UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION

Preamble

We, the undergraduate students of the University of Alabama at Birmingham, in order to form a more effective and functional student government, to foster the spirit of loyalty to the University and spirit of unity among the students, to encourage individual responsibility, to provide an experience in democratic living, to provide a means for expression of student needs, to strive toward a closer understanding between the faculty and students, and to assume the fullest responsibility and power of self-government consistent with the Constitution and Laws of the State of Alabama and the Policies of this University, do hereby ordain and establish this Constitution for a Student Government Association

ARTICLE I - General Organization:

S 1. The name of this organization shall be the Undergraduate Student Government Association of the University of Alabama at Birmingham and may hereinafter be referred to as the USGA.

S 2. The supporting membership of this organization shall include all students that have enrolled and paid a student service fee to the Undergraduate Academic Unit of the University of Alabama at Birmingham.

S 3. The Student Government Association shall be organized into three branches: Senate, Executive, and Judicial. All meetings of the Senate Branch, the Executive Branch, and the Judicial Branch of the USGA shall be held on the campus of the University of Alabama at Birmingham.

S 4. The officers of the Executive Branch shall be President, Vice-President, Secretary and Treasurer.

S 5. Those divisions represented by the USGA shall herein be referred to collectively by the term Undergraduate Academic Unit.

ARTICLE II - Senate Branch: Organization and Powers:

S 1. All Senate powers granted herein shall be vested in a Senate, which is hereby created to represent the Undergraduate Academic Unit of the University of Alabama at Birmingham.

S 2. The Senate, which shall be unicameral, shall consist of the following members: The elected Vice-President of the USGA and representatives from each of the following divisions: Business, Education, Engineering, Humanities, Natural Sciences and Mathematics, Social and Behavioral Sciences and Unclassified. (Unclassified shall include Pre-Nursing and Pre-SCAH.) The number of representatives from each division shall be based upon the following apportionment:

(1) Each division shall have two representatives regardless of the number of students enrolled in the school.

(2) There shall be thirty representatives on the Senate and this number will be a fixed amount.

(3) Outside of the automatic representatives mentioned in (1), the other sixteen representatives shall be apportioned to the divisions by the fraction of students in the division compared to the entire student body of the Undergraduate Academic Unit.

(4) To determine the number of representatives awarded each division other than the two mentioned in (1), the number of students in the division shall be divided by the number of students enrolled in the Undergraduate Academic Unit. The forthcoming fraction, carried to 1/1000th, will be multiplied by sixteen. The resulting product will be rounded to the nearest whole. The number plus two will be the number of representatives on the Senate for the division.

(5) The official number of students in any one division of the Undergraduate Academic Unit will be determined by the fall registration records, as reported by the Registrar of the University of Alabama at Birmingham.
All elected and appointed members shall have equal status and an equal vote as members of the Senate, with the exception of the Chairperson, who shall vote only in the case of a tie. If after the General and Run-Off Elections there are unfilled seats on the USGA Senate, the unfilled seats may be filled by the USGA regardless of the appointee's school of enrollment. Seats may be filled only after advertisement in the Kaleidoscope has been placed for two consecutive weeks for each vacancy. This process shall take place for each vacancy which occurs.

S 3. The Senate shall meet every other week during each semester or at a special session called by the President of the USGA or by a majority vote of the Senate members. The President of the USGA shall call the organizational session. The time and place of future meetings shall be designated by Senate action. Notice of special sessions must be given at least two business days prior to meeting time.

S 4. A quorum shall consist of 51 percent of the total current membership of the Senate.
   (1) No proxies shall be allowed.
   (2) Senators shall be allowed two absences per semester.
   (3) Absences during special sessions shall not be counted against a senator's record.
   (4) All voting tallies shall be based on members present.
   (5) Quorum shall be necessary to vote.

S 5. The Senate shall have the following duties and powers:
   (1) To file a complaint for impeachment to the Student Court against elected or appointed officers of the USGA.
   (2) To set standards of recognition for all appropriate student organizations on campus by appropriate legislation.
   (3) To elect its own Vice-Chairperson.
   (4) To determine the dates for USGA elections if dates other than those set forth hereinafter are recommended by the President of the USGA.
   (5) To discipline its own members by appropriate legislation.
   (6) To set forth by appropriate legislation the rules and regulations for the conduct of all USGA elections and for campaigning procedures of candidates running in such elections.
   (7) To determine salaries for the USGA Executive Officers as hereinafter provided.
   (8) To appoint persons to fill vacancies in the Senate by nomination and two-thirds vote of members present. Nominations may be made by a senator with proper second or by the USGA President. Appointments confirmed by the Senate may be vetoed by the President; this veto may be overridden by a three-fourths vote of the Senate.
   (9) To confirm all appointments made by the USGA President by a two-thirds vote of members present. This includes, but is not limited to, Student Court positions and any other non-elected positions of the Executive Cabinet.

S 6. Robert's Rules of Order (Revised) shall be followed at all meetings and enforced by the Chairperson of the Senate, except where this Constitution or amendments to this Constitution or laws passed by the Senate are in conflict with Robert's Rules of Order (Revised).

ARTICLE III - The Senate Process:

S 1. The Senate shall consider and enact legislation necessary for the operation of the USGA. All legislation must be signed by the Chairperson of the Senate and forwarded to the President of the USGA by the Secretary within two business days after passage. The President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
   (1) If the President signs the legislation, it must then be forwarded to the Director of Student Programs, or a designate of the Vice-President for Student Affairs, by the USGA Secretary.
   (2) If the President does not sign the legislation, the Vice-President must forward the legislation to the Director of Student Programs or a designate of the Vice-President for Student Affairs within two business days.
(3) If the President vetoes the legislation, he must return it to the Senate at its next meeting, stating reasons for the veto and offering any recommendations he may have. The President's veto may be overridden by a three-fourths vote of the Senate, and the legislation must then be forwarded to the Director of Student Programs or a designate of the Vice-President for Student Affairs by the Chairperson of the Senate within two business days.

(4) The President shall have the power to use a line-item veto. A line-item veto shall be defined as any section or portion of legislation pertaining to that specific item vetoed by the President. If the President employs the use of a line-item veto, he must send the entire legislation back to the Senate stating the reason for any line-item veto and offering any recommendations he may have for consideration by the Senate at its next meeting. Only the sections vetoed may be considered again by the Senate. Each line-item veto must be treated individually and may be overridden by a three-fourths vote of the Senate. Any line-item vetoes failing to receive a three-fourths override vote will be deleted from the legislation. After this process has been completed, the legislation will then be forwarded to the Director of Student Programs or the designate of the Vice-President for Student Affairs by the President within two business days.

S 2. Upon receiving legislation, the Director of Student Programs or a designate of the Vice-President for Student Affairs, must sign, not sign, or veto legislation within one week of receipt.

