reg. 8.1. The above dates are also the final dates for allocation requests for their respective semesters.

Reg. 9. The Board shall call an in-person hearing for any allocation requesting greater than or equal to one thousand dollars ($1,000); or for any allocation request that, in the Board’s opinion, requires additional information.

Reg. 10. All allocation requests are made on a contractual basis between the Board and the requesting organization.

Reg. 11. An organization may only spend approved funds on the items for which said funds were allocated for, unless re-categorization of funds is approved by the Chairman.

Reg. 12. The Board may, at its sole discretion and for any reason, rescind any funds previously approved as necessary.

Reg. 13. Any unused funds and/or funds spent that do not have valid receipts submitted for them on time, shall be called back at the end of the Fall, Winter, and Summer semesters.

Reg. 14. All allocation requests shall be considered on a rolling basis.

Reg. 15. Organizations are responsible for the planning and execution of their own events.

Reg. 15.1. The Board shall not fund event planners.

Group XI– FUNDING RESTRICTIONS

Reg. 1. The Board shall not fund organizations after-the-fact for events or other purchases. The Board does not reimburse for expenses without an allocation approved prior to the expenses being incurred.

Reg. 2. The Board shall not fund any expenses that are incurred from unlicensed vendors without prior approval from the appropriate Oakland University offices.

Reg. 2.1. Office supplies, fliers, and banners fall shall only be funded through discretionary funds.

Reg. 3. The Board will not fund any property or supplies that can be obtained from the university at little or no charge, or any items that are determined by the Board to be unnecessary.
Reg. 4. The Board will not fund activities pertaining to the campaigns of any candidate for any office, be it at the University, local, state and/or federal level.

Reg. 5. The Board will not fund any uniforms, clothing and/or other articles of attire.

Reg. 6. The Board will not fund gifts and/or handouts of any nature, excepting food per these Regulations.

Reg. 7. The Board will not fund tax costs, delivery/shipping and handling fees and/or tips.

Reg. 8. The Board shall not fund any event that raises any funds whatsoever, including for philanthropic causes, unless the purpose for those funds is to pay off the costs of the event.

Reg. 8.1. In no case shall Oakland University students be required to pay any price to attend any event utilizing Board funds.

Reg. 9. The Board will not fund any event that is held off-campus, unless the event will both enrich the Oakland University community and cannot be feasibly conducted on-campus.

Reg. 9.1. In no case shall the Board fund any event held at a restaurant.

Reg. 10. The Board shall not fund any event where preferential treatment is given to one group of individuals and not all Oakland University students.

Reg. 10.1. For the purposes of this Regulation, requiring students to confirm attendance in advance does not constitute preferential treatment, so long as the sign up date(s), time(s) and location(s) are publicized.

Reg. 11. The Board shall only fully fund events where the Oakland University student to non-Oakland University students is 90% to 10%.

Reg. 11.1. The Board may fund events with a greater non-Oakland University student attendance at a percentage of the requested amount equal to that of the percentage of Oakland University students attending.

Reg. 12. The Board shall only fund the educational expenses of registrations (for tournaments, conferences, etc.), based off of the itemized conference breakdown required by Reg. 77.1.

Reg. 12.1. The items the Board shall not fund in regards to registrations include, but are not limited to: food, lodging, transport and/or handouts.

Reg. 12.2. The Board shall only fund the fee association with the earliest registration, any additional costs incurred for a later registration are the responsibility of the organization and/or the attendees.

Reg. 13. The Board shall only fund food for one meeting per semester that does not have a speaker and/or a specific activity.

Reg. 13.1. The Board shall, on a case-by-case basis and at its sole discretion, decide if the speaker and/or specific activity requirement has been fulfilled.

Reg. 14. The Board shall not fund events that are scheduled for official Oakland University holidays and/or vacation periods.

Group XII–AUDITS

Reg. 1. There are two types of audits that the Board may conduct:

Reg. 1.1. A general audit shall consist of a complete auditing of an organization’s financial records.

Reg. 1.2. A specific audit shall consist of a targeted auditing of a specific event put on by an organization.

Reg. 2. The Board shall conduct at random a minimum of one (1) general audit and three (3) specific audits during each the Fall and Winter semesters.