(1) If the Director of Student Programs or a designate of the Vice-President for Student Affairs signs the legislation, it becomes law.

(2) If the Director of Student Programs or a designate of the Vice-President for Student Affairs does not sign the legislation, the President must forward the legislation to the Assistant Vice-President for Student Life within two business days.

(3) If the Director of Student Programs or a designate of the Vice-President for Student Affairs vetoes the legislation, he must then return it to the President, together with his reason for the veto; the President will then return it to the Senate to be considered at its next meeting.

(4) The Senate may vote by three-fourths majority to override the veto and forward the legislation to the Assistant Vice President for Student Life by way of the President.

(5) If the Senate fails to override the veto then the legislation dies.

S 3. Upon receiving legislation, the Assistant Vice President for Student Life must sign, not sign, or veto legislation within one week of its receipt.

(1) If the Assistant Vice President for Student Life signs the legislation, it becomes law.

(2) If the Assistant Vice President for Student Life does not sign the legislation, the President must forward the legislation to the Vice-President for Student Affairs within two business days.

(3) If the Assistant Vice President for Student Life vetoes the legislation, he must then return it to the President together with his reason for the veto. The President will then return it to the Senate at its next meeting.

   (A) The Senate may vote by a three-fourths majority to override the veto and forward the legislation to the Vice-President for Student Affairs by way of the President.

   (B) If the Senate fails to override the veto then the legislation dies.

S 4. Within two business days of receiving legislation, the Vice-President for Student Affairs should appoint an ad hoc committee to advise him/her on the contents of the legislation.
This ad hoc committee shall be composed of at least four senators, the USGA President, the Director of Student Programs and the Assistant Vice President for Student Life. This committee shall serve in an advisory capacity, only.

After meeting with the ad hoc committee, the Vice-President for Student Affairs shall either sign or veto the legislation within one week.

The decision of the Vice-President for Student Affairs is final.

Any legislation that receives approval of the Senate, the President's signature or an overriding vote of a Presidential veto by the Senate, and any one of the following signatures shall then become law:

1. The Director of Student Programs or a designate of the Vice-President for Student Affairs;
2. The Assistant Vice President for Student Life;
3. The Vice-President for Student Affairs.

ARTICLE IV - Duties of the Officers of the Student Senate:

The Chairperson of the Senate shall be the elected Vice-President of the USGA Executive Branch and shall preside over meetings of the Senate. The Chairperson shall be allowed to vote only in the event of a tie vote. The Chairperson shall serve as Parliamentarian.

The Vice-Chairperson of the Senate shall be elected by a majority vote of the members present. The election of the Vice-Chairperson shall be conducted at the second, regular meeting of the Senate after the installation of new officers. The Vice-Chairperson of the Senate shall assume the duties of the Chairperson if for any reason that office becomes vacant or when requested to serve in the Chairperson's absence. When not serving as Chairperson, the Vice-Chairperson shall have the same duties, and shall vote, as a member of the Senate. When serving as a Chairperson, the Vice-Chairperson shall vote only in the event of a tie vote.

ARTICLE V - Executive Branch: Organization, Powers, and Duties:

All executive powers and duties of the USGA shall be vested in the offices of President, Vice-President, Secretary, and Treasurer.

The President of the USGA shall have the duties and powers:

1. To execute the Constitution and the laws passed by the Senate and approved by the Director of Student Programs or the designate of the Vice-President for Student Affairs or any other constitutionally appropriate officer.
2. To make recommendations to the Senate and to provide the Senate with information relevant to any such proposals.
3. To organize and preside over an Executive Cabinet to be composed of the four elected USGA Executive Officers, all standing committee chairpersons, and such additional members as he may appoint with the consent of a two-thirds vote of the Senate. The President may remove an appointed member of the Executive Cabinet at will.
4. To appoint temporary committee chairpersons at the organizational session of the Senate.
5. To appoint applicants to fill vacant Senate positions. Such appointments must be confirmed by a two-thirds majority vote of the Senate.
6. To call a special session of the Senate at any time deemed necessary for the interest of the student body. A forty-eight hour advance notice must be given for any special session.
(7) To veto, line-item veto, sign, or not sign any legislation passed by the Senate and recommend alterations to such legislation as the President deems necessary.

(8) To recommend to the Senate other dates for the holding of USGA elections if the regular dates hereinafter provided are deemed unsatisfactory.

(9) To appoint applicants to fill vacant Student Court positions. Such appointments must be confirmed by a two-thirds majority vote of the Senate.

(10) To recommend dates for the holding of special USGA elections or referendums when required as hereinafter provided.

(11) To perform such functions as may be authorized or requested by the administration of the University which may include serving on University committees, appointment of student representatives for committee assignments, or other designated assignments.

(12) To organize any temporary committees as the President deems necessary to perform any special function not specifically delegated in this Constitution. The President may appoint members to committees, define the function of the committee, and terminate any committee formed by the authority of this Article V, Section 2., Item (12).

(13) To provide a two-week internship to the newly elected USGA President.

S 3. The Vice-President of the USGA shall have the duties and powers:

(1) To preside over the Senate as Chairperson, and to vote only in the event of a tie vote in the Senate.

(2) To assume the office of President of the USGA if for any reason that office should become vacant or when requested to serve in the President's absence.

(3) To perform other such duties as the President may assign in the administration of the Executive Branch.

(4) To serve on the Executive Cabinet.

(5) To serve as Parliamentarian.

(6) To forward all legislation unsigned by the President after the allotted time to the Director of Student Programs or a designee of the Vice-President for Student Affairs within two business days.

(7) To provide a two-week internship to the newly-elected USGA Vice-President.

S 4. The Secretary of the USGA shall have the duties:

(1) To serve as the corresponding and recording secretary for the Student Government, the Executive Cabinet, and the Senate.

(2) To keep an accurate and permanent record of the minutes of the meetings of the Executive Cabinet and Senate.

(3) To keep and make available to the Executive Cabinet a permanent record of the Constitution and constitutional amendments passed by the Senate and signed by the Director of Student Programs or a designee of the Vice President for Student Affairs or any other constitutionally-appropriate officer.

(4) To forward all legislation passed by the Senate, and signed by its Chairperson, to the President of the USGA within two business days after passage, and to forward all legislation signed by the President to Director of Student Programs.
(5) To perform such other duties as the President may assign in the administration of the Executive Branch.

(6) To post all legislation on the official USGA bulletin board for a minimum of one week after it is voted upon by the Senate.

(7) To provide a two-week internship to the newly-elected USGA Secretary.

S 5. The Treasurer of the USGA shall have the duties:

(1) To serve as an ex officio member of the Finance Committee.

(2) To be in charge of all financial transactions of the USGA.

(3) To prepare and submit an itemized, semesterly, financial report to the Senate. Each end-of-the-semester report must be presented on or before the first Senate meeting of the next semester, and shall include a starting balance, an itemized list of income and expenses, and the closing balance in the general journal for that time period.

(4) To serve on the Executive Cabinet.

(5) To attend, at a minimum, every other Senate meeting, and each meeting concerning the passage of the Budget Bill.

(6) To perform other such duties as the President may assign in the administration of the Executive Branch.

(7) To provide a two-week internship to the newly-elected USGA Treasurer.

S 6. The Executive Cabinet shall have the functions and duties:

(1) To prepare all laws of the Senate in cooperation with the President.

(2) To serve as an advisory body to the President.

S 7. Failure to perform official duties by a member of the USGA receiving a scholarship may result in the suspension of salary for a one month period. Such actions shall be considered upon the filing of a written complaint with the USGA Secretary alleging dereliction of duties. The suspension of salary shall be considered by the Executive Cabinet and enacted by a two-thirds vote of the members present.

ARTICLE VI - Judicial Branch: Organization, Jurisdiction, and Procedures:

S 1. All judicial powers granted herein shall be vested in a Student Court, Court of Appeals, and Student Advocate, which are hereby created.

S 2. The Student Court shall be composed of four Associate Justices and one Chief Justice. The officers of the court shall be the Chief Justice and a Court Clerk. The Clerk and Chief Justice shall be elected by a majority vote of the five Justices. A Justice may serve a maximum term of eighteen months from time of appointment. All Justices will serve the maximum time permitted or until such time as they may resign, graduate or be removed from office.

(1) To be eligible to be appointed and hold the position of a Court Justice, one must meet the following qualifications:

(A) Have been in attendance at the Undergraduate Academic Unit for one complete semester prior to appointment.

(B) Have a grade point average of 2.0 on a 4.0 scale.
(C) Be enrolled as an undergraduate student in both the fall and spring semesters each year.

(D) Cannot be a member of any other branch of the USGA.

(2) The Justices shall be appointed by the President of the USGA with ratification by a two-thirds vote of the Senate.

(3) All Justices shall have an equal vote, with the exception of the Chief Justice, who shall vote only in the event of a tie.

S 3. The Student Court shall meet once a month during the regular school semester. A special meeting of the Student Court may be called by the Chief Justice with forty-eight hours advance notice. Notice of special meetings must be posted in a designated location in the USGA Office.

S 4. Original jurisdiction of the Student Court shall include:

(1) Interpretation of the Constitution.

(2) Interpretation of Constitutional Amendments.

(3) Interpretation of the Code of Laws (hereinafter provided).

(4) Interpretation of all legislation signed into law.

(5) Disputes between recognized student interest groups.

(6) Disputes between recognized student interest groups and:

   (A) Departmental clubs/organizations

   (B) Students not members of the interest groups involved.

(7) Charges of violations of the Constitution, Constitutional Amendments, the Code of Laws, or any USGA Law.

(8) Charges of violations of the USGA Election Rules.

(9) Impeachment Cases as outlined in this Constitution or any other appropriate legislation.

S 5. The Student Advocate shall be elected by the Undergraduate Academic Unit student body. In case of a vacancy, the Student Advocate will be appointed by the President of the USGA, and ratified by a two-thirds majority vote of the Senate.

The Student Advocate shall follow the guidelines and procedures set forth by this Constitution and any other appropriate legislation.

S 6. All procedures, rules, and regulations pertaining to the judicial process which are not contained directly herein shall be incorporated in the Code of Laws.

S 7. Court of Appeals:

(1) An Appeal may be filed by the student defendant or the Student Advocate to a Court of Appeals hereinafter provided.

(2) Any Appeal must be filed in writing within seven business days following the decision of the Court to the Assistant Vice President for Student Life.

(3) The Court of Appeals shall consist of the following:
(A) Three Undergraduate Academic Unit students designated by the Director of Student Programs.

(B) Two administrative representatives designated by the Assistant Vice President for Student Life.

(4) All decisions of the Court of Appeals shall be subject to the review and approval of the Vice-President for Student Affairs, whose decision shall be final.

ARTICLE VII - Standing Committees:

S 1. There shall be a Programs Committee.
S 2. There shall be a Student Services Committee.
S 3. There shall be a Finance Committee.
S 4. The temporary chairperson of all standing committees shall be appointed by the President at the Organizational Session.
S 5. The permanent chairperson of each committee shall be elected by the members of that committee.
S 6. Each committee shall execute such functions as may be conferred upon it by Senate acts.

ARTICLE VIII - Elections:

S 1. The qualifications for the various offices and positions of the USGA shall be as follows:

(1) To be eligible to enter the race or to be appointed to any USGA office or position, the student must be enrolled at UAB as a student in the Undergraduate Academic Unit during the term in which the election or appointment takes place, excluding the summer term.

(2) The President and Vice President:

(A) Must have attended UAB for one (1) of two (2) previous regular terms prior to appointment or election, having been enrolled as an undergraduate student in enough classes to be classified as a full time student.

(B) Must be of at least Sophomore standing to enter the race.

(C) Is limited to three (3) terms in office.

(D) Must maintain a 2.5 GPA (of 4.0) while in office, with no grace period.

(E) Must be enrolled as a full-time student during the fall and spring semesters while in office. Summer enrollment is optional.

(F) Must have a G.P.A. of 2.5 to be eligible to run.

(G) Must have been involved with the USGA, either with Senate or Internship Program, for at least one semester.

(3) The Secretary and Treasurer:

(A) Must have attended UAB for one (1) of two (2) previous regular terms prior to appointment or election, having been enrolled as an undergraduate student in enough classes to be classified as a full time student.

(B) Must maintain a 2.25 GPA (of 4.0) while in office, with no grace period.
(C) Must be enrolled as a full-time student during the fall and spring semesters while in office. Summer enrollment is optional.

(D) Must have a 2.25 GPA to be eligible to run.

(4) For all other positions, elected and appointed, student officials:

(A) Must have attended UAB for one (1) of two (2) previous regular terms prior to appointment or election, having been enrolled as an undergraduate student in enough classes to be classified as a full-time student.

(B) Must maintain a 2.0 GPA (of 4.0) while in office with a one semester grace period.

(C) Must be enrolled as a full-time student during the fall and spring semesters while in office. Summer enrollment is optional.

S 2. Election and installation of officers and positions:

(1) To be elected, a candidate must receive a majority of votes cast for the office or position sought. If no candidate receives a majority vote, a run-off election shall be held. (Reference: Code of Laws: Section 701.15)

(2) Voting in elections shall be by secret ballot and conducted according to procedures established by the Senate and the appropriate legislation (Reference: Code of Laws: Title VII) Each candidate and/or a designated representative shall be allowed to be present at the time votes are counted and tabulated.