Reg. 3. The Board may, at its sole discretion, conduct an unlimited number of general and/or specific audits, at random and/or by selection.
Reg. 4. The Chairman and/or his/her designee is/are responsible for conducting the audits.

Group XIII – AWARDS

Reg. 1. The Board may, at its sole discretion, create a number of awards in recognition of outstanding performance by organizations.

Reg. 1.1. These awards may or may not have a positive monetary impact on the organizations that receive them, at the Board’s sole discretion.

Reg. 1.2. These awards should be granted once per year, usually at the end of the Winter semester.

Group XIV - APPEALS/REHEARINGS

Reg. 1. Any organization may request an appeal of any decision made by the Board.

Reg. 1.1. Such an appeal must be requested using an official appeal form to be created by the Chairman of the Board.

Reg. 1.2. Such an appeal must be filed within five (5) calendar days of notification of the Board’s initial decision.

Reg. 1.3. All appeals must be based off of either:

Reg. 1.3.1. An error made by the Board and/or any of its members.

Reg. 1.3.2. Additional information not previously available to the Board.

Reg. 1.4. All appeals require a hearing by the Board.

Reg. 1.5. The Board’s decision on appeal shall be final.

Group XV – WAIVERS

Reg. 1. Organizations may, under undue circumstances, request a waiver of any Board Regulation by using an official waiver request form, to be developed by the Chairman of the Board.

Reg. 1.1. All such requests must include the specific Regulation that the waiver is being requested for.

Reg. 1.2. All such requests must be made independently for each individual waiver being requested.

Reg. 2. The Chairman, pursuant to Reg. 24, shall be responsible for rendering an initial decision on all waiver requests within three (3) business days of receiving the request.

Reg. 3. The Chairman shall report any waiver requests and his/her decisions on said requests at the next Board meeting following the decisions made.

Reg. 3.1. The Board may overturn the Chairman’s decisions pursuant to Reg. 24.1.

Group XVI – OVERARCHING STIPULATIONS

Reg. 1. The Board may, at its sole discretion, and at any time and for any reason, approve and/or deny any allocation request.

Reg. 2. The Board may, at its sole discretion and by a unanimous vote plus the Chairman’s consent, override any of these Regulations without a waiver being requested.

Reg. 3. The Board may, at its sole discretion and by a unanimous vote plus the Chairman’s consent, close funding for a semester in situations of emergency fund levels.
Reg. 4. The Board may, at its sole discretion and by a supermajority vote, allow for special additional funding for any organization, should the Board’s financial situation allow for it.

Group XVII – REGULATION AMENDMENTS

Reg. 1. All permanent amendments to these Regulations must be made by a majority vote of the Congress pursuant to its rules.

Reg. 1.1. Permanent amendments shall be initiated by the Chairman of the Board, in consultation with the Board’s members.

Reg. 2. The Board may, by a supermajority vote, institute any necessary addenda to these Regulations, which shall stand as amendments to these Regulations that expire at the end of the Board’s term.

Reg. 3. These Regulations shall remain in effect until the Congress approves new Regulations.

APPENDIX III - UNIVERSITY STUDENT CONGRESS ELECTIONS GUIDELINES

I. CANDIDATE ELIGIBILITY
   A. All candidates for elective office in the University Student Congress must meet all eligibility requirements outlined in the University Student Congress Constitution for membership.