(3) Executive Officers shall be elected at-large. Senators in each school division shall be elected only by students enrolled in the respective schools.

(4) All elected officials shall assume office on the first day of the summer term and shall hold office for a period of one year or until successors are elected and assume office.

(5) The Senate shall determine election rules and regulations. (Reference: Code of Laws: Title VII)

ARTICLE IX - Compensation of USGA Officers:

The President, Vice-President, Secretary, Treasurer, and any other individuals designated by the Senate shall be eligible for a salary, the amount of which shall be determined by the Senate with the approval of the Director of Student Programs or the designate of the Vice-President for Student Affairs.

ARTICLE X - Impeachment and Removal from Office:

The process of impeachment may be initiated against any elected or appointed official outlined in this Constitution.

S 1. The procedure shall be as follows:

(1) The Senate shall form an ad hoc committee consisting of five members of the Senate. This committee shall be formed by nomination and elected by secret ballot.

(2) The function of this ad hoc committee shall be to investigate the impeachment charges.

(3) Within five business days of formation, or at the next regularly scheduled Senate meeting, the ad hoc committee shall submit a typewritten report of its findings to the Senate.

(4) The Senate shall vote as to whether impeachment will take place. Impeachment shall require three-fourths majority vote of the Senate.
S 2. An impeachable offense shall be defined as any violation of this Constitution, the Code of Laws, or any Legislation signed into Law.

ARTICLE XI - Amendment(s) to the Constitution:

S 1. Amendment(s) to this Constitution may be initiated in one of the following ways:

(1) A vote of a two-thirds majority of the Senate.

(2) A petition signed by ten percent of the student body, to be defined as ten percent of the number enrolled in USGA represented divisions during the fall term.

S 2. After one of the two preceding steps has been completed, the following process must occur in specified order:

(1) The Senate must vote by a three-fourths majority of members present to accept the proposed amendment(s).

(2) After passage by the Senate, the Constitution must be approved by the Director of Student Programs, or the designate of the Vice-President for Student Affairs, before presentation to the student body.

(3) The text of the proposed Constitution shall be published in Toto in the student newspaper.

(4) The proposed amendment(s) shall be presented to the student body in a referendum no less than five days and no more than ten days after publication in the student newspaper. A majority of votes cast must be affirmative to pass the amendment(s).

(5) Copies of the amendment(s) shall be available for review upon request at each polling location and, for at least one full week prior to the election, at the USGA office.

ARTICLE XII - Code of Laws:

The USGA shall consider and enact a Code of Laws and any legislation deemed necessary to complement this Constitution and coordinate the operation of the USGA. All legislation intended for incorporation into the Code of Laws shall be subject to the same process outlined for regular legislation, except that it will require a two-thirds majority approval of the Senate.

ARTICLE XIII - Ratification of a New Constitution:

S 1. At such time that it becomes necessary by the request of the Senate or ten percent of the student body, the President shall appoint a Constitutional Committee to rewrite the Constitution.

S 2. The Senate must pass the new Constitution by a three-fourths majority vote of members present.

S 3. After passage by the Senate, the Constitution must be approved by the Director of Student Programs or the designate of the Vice-President for Student Affairs, before presentation to the student body.

S 4. The text of the proposed Constitution shall be published in Toto in the student newspaper.

S 5. The proposed Constitution shall be presented to the student body in a referendum no less than five days and no more than ten days after publication the student newspaper. A majority of votes cast must be affirmative to pass the Constitution.

S 6. Copies of the proposed Constitution shall be available for review upon request at each polling location and, for at least one full week prior to the election, at the newspaper.

S 7. Since this Constitution's purpose is to unify in government and bind all students of the Undergraduate Academic Unit of the University of Alabama at Birmingham who pay a Student Service Fee, it should be
recognized that constitution, like contracts are generally viewed as agreements between those assenting to be bound and those provisions found therein.

ARTICLE XIV - Supersession:

This Constitution shall supersede all other legislation wherein lies conflict.

ARTICLE XV - Bill of Rights:

S 1. Students of the Undergraduate Academic Unit possess certain inalienable rights which will, if necessary, be actively defended by intercession of the USGA on their behalf.

S 2. The USGA recognizes the following to represent a guaranteed, although not exhaustive, list of rights of the Student Body:

   (1) Access to education and associated resources, as well as free mobility throughout campus facilities, are basic necessities for inclusive learning; therefore, the right for physically, mentally, and emotionally challenged students to do so shall not be abridged or impaired.

   (2) Education recognizes no color or creed; students shall be entitled to attend classes without racial, sexual, political, economic, or other illegitimate discrimination.

   (3) As freedom of expression is essential in education, students shall have the right of access to a student press.

   (4) Students shall have the right to appeal decisions concerning accusations of cheating, academic expulsion, and general barring from the classroom.
TITLE I

TABLE OF CONTENTS AND DEFINITIONS

S 100.0 Table of Contents

S 100.1 There shall be titles, each composed of numerically designated sections, as follows:

TITLE I……… TABLE OF CONTENTS AND DEFINITIONS………………………. ($100-199)
TITLE II…….. EXECUTIVE BRANCH………………………………………………... ($200-299)
TITLE III…….. SENATE BRANCH………………………………………………........... ($300-399)
TITLE IV…….. JUDICIAL BRANCH…………………………………………………… ($400-499)
TITLE V………… STUDENT ORGANIZATIONS……………………………………. ($500-599)
TITLE VI……… FUNDING GUIDELINES……………………………………………... ($600-699)
TITLE VII…….. ELECTIONS……………………………………………………………… ($700-799)
TITLE VIII……. PUBLICITY AND PROMOTIONS……………………………………. ($800-899)
TITLE IX……… INTERNSHIP GUIDELINES…………………………………………. ($900-999)
TITLE X……….. USAGE OF COPIER………………………………………………… ($1000-1099)
TITLE XI……… TRAVEL GRANT PROGRAM………………………………………. ($1100-1199)

S 100.2 Each section may be subdivided by means of a decimal arrangement, for example: Section 100 may be divided into 100.1, 100.2, 100.3, etc...

Updated August 2002

TITLE II

EXECUTIVE BRANCH

S 200.0 Introduction:

S 200.1 The Undergraduate Student Government Association does hereby establish the following guidelines concerning the USGA Executive Branch.

S 201.0 Executive Cabinet:
S 201.1  The Executive Cabinet shall be composed of the USGA President, Vice President, Secretary, Treasurer, all standing committee chairpersons, and any such additional members deemed necessary by the President to be appointed by him/her and ratified by a two-thirds majority vote of the Senate. Any appointed member may be removed at will by the President.

S 201.2  The President shall be required to call a meeting of the Executive Cabinet at least once every two weeks during the fall and spring semester and at least twice during the summer term.