II. BALLOTED CANDIDATES
   A. In order for a presidential, vice presidential, or legislative candidate’s name to appear on the official University Student Congress elections ballot, the following steps must be followed:
      1. File a Declaration of Candidacy form with the Elections Commission by a deadline to be determined by the Elections Commission Chair; the Elections Commission shall provide copies of the Declaration form.
         a. A majority vote of the Elections Commission may extend this deadline under extenuating circumstances.
         b. A candidate for president and a candidate for vice president who submit this form together shall be considered a presidential/vice presidential ticket.
         c. Copies of the University Student Congress Constitution, Bylaws, and any other elections materials will be given to any candidate or ticket upon submission of a Declaration of Candidacy. These materials shall be distributed electronically unless a paper copy is requested by the candidate or ticket.
         d. Signature forms for validation for the presidential/vice presidential debates will be distributed to each ticket upon receipt of a Declaration of Candidacy form by the Elections Commission.
      2. Attend an Orientation Session conducted by the Elections Commission Chair or their designee.
         a. Orientation Sessions will be held following the deadline for declaration of candidacy but not later than six (6) weeks prior to the University Student Congress elections.
         b. The Orientation Sessions will be used for as a time for questions to be raised by candidates.
         c. At the conclusion of an Orientation Session, candidates who wish to continue with the process to being named on the official ballot must sign a statement certifying that they understand the rules and regulations of the University Student Congress elections; statements must be returned to the Elections Commission Chair no later than three (3) business days following the Orientation Session.
      3. All balloted candidates must attend the official elections kick-off event hosted by the Elections Commission.
         a. A candidate who misses this event may be excused by the Elections Commission if their absence was due to academic or familial obligations, medical problems, or other unforeseen circumstances.
      4. Candidates who are part of a presidential/vice presidential ticket must file all relevant forms together, need not attend the same Orientation Session (though both must attend such a session), and must attend the official elections kick-off event.
      5. Candidates completing all of the aforementioned requirements shall be considered official candidates.
   B. All candidates must provide a written platform of at least one typed, double-spaced page in both paper and electronic form by a deadline to be determined by the Elections Commission.

III. WRITE-IN CANDIDATES
   A. Write-in candidates are those candidates for elective office who have not followed the outlined procedure for their name to appear on the official ballot.
B. Write-in candidates are bound to follow all University Student Congress Constitution, Bylaws, and all Elections Guidelines, excluding the process for their name to appear on the ballot.
C. Write-in candidates on a presidential/vice presidential ticket shall not be entitled to representation in the Validations Committee meeting.
D. Write-in candidates may be subjected to the same sanctions as balloted candidates and their candidacy may be invalidated by the Validations Committee.
E. Write-in candidates may not participate in any official event hosted by the Elections Commission.

IV. PRESIDENTIAL AND VICE PRESIDENTIAL DEBATES
A. All balloted candidates for president and vice president may participate in presidential and vice presidential debates, subject to the following conditions:
   1. Each ticket must submit valid student signatures equal or greater in number to two hundred and fifty (250)
      a. Student signatures will be validated by the Elections Commission through the appropriate University offices; a valid signature will be composed of the following elements: legible printed name, signature, and the last four (4) digits of the ID number only.
      b. Illegible names, signatures, and/or ID numbers will disqualify a signature from the required total. This statement shall be printed in the elections packet on the top of each signature page.
      c. The signature sheets should be turned in with the elections packet by a deadline to be determined by the Elections Commission.
B. All candidates for president and vice president who have followed the prior procedures in order to have their names appear on the official ballot must participate in the debates in order for their names to remain on the ballot.
C. All debates will be moderated by a neutral, preferably non-student party chosen by the Elections Commission Chair and confirmed by the Elections Commission.
D. The Elections Commission will have final say over debate format, including time, location, length of speaking time and rebuttal, and the number of questions the moderator will ask.
E. Debate questions and issues.
   1. The Elections Commission Chair and the moderator will determine the pre-set questions to be asked at the debate.
   2. All debate questions and/or issues will be kept confidential until posed at the debate.
   3. Questions may be posed at the debates by the student body, compliant with the following restrictions:
      a. All questions must be submitted in writing to the moderator.
      b. The moderator has sole discretion over the asking/not asking of each submitted question.

V. CAMPAIGNING
A. Active campaigning shall not begin until after the Student Congress Elections Kick-Off Event.
   1. Candidates violating University posting policies or Elections Commission campaign regulations may be subject to disciplinary action and/or invalidation of candidacy by the Validations Committee.
   2. Candidates violating University policies or Elections Commission campaign regulations may be subject to disciplinary action and/or invalidation of candidacy by the Elections Committee. The official version of the regulations are located on the Oakland University Student Congress website at www.oakland.edu/ousc. This online version of these regulations will be considered the definitive source of information and supersede any other revision or copy, physical or electronic.
   3. No campaigning may be done with OUSC resources, lists, or websites including but not limited to: e-mail addresses, residential addresses, first or last names, or telephone numbers.
   4. No campaigning is permitted while representing OUSC including, but not limited to, OUSC sponsored events or University events, regardless of if the campaigner is a candidate. Additionally, candidates may not use such events as a campaign tool or to assist their campaign(s). This excludes events put on by the Elections Commission.
5. Electronic and tangible items may not be hung up, posted, or circulated until after the Elections Kick-Off Event.