S 201.3  The times, places, and dates of these meetings shall be designated by the President and should be convenient for the Cabinet as a whole. The President may call an emergency meeting of the Cabinet with a twenty-four hour advance notice.

S 201.4  All Executive Cabinet members shall attend all scheduled Executive Cabinet meetings.

S 201.5  Members of the Executive Cabinet, Senate, Student Court, and Interns shall be required to attend formal USGA Training Session(s). The Session is to be held at least one week prior to Fall Semester. The penalty for an unexcused absence from a training session for an Executive Cabinet member shall be the suspension of two months salary, unless approved by a ¾ vote of the executive cabinet.

S 201.6  Any Executive Cabinet member who misses more than one regularly scheduled Executive Cabinet meeting in any given semester shall submit a written excuse to the President explaining that absence prior to the next regularly scheduled meeting of the Executive Cabinet. At that meeting, the Executive Cabinet shall review the excuse and either accept or reject it by a majority of members present.

   (1) If the excuse is accepted, then the Executive Cabinet member shall remain on the Executive Cabinet; however, his/her attendance record shall not be cleared, but merely show the absence has been excused.

   (2) If the excuse is not submitted or is rejected, the Executive Cabinet member shall be subject to the forfeiture of one month's salary.

S 201.7  Anyone approved by the Executive Cabinet may attend a Training Session as a guest of the USGA.

S 202.0  **Executive Discretionary Fund:**

S 202.1  The Executive Cabinet shall have access to a fund which may be used at their discretion for any USGA projects or emergencies considered to be of merit.

S 202.2  Funds shall be allocated each semester by the USGA Senate to be placed in the discretionary fund.

S 202.3  The USGA President shall submit, on behalf of the Executive Cabinet, an itemized list of expenditures at the second meeting of the Senate every semester, documenting all expenditures from the discretionary fund for the preceding semester.

S 202.4  Any usage of the Executive Cabinet discretionary fund must be approved by a majority vote of the Executive Cabinet.

S 203.0  **Scholarship Requirements:**

S 203.1  Executive Cabinet members, and all others on USGA scholarship (excluding the Internship Coordinator), shall be required to hold five regularly-scheduled-and-posted office hours per week, not all on the same day, during regular business hours. The Internship Coordinator shall complete a total
of five office hours per week. The Internship Coordinator office hours shall be defined as the summation of time completed for the USGA Internship Educational Seminar and regular office hours.

S 203.2 It shall be the responsibility of each individual receiving a scholarship to "sign-in" and "sign-out" in an Official Log to be located at an easily accessible area designated by the USGA President, and approved by a two-thirds vote of the Executive Cabinet.

S 203.3 Information concerning maintenance of office hours in the Official Log shall be public information and open to review by any academic Unit Undergraduate student upon request.

S 203.4 The Finance Committee shall evaluate scholarship allocations every semester.

S 203.5 The holding of more than one office for which a scholarship is regularly awarded shall be prohibited.

**TITLE III**

**SENATE BRANCH:**

S 300.0 **Meetings:**

S 300.1 The Senate shall convene every-other week of the semester for the purposes of roll call; reading of the minutes; committee reports; old business; first reading of new bills, resolutions, and amendments; appointments; student forum; and announcements, beginning the first full week of the fall semester.

S 300.2 Committees shall meet at least every alternate week, being the week that the Senate is not meeting, beginning the first full week of the semester.

S 300.3 All meeting times shall be set at least forty-eight hours prior to the meeting.

S 300.4 The standard meeting time for Senate meetings, for each semester, shall be voted upon at the last Senate session of the preceding school semester. This time shall be adhered to unless otherwise voted upon during the school semester.

S 301.0 **Passage of Bills:**

S 301.1 All bills introduced shall be presented in the following form:

1. All bills must be typewritten and submitted to the Chairperson of the Senate no later than two business days prior to the next Senate meeting.

2. All bills shall be titled, and the title shall be centered at the top of the first page.

3. All bills shall be numbered by using "Bill #," followed by the first two letters of the appropriate semester (i.e., FA for fall and SP for Spring), followed by an Arabic numeral, followed by the appropriate year. (Example: Bill # SP-01-01) This bill number shall be numbered consecutively for one year beginning with the summer and shall be placed directly under the title on the first page.

S 301.2 Any person or group can originate a bill (i.e., student, organization, committee, etc...).

S 301.3 All bills that deal with money shall follow the USGA Funding Guidelines.

S 301.4 All bills shall be sponsored by a senator.

S 301.5 Once the bill is acted upon, it shall follow the procedures set forth in the USGA Constitution (Reference S 304.0).

S 302.0 **Passage of Amendments:**
S 302.1 All amendments introduced shall be presented in the following form:

(1) All amendments must be typewritten and submitted to the Chairperson of the Senate no later than two business days prior to the next Senate meeting.

(2) All amendments shall be titled, and the title shall be centered at the top of the first page. All amendments shall be titled by using the words, "Amendment to," followed by the title of the appropriate bill.

(3) All amendments shall be numbered consecutively according to the bill they amend. This number shall be placed directly under the title, using, "Amendment #," followed by the first two letters of the appropriate semester, followed by the appropriate year. (Example: Amendment # FA-1-01). This number shall be placed directly under the title on the first page.

(4) They shall have at the top left corner of the first page the words, "DATE INTRODUCED," under which shall be the words, "DATE VOTED UPON."

(5) Amendments that deal with money shall be line- itemed.

S 302.2 All amendments shall have an originator and a sponsor.

S 302.3 Any person or group may originate an amendment (i.e., student, organization, committee, etc.).

S 302.4 All amendments shall be sponsored by a senator.

S 302.5 All amendments that deal with money shall be approved by two-thirds vote of the Senate in accordance with Title VI (Reference S 304.0).

S 302.6 All those originating alterations to the initial form of any legislation shall be responsible for submitting a corrected copy to the Vice-President of the USGA before he/she must sign it.

S 303.0 Passage of Resolutions:

S 303.1 All resolutions introduced shall be presented in the following form:

(1) All resolutions shall be typewritten and submitted to the Chairperson of the Senate no later than two business day prior to the next Senate meeting.

(2) All resolutions shall be titled, and the title shall be centered at the top of the first page.

(3) All resolutions shall be titled by using either of the following forms:

   (A) By using the words, "Resolution on," followed by a word or words indicating a subject matter.

   (B) By using a word or words indicating the subject matter, followed by the word, "Resolution".

(4) All resolutions shall be numbered by using the word, "Resolution #," followed by the first two letters of the appropriate semester, followed by an Arabic numeral, followed by the appropriate year. (Example: Resolution #FA-1-01).

(5) This number shall be placed directly under the title on the first page. Resolutions shall be numbered consecutively for one year, beginning with the Fall semester and terminating at the end of the spring semester of that Senate year.
(6) All resolutions shall have written at the top left corner of the first page the words "DATE INTRODUCED," under which shall be the words "DATE VOTED UPON."

S 303.2 All resolutions shall have an originator and a sponsor.
S 303.3 Any person or group can originate a resolution (i.e., student, organization, committee, etc.)
S 303.4 All resolutions shall be sponsored by a senator.
S 303.5 Resolutions shall not be used to allocate money.
S 303.6 Resolutions shall require a majority vote of the Senate and the signature of the Vice President, only.

S 304.0 Voting Procedures:

(1) For Bills:
   The final vote on all bills shall be by roll call vote.

(2) For Amendments to Bills:
   The final vote on all amendments to bills shall be by either hand vote or by voice vote. A roll call vote can be requested.

(3) For Resolutions:
   The final vote on all resolutions shall be by either hand vote or by voice vote.

(4) A Majority Vote Shall Be Required:
   (A) To adopt all bills, amendments to bills, and resolutions.
   (B) To elect a Vice-Chairperson of the Senate.
   (C) As required by Parliamentary Procedures.

(5) A Two-Thirds Vote Shall Be Required:
   (A) To suspend the rules.
   (B) To close debate.
   (C) To remove a Senator from office if written excuse is not accepted.
   (D) To approve Presidential appointments.
   (E) To approve amendments to the Budget Bill.
   (F) To vote not to send a bill to a committee.
   (G) To vote to bring a bill out of committee when a committee refuses to bring the bill out of committee.
   (H) To adopt amendments to the Code of Laws.

S 305.0 Senators' Attendance:
S 305.1 Senators shall be required to attend all regularly scheduled Senate meetings.
S 305.2 Any senator who misses more than one regularly scheduled Senate meetings during any given semester shall submit a written excuse to the Senate explaining that absence prior to the next
regularly scheduled meeting of the Senate. At that meeting the Senate shall review the excuse and vote to accept or reject it. Voting shall be done by secret ballot, only.

(1) If the excuse is accepted by a two-thirds vote of the members present, then the senator shall remain on the Senate; however, his/her attendance record shall not be cleared but merely shall show that the absence has been excused.

(2) If the excuse is not submitted or is rejected, the senator's position is automatically forfeited and open for appointment.

(3) Should said senator miss a third meeting in the same semester, he/she automatically forfeits his/her Senate seat.

(4) If an excuse is not submitted, the senator's position is automatically forfeited, and open for appointment.

(5) An absence shall be awarded to any senator, without regard to quorum, upon failure to attend a regularly scheduled meeting.

S 305.3 An automatic excused absence shall be granted the senator whose absence is the result of USGA-sponsored business; however, the senator shall submit in writing to the Senate the reason for his/her absence.

S 305.4 Any senator who enters a Senate meeting within the ten minutes of the starting time shall be considered tardy. Two such tardies shall be equivalent to an unexcused absence and shall be entered in the minutes as such.

S 305.5 Any senator who enters a Senate meeting after the fifteen minutes of the starting time, or who leaves the meeting and does not return before the announcements shall be considered as absent, and his/her unexcused absence shall be entered in the minutes.

S 305.6 Members of the Senate shall be required to attend a USGA Training Retreat to be held at least one week prior to the fall semester.

S 305.7 Senators may be excused from the Training Retreat only for emergency reasons with approval of the Executive Cabinet.

S 305.8 The penalty for unexcused absences for senators during a Training Retreat shall be two unexcused Senate absences against his/her record.

S 305.9 The USGA President and/or Executive Cabinet shall enforce any penalty.

S 305.10 It shall be the responsibility of the elected USGA secretary:

(1) To keep an attendance record of the USGA Senate.

(2) To notify all senators by certified letter with a return receipt when they have two or more absences.

S 305.11 It shall be the responsibility of the Chairperson of the Senate to inform the Senate of any senator's two absences and status of any excuses received, after which the Chairperson shall have the Senate immediately take action as set forth in this Code of Laws.

S 305.12 It shall be the responsibility of each senator:

(1) To keep up with his/her own attendance record.
(2) To make sure the USGA office has the correct address and phone number of his/her current address.

(3) To submit when necessary a written excuse to the Senate in accordance with this Code of Laws, Section 305.2 and 305.3.

(4) To send a written letter of resignation to the Chairperson of the Senate should the senator resign.

S 306.0 **Extended Absence:**

S 306.1 Permission for extended absences may be given to those who must miss more than three scheduled meetings because of severe illness, familial trauma, or other extreme circumstances.

S 306.2 Extended absences shall require a written request submitted to the USGA Secretary and a three-fourths vote of approval of the Senate.

S 306.3 Mandatory military and jury duty shall be considered automatic extended absences and require no vote, regardless of number of days missed.

S 306.4 Extended absences shall not count against an individual in the tally of meetings attended, but shall be documented for future reference and record-keeping purposes.

S 307.0 **Committee Structure:**

S 307.1 There shall be three (3) standing committees: Student Services, Programs, and Finance.

S 307.2 The standing committees shall hold regular meetings (Reference S 300.2 and S 300.3).

S 307.3 Every senator shall belong to one and only one of the three standing committees.

S 307.4 Each committee shall have, as close as possible, an equal distribution of members from the Senate.

S 307.5 Within two weeks after being elected/appointed, any USGA senator may submit to the Executive Cabinet a statement listing first and second preference for committee membership.

S 307.6 Within one week of receiving the preference statement from the senator, the Executive Cabinet shall assign each elected/appointed official senator to one of the three standing committees with consideration to the senator's preference. The assignment shall be made within three weeks after the new senator takes office, regardless of submission of a preference statement.

S 307.7 Any senator who desires to change committees shall be allowed to do so provided he/she has the majority approval of the Executive Cabinet.

S 307.8 The USGA Treasurer shall be a non-voting member of the Finance Committee, subject to the same penalties as voting members (see Article V, Section 5).

S 307.9 The President shall appoint temporary chairpersons at the beginning of each new administration or when vacancies arise simultaneously in both the positions of chairperson and vice-chairperson. The permanent committee chairperson and vice-chairperson shall be elected by a majority vote of the committee at its second meeting after the temporary chairperson has been appointed. The chairperson shall vote only in the case of a tie vote.

S 307.10 The vice-chairperson shall assume the office of the chairperson if, for any reason, that office becomes vacant, and shall be responsible for serving as a committee liaison to the USGA Publicity Coordinator, keeping him/her informed of all activities regarding publicity.
S 307.11 Each committee shall have a secretary appointed by the chairperson of that respective committee. The secretary does not have to be a senator. The Secretary shall:

1. Keep written minutes, including committee member’s attendance and a record of the vote on all committee action.

2. Provide a copy of all committee minutes for the USGA file, committee members, and the USGA President.

3. Shall notify committee members by phone or mail when they have more than two absences.

S 307.12 The chairperson of each committee shall meet with the USGA President on a biweekly basis to discuss the progress of committee business.