B. Campaign materials
1. All campaign materials will be governed by the Oakland University posting regulations, as well as the additional stipulations listed below. University Posting Policy No. 486 supersedes the following.
2. No campaign materials may be within one hundred (100) feet of official polling stations. No verbal campaigning may take place within one hundred (100) feet of official polling stations. The Elections Commission will notify all candidates of polling station locations at least one week prior to the opening of polling, and make public notice of the location for the benefit of write-in candidates. Boundaries will be clearly demarcated by the Elections Commission; violations will be noted by the Elections Commission and submitted to the Validations Committee.
3. Destruction, removal, or relocation of a candidate’s campaign material by another candidate or their representatives is strictly prohibited. Violations should be reported to the Elections Commission immediately.
4. Oakland Center
   a. Campaign material cannot be taped or tacked to painted surfaces, entrance doors, railings, and/or glass surfaces inside the Oakland Center. Sandwich boards are not permitted inside the Oakland Center.
   b. The display cases and bulletin boards across from the University Student Congress office, the Fireside Lounge, the CSA service window, and the SPB bulletin board located in the Southeast corner of the Oakland Center’s main level may not be used for the posting of campaign materials.
   c. Solicitation and distribution are not permitted in the Pioneer Food Court or the Oakland Center Expansion area; customers in the aforementioned areas may not be approached to vote.
   d. Campaigns may place table tents in the Pioneer Food Court and Oakland Center Expansion area. Table tents must be reserved through the Center for Student Activities (CSA). Information can be obtained from the CSA office, 49 Oakland Center, extension 2400. Candidates are limited to one table tent per table.
   e. Acceptable campaign materials in the Pioneer Food Court and Oakland Center Expansion area may be replenished every evening after 7:00 P.M.
5. Residence Halls and University Student Apartments
   a. All campaign materials must be approved and stamped by the Housing Office Programming Coordinator. Candidates must contact the Housing Office, 448 Hamlin Hall, extension 3328, for more details.
   b. Campaign materials are restricted to public locations in the halls and must be taped or tacked down, if the surface is appropriate for thumb tacks; campaign materials may posted only on designated bulletin boards in the University Student Apartments.
   c. Banners, using masking tape only, are permitted outside the entrances to Vandenberg Dining Center. Staples and tacks are not allowed for this purpose, no exceptions.
   d. Campaign material cannot be taped to entrance doors and glass surfaces, cannot be distributed in residents’ mailboxes, and cannot be distributed or solicited door-to-door.
   e. Campaigning is prohibited inside Vandenberg Dining Center, except for table tents. Candidates wishing to utilize this exception should contact the Housing Office for details. Candidates are allowed one table tent per table.
   f. Campaigning is permitted immediately outside the east entrance of the Vandenberg Dining Center in accordance with Oakland University’s Housing Department’s rules and regulations.
   g. Candidates must abide by all Oakland University policies, rules and regulations. This includes, but is not limited to, the Center for Student Activities, Oakland University University policies, and Housing rules and regulations including the Housing handbook. In the case of discrepancies, the aforementioned control. Any violation of the aforementioned is grounds for a grievance with the Validations Committee.
6. No candidate may campaign in the public common areas of the lower levels of the Oakland Center including its office areas. For the purposes of this subsection, what is defined as “campaigning” shall be any activity seeking the attention of others with the goal of informing others of platforms, ideas, who to vote for, etc. and receiving votes. Clarifications and exceptions will go through the Elections Commission Chair.
   a. Rooms that are reserved through the Oakland Center Reservations Office and Center for Student Activities shall not considered public common areas and can be used by candidates to hold meetings for their campaign or to attend meetings which they were invited to in order to speak about their candidacy.
7. Center for Student Activities supplies or equipment may not be used for the purposes of campaigning, except reserved table tents spaces or purchased banners obtained from the Center for Student Activities, or services offered by the Center for Student Activities including any forms on Grizzorgs. This excludes materials created for and by the Elections Commission.