S 307.13 Any student of the Undergraduate Academic Unit may join any committee and shall be considered a voting member upon attending two consecutive meetings. Students shall be restricted to membership on only one committee, and shall be required to attend all committee meetings. If more than three regularly scheduled meetings are missed by a non-senator, he/she shall be removed from the committee.

S 307.14 In the event that a committee chairperson is not a member of the USGA Senate, he/she shall be required to attend all committee meetings, and shall be removed from his/her position as chair upon missing two meetings in any given semester. He/she shall be subject to removal from the committee in accordance with Section 307.13 of the USGA Code of Laws.

S 307.15 Any senator who misses more than two regularly scheduled meetings during any given semester shall submit a written excuse to the committee explaining that absence prior to the next regularly scheduled meeting of the committee. At that meeting the committee shall review the excuse and vote to accept or reject it. Voting shall be done by secret ballot.

1. If the excuse is accepted by a majority vote of the members present, the senator shall not receive an absence on their Senate attendance record.

2. If the excuse is not submitted or is rejected, the senator shall automatically receive an absence added to their Senate attendance record.

3. Should said senator miss a fourth meeting in the same semester, he/she shall automatically receive an absence added to his/her Senate record.

S 308.0 Calling Special Sessions of the Senate:

S 308.1 Proper notice of a Special Session shall be considered given when the Senate Chairperson calling the meeting posts the announcement in a prominent spot in the USGA office two business days in advance and provides a written letter of notification the Secretary or another member of the Executive Cabinet when the Secretary is unavailable.

S 308.2 Within one business day of being notified by the caller of the Special Session, the USGA Secretary and/or another member of the Executive Cabinet designated by the USGA President, shall attempt to inform all senators of the Special Session.

S 309.0 Student Forum:

S 309.1 Students shall have the right to address the Senate at all regularly scheduled meetings to express concerns and complaints about the campus community.
S 309.2 Students wishing to make a statement shall file with the USGA Secretary the following information no later than four working days before the meeting at which they plan to speak: address, phone number, and a brief summation of topic.

S 309.3 Students participating in the student forum shall have three minutes in which to speak, and be entitled to hold the floor until it is yielded, the prescribed time has expired, or they have concluded their remarks. After the student has finished, he/she may verbally petition the Senate for another three minute period in which to speak, if he/she so desires. A majority vote of the Senate will be required to allow him/her another period in which to speak.

S 309.4 The student forum portion of the USGA meeting shall immediately precede announcements, and terminate upon the completion of comments by the final formally recognized student.

S 309.5 Anyone who is not a member of the USGA Senate or Executive Cabinet shall only speak during USGA meetings through the process of student forum or if yielded the floor by a senator or the Chairperson of the Senate during the conducting of regular business and debate.

**TITLE IV**

**JUDICIAL BRANCH:**

S 400.0 The Judicial Process:

S 401.0 Procedure of Complaint and Notification:

S 401.1 All actions against any party will commence by filing a written Complaint with the Student Court, which shall in turn notify the Student Advocate.

S 401.2 All Complaints filed with the Student Court shall be reviewed by the Chief Justice upon reception. The Chief Justice shall review each Complaint to determine validity and either accept or refuse to entertain the Complaint for Preliminary Hearing. Before the Complaint can be dismissed by the Chief Justice, the Director of Student Programs must be consulted and have approved the aforesaid Dismissal. The decision for Dismissal shall be rendered by the Chief Justice within seven working days after having received it. Grounds for refusing acceptance of a Complaint shall include, but not be confined to, abuse of process, lack of remedy from the Court, lack of jurisdiction of law, moot issues, and personal grievances. Decisions for Dismissal may be overturned by a majority vote of the Student Court.

S 401.3 A complaint shall consist of the specific Charge, the USGA Law allegedly violated, and may suggest a proposed remedy for the accused violation.

S 401.4 At least five business days prior to the Preliminary Hearing, a copy of the "Student's Rights Afforded by Due Process," as hereinafter provided for, shall be delivered by Certified Mail from the Student Advocate to both the Student Defendant and the Plaintiff. This Notice shall state the Charges and give information of when and where the Preliminary Hearing will be conducted.

S 401.5 The USGA Student Court shall not consider questions of tort law (a wrongful act arising from a breach of duty created by law for which civil actions could be taken), although such questions may be submitted as evidence in most cases when applicable.

S 401.6 In the event that the filed Complaint involves interpretation of the USGA Constitution, amendments to the Constitution or legislation signed into Law, the Student Defendant shall be the USGA. The USGA shall have the option of allowing the Student Advocate to act as its spokesperson. These cases shall be treated in the same manner as adversary cases.

S 402.0 Student's Rights Afforded By Due Process:
S 402.1 These Rights shall include:

(1) Right to a Notice in writing of all Charges.

(2) Right to appear in person at the Hearing or not appear with the assurance that failure to attend shall not be construed as being indicative of guilt.

(3) Right to the counsel of the Student Advocate.

(4) Right to select non-professional Counsel of one's choice from the UAB community.

(5) Right to enter a Plea of Guilty or Not Guilty.

(6) Right to change a Plea of Guilty or Not Guilty until such time as a Decision is rendered.

(7) Right upon request to receive at the Preliminary Hearing a list of all Witnesses who will appear. Witnesses not listed may not be used at the Hearing.

(8) Right to call Witnesses and present Witnesses on one's behalf.

(9) Right to confront and cross examine Witnesses and Accusers.

(10) Right to choose whether to testify on one's behalf.

(11) Right to have access to all relevant information and all evidence.

(12) Right to present written, notarized briefs.

(13) Rights to request and receive a written copy of the record or the tape recording of the Hearing.

(14) Right to be free from "Double Jeopardy."

(15) Right to Appeal.

S 403.0 Preliminary Hearing:

(1) A Preliminary Hearing shall be called by the Chief Justice and is closed to the public. It shall be held no earlier than five business days and no later than ten business days after filing of a Complaint with the Student Court.

(2) The procedures of the Preliminary Hearing shall be as follows:

   (A) Upon calling the Hearing to order, the Chief Justice shall introduce the Plaintiff, the Student Advocate, and the Student Defendant.

   (B) The Complaint against the Student Defendant shall be read aloud by the Court Clerk.

   (C) The Plaintiff or Counsel to the Plaintiff may deliver a brief statement indicating appropriateness of the Hearing; however, no Witnesses may be called.

   (D) The Student Defendant may state his Plea of Guilty or Not Guilty, deliver a statement, but no Witnesses may be called.