8. Student Activities Fund Assessment Committee (SAFAC) organizations cannot officially endorse any candidates. This includes but is not limited to equipment and supplies that may be used for the purposes of campaigning, with the exception of the paid advertising

9. Center for Student Activities (CSA) Posting Policies
   a. Campaign materials may be posted on CSA bulletin boards without submitting a copy to the CSA office.
      i. Because of limited space, only one copy of any campaign materials may be posted per board.
      ii. Posting on bulletin boards must be done with thumb tacks only. No staples or tape.
   b. Banners in the Oakland Center and in all non-residence halls locations throughout campus must be requested and approved through the CSA office. Banners are available at a cost of $15 with two weeks notice required and are subject to space availability.
   c. Campaign materials may not be affixed to entrance doors, walls, windows, benches, trash receptacles, vending machines, restroom mirrors, plants, trees, poles, glass, or painted surfaces in and around any building on the University campus.
   d. Staples and tape should not be used to post any printed materials on bulletin boards.
   e. Printed materials will be removed by the CSA from its boards on a monthly basis.
   f. Post within the frame of the bulletin board. Do not post on top of other printed material and do not remove any other printed material already posted.
   g. There is no posting of adhesive-backed materials (i.e. stickers) on any surface.
   h. There is no posting on vehicles in any university parking lot.
      i. The glass enclosed area of South Foundation Hall (commonly referred to as the “fishbowl”) must be reserved through the Center for Student Activities for any campaigning purposes.
   i. Student and Greek organization mailboxes may be used for distributing on and off campus activities, products, and services with approval. Mailbox stuffing is limited to one campaign item per week.

10. Chalking is limited to sidewalks only. Chalking is strictly prohibited on walls or under any overhangs. Painting is allowed on designated spirit rocks (OC side entrance and Hamlin Courtyard) only, with a twenty-four (24) hour period between paintings. Rocks around Beer Lake may not be painted. No campus artwork may be used for campaign purposes.

11. Candidates may set up tables outside of the Oakland Center; however a candidate must fill out an outdoor event form with the CSA office.

12. Outdoor campaigning is permitted, including sandwich boards, yard signs, handing out fliers, and speaking with students. Outdoor activities may not impede the normal flow of traffic and may not be within one hundred (100) feet of an official (indoor) polling station.

13. Failure to remove campaign materials by the specified deadline may result in a candidate’s invalidation by the Validation’s Committee. Violation of University and Residence Halls posting policies may result in disciplinary action and/or service charges. Violations of any and all campaign posting policies should be directed to the Elections Commission Chair at the University Student Congress Office, 62 Oakland Center, extension 4290.

14. Candidates and their supporters shall not provided personal electronic devices for student use for the purpose of voting in the Oakland University Student Congress elections.

15. All elections related questions, comments, and concerns should be directed to the Student Congress Elections Commissioner. The only contact methods that may be utilized are
   1. Official office telephone
   2. Official Oakland University E-mail (with an @oakland.edu suffix)
   3. Posted Office Hours in the Oakland University Student Congress office, 62 Oakland Center.

Details regarding contact methods and office hours will be distributed at Candidate Orientation and posted outside the Oakland University Student Congress office at 62 Oakland Center.

16. The use of sound amplification devices is strictly prohibited in any instance except for official elections events, only by the Elections Commissioner and his or her designee(s). Examples include, but are not limited to, megaphones, microphone and speakers systems, boom boxes or other sound amplification devices.

VI. GRIEVANCES
   A. Any Oakland University student may file a grievance if a candidate for president, vice president, or legislator, including write-in candidates, is perceived to have violated any of the University Student Congress Elections Guidelines.
B. For a grievance to be considered by the Validations Committee, a Grievance Form must be submitted to the Elections Commission Chair or an Elections Commissioner prior to the Validations Committee meeting.

C. Grievance Forms will be made available by the Elections Commission beginning after the official campaign kick-off event and will be available throughout the official campaign period.

D. Grievance Forms will contain the following:
   1. Name of complainant
   2. Name of accused violator
   3. Alleged violation with specific citation of rule broken
   4. Relevant date, time, and location of alleged violation
   5. Witness signature
   6. Signature of Commission Chair or Commissioner who accepted form
   7. Statement as follows: “This formal complaint will be submitted to the Validations Committee. The Committee may wish to follow up on your complaint in person and as such it is requested that you be available at the time of the Validations Committee meeting; the Elections Commission will notify you of the date, time, and meeting place of the Validations Committee meeting. If you are unable to attend this meeting, please notify the Elections Commission Chair prior to the meeting so other arrangements can be made or your complaint may be dismissed.”
   8. Complainant signature and date of submission

VII. BALLOTING
   A. Balloting will take place at times and places decided upon by the Elections Commission Chair and Elections Commission each year, as outlined in the Elections Commission Guidelines.
   B. Balloting will take place online at the official University Student Congress polling website; the website may be accessed from any computer or from official polling stations.
   C. Each student shall be allowed votes for a presidential/vice presidential ticket and legislators as outlined in the University Student Congress Constitution.
   D. Legislative write-in candidates must obtain a vote total equal to at least five percent (5%) of the total number of ballots cast to be eligible to assume a seat in the University Student Congress Legislature.
   E. Multiple write-in votes for the same legislative candidate by the same voter shall count as one vote.
   F. Write-in candidates for president and vice president must appear in ticket form (president/vice president) and names of all write-in candidates, including legislators, must be spelled correctly.
      1. Abbreviated names will be considered valid with the prior approval of the Elections Commission.

APPENDIX IV - VALIDATIONS COMMITTEE GUIDELINES

I. PURPOSE AND JURISDICTION
   A. The Validations Committee shall assemble to validate all University Student Congress annual elections and special elections.
   B. The Validations Committee shall have original jurisdiction over all University Student Congress elections validations.
   C. The University Student Congress Legislature shall have appellate jurisdiction over all University Student Congress elections validations.

II. MEMBERSHIP
   A. The voting membership of the Validations Committee shall be as follows:
      1. Four (4) Oakland University students-at-large who are not members of the Elections Commission or the University Student Congress Executive Board, Legislature, or Judiciary.
      2. One (1) Oakland University Administrative Professional.
      3. One (1) Oakland University Clerical/Technical or Maintenance Worker.
      4. One (1) Oakland University faculty member.
   B. All voting members of the Validations Committee shall be nominated by the Elections Commission Chair and confirmed by the University Student Congress Legislature; nominations must be made no later than three weeks prior to any election.
   C. The Validations Committee shall select from its membership a chairperson and a secretary who shall retain all the rights and responsibilities of voting committee members.
   D. The Elections Commission Chair shall hold ex-officio and non-voting status on the Validations Committee.
   E. Validations Committee members may not have declared support, public or private, for any candidate for any elective office; student-at-large committee members also may not have been a candidate for any elective office during the elections cycle.
      1. Committee members who have violated this regulation may be removed by a majority vote of the Validations Committee; the accused shall not receive a vote in the matter.
Any person who has been previously removed from any Elections Commission or Validations Committee in any year shall be ineligible for membership on the Validations Committee.

III. STRUCTURE AND PROCEDURE
A. Validations Committee meetings shall be formal and structured.
B. The Validations Committee meeting shall take place after the counting of the ballots; no person aside from the Elections Commission and Validations Committee should know the election results until such time as the Validations Committee has been able to determine that all campaigning and balloting was conducted in accordance with all required guidelines.
C. The Validations Committee reserves the right to call a meeting into closed session by a two-thirds (2/3) vote at any time in accordance with the Michigan Open Meetings Act and various Attorney General opinions.
D. Each presidential/vice presidential ticket listed on the official University Student Congress ballot shall be permitted to send one representative to the Validations Committee.
   1. Representatives shall remain seated in the gallery and may only address the Committee when requested to do so.
   2. Representatives shall defend their candidates against any charges filed against them during the elections cycle; copies of such charges will be provided to the representative by the Elections Commission Chair prior to the Validations Committee meeting.
E. Legislative candidates shall represent themselves against charges filed against them; prior notification must be given to the candidate so that if they cannot be present, other arrangements for testimony can be made.
F. The Validations Committee will receive copies of all charges filed during the elections process at the time the polls close.
   1. Committee members shall review the submitted charges prior to the Validations Committee meeting and any Committee member may request the presence at the Validations Committee meeting of any person who has filed charges.
   2. Requests for the presence of those who have filed charges must be made no later than six (6) hours prior to the Validations Committee meeting.
   3. If a person who has made charges fails to appear, the Validations Committee may summarily dismiss their charge unless prior arrangements have been made through the Elections Commission Chair.
   4. The Validations Committee shall not accept testimony given via phone, video, or e-mail unless prior arrangements have been made for such testimony.
   5. The Elections Commission Chair shall notify the Validations Committee if a person who has filed charges is unable to be present, as well as what form of testimony the person will submit in place of a personal appearance.
G. Evidentiary Hearing
   1. The first portion of the Validations Committee meeting shall consist of an evidentiary hearing; the Committee shall hear testimony and examine all evidence related to individual submitted formal charges.
   2. Charges will be examined one by one; committee members should take notes for discussion during the Adjudication Hearing.
   3. Validations Committee members must ensure that due process has been and is afforded to all candidates who have had charges submitted against them.
   4. The Validations Committee may request additional information as needed from witnesses, candidates, and/or the Elections Commission Chair. Any individual asked to provide additional information should answer questions directly – verbose narrative and unneeded details and statements should be avoided.
   5. The Validations Committee will not hear any charge related to “unethical practices” by a candidate; the Committee is assembled only to ensure that no violations of the Elections Guidelines took place.
   6. The Validations Committee may only discuss and render judgment on the stated bylaw infraction(s) described in a submitted grievance.
H. Adjudication Hearing
   1. The second portion of the Validations Committee meeting shall consist of an adjudication hearing; the Committee shall render its decisions with regard to the charges examined during the Evidentiary Hearing.
   2. For a candidate to be found guilty of a charge will require simple majority of the voting committee members; in the event of abstentions leading to a tie, the accused shall be found not guilty of the charge as the vote did not garner a majority.
   3. As the Committee votes on individual charges, it will assign individual sanctions for each guilty verdict; a simple majority of the voting committee members agreeing to a particular sanction is sufficient to impose that sanction.
I. Congressional Address
   1. A representative of the Validations Committee shall convey all summary report of the meeting’s actions, as well as any sentences necessary as outlined in Article IV, to the University Student Congress Legislature at its next meeting following the Validations Committee meeting.
IV. SANCTIONS AND SENTENCES
A. Sanction points
1. If a candidate or ticket is found guilty of a charge, the Committee will assign sanction points on a scale from 1 to 5, one being least in severity and five being the maximum, based on the perceived severity of the infraction; a simple majority agreement is necessary to decide the assigned point value.
2. Upon completion of all point assignments, each candidate’s or ticket’s total points will be added to build respective cumulative sanction point totals. If a candidate or ticket receives a single violation with a point value of “5,” the Validations Committee shall observe the following point scale once total points are determined:
   a. 1 to 5 points: Verbal Reprimand and deduction of 2% per point accrued of candidate’s or ticket’s total votes.
   b. 6 to 0 points: Congressional Reprimand and deduction of 3% per point accrued of candidate’s or ticket’s total votes.
   c. 10+ points: Candidate or Ticket shall receive a Congressional Reprimand; the Validations Committee is strongly urged to consider declaring the candidacy or ticket to be invalid; deduction of 4% per point accrued of candidate’s or ticket’s total values.
3. Verbal Reprimand: the candidate or ticket will be verbally sanctioned and the sanction will be noted in the Committee records.
4. Formal Reprimand: the candidate or ticket will receive a written reprimand and the sanction will be noted in the Committee records.
5. Congressional Reprimand: the candidate or ticket will receive a written reprimand, a copy of which will be transmitted to the University Student Congress Legislature, where the Reprimand will be read aloud and copied into the Congressional Record at the Legislative Body meeting immediately following the Validations Committee meeting, as well as transmitted to any relevant media outlets.
6. Invalidation: if a candidate or ticket is declared invalid, the Elections Commission shall be directed to dismiss all ballots cast for that candidate or ticket when tallying ballots.
7. All sentences above a verbal reprimand will be carried out following the opportunity of appeal.

V. APPEALS
A. If a candidate or ticket wishes to appeal a conviction of guilt on any individual charge, they may do so by filing a formal written appeal to the University Student Congress Legislature.
B. Appeals must be filed in a timely fashion in order to be heard publicly by the University Student Congress Legislature at its next meeting following the Validations Committee meeting.
C. The Congress’ Steering Committee shall place any appeals prior to the Congressional Address by the Validations Committee representative.
D. Should the Legislature overturn the conviction on an individual charge, the candidate’s or ticket’s sanction points will be re-added and new sanction(s) imposed if necessary; any change in reprimand shall be noted in the Congressional record.
E. To overturn a conviction on an individual charge or a sentence imposed by the Validations Committee shall require a 2/3 vote of the University Student Congress Legislature.
F. If the result of an appeal changes the outcome of an election, a new victor shall be immediately declared.
   1. There will be no “re-appeals” by ousted candidates aimed at re-convicting a candidate or ticket.
G. There will be no further appeals after the first University Student Congress Legislative Body meeting following the Validations Committee meeting.

VI. BALLOT INITIATIVES
A. If one or more ballot initiatives was a found on a ballot, the Validations Committee shall certify that the proper process for placing them on the ballot was followed; documentation should be submitted by the Elections Commission Chair.
B. If material promoting or opposing a ballot initiative was found to violate any of the Elections Guidelines posting policies, the Committee may declare the results invalid and call for a new vote on the issue.

VII. NEW ELECTIONS
A. Should all balloted candidates for an office be declared invalid and no write-in candidates are able to or acquiesce to assume the office, the Validations Committee shall reassemble and formally request that a new election be held for that office by the end of the Winter semester; all timelines may be abbreviated accordingly without consequence.

APPENDIX V - STUDENT ACTIVITY FUND ASSESSMENT COMMITTEE BYLAWS
I. COMPOSITION

A. The Student Activities Fund Assessment Committee (SAFAC) shall be composed of representatives each of the following organizations, selected according to the criteria of each organization:
   1. Oakland University Student Congress (OUSC)
   2. Student Activities Funding Board (SAFB)
   3. Student Program Board (SPB)
   4. Oakland Post Student Newspaper
   5. WXOU Student Radio Station
   6. Student Life Lecture Board (SLLB)
   7. Student Video Productions (SVP)
   8. Three additional students-at-large who are not affiliated with any of the aforementioned organizations, selected by the Student Body President and approved by the seven primary SAFAC members.

B. All Committee members must sign a publicly accessible affidavit that they have read and understand their duties and responsibilities, and the SAFAC’s enumerated powers and restrictions.

C. The Chairperson, the Student Body President, shall be a non-voting member of the SAFAC.

II. DUTIES AND RESPONSIBILITIES

A. Hold regular public meetings, which shall be organized, scheduled, and run by the Chairperson, during the Winter semester of each school year, prior to the University Student Congress’ annual elections.

B. Analyze the usage and distribution of the Student Activity Fund (SAF).

C. Should the Committee decide a change in the SAF amount and/or appropriations is necessary, each organization requesting funding from the SAF must present copies of its annual operational budget, as well as disclose all sources of funding, for consideration by the entire Committee. Failure to do so must result in the denial of funding for that organization in the final SAFAC proposal for that school year.

D. At least seven (7) committee members must be present to conduct formal business and votes.

E. In order to vote on the Committee’s final recommendations and proposals, all members must be present.

III. ENUMERATED POWERS

A. Propose changes to the appropriation structure and/or amount of the SAF to the University Student Congress Legislature for consideration as a referendum question during the annual elections.
B. All recommendations and proposals brought to the University Student Congress Legislature for consideration must receive the approval of at least seven (7) of ten (10) SAFAC members, of which two must be students-at-large. Should this threshold not be met by the necessary electoral deadlines, the Student Body President shall convey to the University Student Congress Legislature a recommendation of “No changes” for that school year.

IV. ADVISOR
   A. The SAFAC will be advised by a designated staff member of the Oakland University Center for Student Activities. The Student Body President shall coordinate with the Director of said office to select an advisor.
   B. The Advisor shall be an ex-officio and non-voting member of the SAFAC.
   C. The Advisor is bound by all decisions of the SAFAC and may not take unilateral action to counteract those decisions unless the purpose is to correct an infraction of University policy.

V. RESTRICTIONS
   A. The SAFAC has no financial authority over the funds being analyzed, unless specific exceptions are authorized by student referendum. The sole purpose of the SAFAC is to analyze funding amounts and allocations, and to draft recommendations to be put before the University Student Congress Legislature.
   B. As members of a University Student Congress Executive Committee, members of the SAFAC are subject to the disciplinary process of the University Student Congress and all the provisions thereof should charges be brought against them for violation of these Bylaws.
   C. A Committee member removed for any disciplinary reason may not serve on the Committee again for a period to be determined during the disciplinary process.