   (E) The Court will decide upon the legitimacy of the complaint within two business days after the conclusion of the Hearing, and, if appropriate, hold a Hearing no earlier than five business days and no later than fifteen business days following the Preliminary Hearing. Legitimacy shall include, but not be restricted to, reasonable evidence alleging
the actual guilt of the Defendant under USGA Law. Mere documentation of USGA Law which could potentially be violated will not be acceptable as a legitimate complaint.

(F) The Chief Justice must request the input of the Defendant and Plaintiff. The Decision from the Preliminary Hearing may be appealed within one business day to the Director of Student Programs, who must render a Decision within two business days after receiving Appeal. The Decision of the Director of Student Programs shall be final.

(G) In the event the Preliminary Hearing does not take place within the specified time period, then a Preliminary Review Board will be appointed by the Director of Student Programs. The Preliminary Review Board shall consist of three UC undergraduate students randomly selected by the Director of Student Programs. Students selected must not be affiliated with any party under investigation. The Preliminary Review Board shall conduct the Preliminary Review and forward its Recommendation to the Director of Student Programs, who will render a Decision regarding the legitimacy of the Complaint. If necessary, the Court must then hold a Hearing no earlier than five business days and no later than fifteen business days following the Decision of the Director of Student Programs. The Decision of the Director of Student Programs regarding Preliminary Hearings shall be final.

S 404.0 Judicial Hearings:

S 404.1 The procedure for Judicial Hearings following the Preliminary Hearing shall be as follows:

S 404.2 Upon calling the Hearing to order, the Chief Justice shall introduce the Plaintiff, Student Advocate, and Student Defendant.

S 404.3 The Student Defendant shall enter a Plea of Guilty or Not Guilty. If the Plea is Guilty, the Court shall adjourn to deliberate on the appropriate Sanction. If the Plea is Not Guilty, the Hearing shall proceed.

S 404.4 The Student Plaintiff may deliver the Opening Statement that does not exceed five minutes. The Student Defendant or Counsel may then deliver an Opening Statement that does not exceed five minutes.

S 404.5 Each Witness shall testify under oath (hereinafter provided for and to be given by the Court Clerk), and shall remain under oath for each examination and cross-examination given during the course of the Hearing.

S 404.6 The Plaintiff or Prosecutor shall call and examine Witnesses in any order he chooses. The Witnesses may be cross-examined at this time. The Student Defendant may then call and examine Witnesses in any order. These Witnesses may be cross-examined by the Plaintiff; however, questions may be directed to the testimony given, only. The Plaintiff of Plaintiff’s Counsel may then deliver a Closing Argument that does not exceed nine minutes; if a rebuttal is desired, the Plaintiff may ask to reserve up to five minutes of the Closing Argument prior to beginning their Closing Argument. Then the Student Defendant or Student Defendant’s Counsel may deliver a Closing Argument that does not exceed nine minutes. The Plaintiff or Plaintiff’s Counsel is then allowed to make their rebuttal.

S 404.7 Written statements by absent Witnesses will be admissible as evidence only if the Court determines that good cause is shown. Prior to the Hearing, these written statements shall have been notarized. These statements shall be entered as testimony and shall be read aloud, if feasible, by the Court Clerk. The Court shall take into consideration that cross-examination is not possible.
S 404.8  The Student Defendant may testify under oath in his own behalf. If the Student Defendant appears as a Witness, the Student Defendant is subject to cross-examination; however, the Student Defendant may decline to answer any or all questions.

S 404.9  The Student Defendant's prior record(s) from any prior Hearing shall be inadmissible as evidence to prove Guilt. Credibility of the Plaintiff and all Witnesses will always be in question. The Plaintiff can never initiate an attack on the credibility of the Defendant.

S 404.10  All Justices may ask questions, provided questions are written and recognized by the Chief Justice. The Chief Justice may declare any question irrelevant to the current line of questioning.

S 404.11  The Student Defendant shall be presumed Innocent until proven Guilty. The burden of proof rests with the Plaintiff and must be supported by clear and convincing evidence.

S 404.12  The Chief Justice shall have the right to exclude evidence which is deemed irrelevant, immaterial, unduly repetitious, or illegally obtained.

S 404.13  The Chief Justice shall have the authority to declare an individual in Contempt of Court for an action which impedes the Court's proceedings. Any student found in Contempt of Court shall be referred to the Non-Academic Judicial Affairs Officer for Disciplinary Action (including suspension and/or expulsion from curricular or extracurricular activities). Any non-student found in contempt of Court will be asked to leave the campus immediately. If he/she refuses, the Chief Justice has the authority to summon UAB Police and may file charges of trespassing and “Interfering with the Educational Process.

S 404.14  A complete, factual, taped record shall be kept by the Court Clerk of all Hearings. The Court Clerk shall be responsible for keeping all records on file in the USGA office. In the event of an Appeal, the Chief Justice shall forward all records concerning the Hearing to the Court of Appeals within two business days.

S 404.15  The Chief Justice shall be responsible for maintaining proper decorum during the Hearing and shall do so by whatever means deemed appropriate within the bounds of jurisprudence.

S 405.0  Decisions:

S 405.1  All Court Decisions, Preliminary and Judicial, must be in writing, must state the basis for the Decision, and must be kept on file in the USGA office.

S 405.2  The Court Clerk shall send one copy of each Decision, Preliminary, Judicial, or Appeal, by Certified Mail to the Student Defendant, Student Advocate, Plaintiff, and any other agencies which then Court deems appropriate.

S 405.3  A Chief Justice and any Associate Justice may Dissent from the Decision of the Court. This Dissent shall be in writing, stating the basis for such disagreement. Dissents shall become a part of the permanent record.

S 405.4  Preliminary and Appeals Decisions shall be rendered within two business days; Judicial Decisions shall be rendered within five business days.

S 405.5  A majority of justices shall be necessary to conduct a hearing. This shall include the Chief Justice.

S 405.6  All Decisions shall require a majority vote of the Justices present at the Hearing.

S 406.0  Sanctions:

S 406.1  Disciplinary Sanctions which may be imposed are:
(1) Oral Reprimand.

(2) Written Reprimand.

(3) Suspension of the Individual's participation in Student Co-curricular Activities for a Specified Time.

(4) Suspension of the Student Organization from Co-Curricular Activities for a Specified Time.

(5) Restitution or Reimbursement.

(6) Other Sanctions Listed in the Code of Laws.

(7) The Director of Student Programs may suggest other sanctions such as those listed above for Contempt of Court.

(8) Referral to the Non-Academic Judicial Affairs Officer.

(9) Other sanctions deemed appropriate but not listed in the Code of Laws.

S 406.2 These Sanctions shall be decided upon by the Student Court and shall be included with the Decision in writing.

S 407.0 Code of Ethics:

S 407.1 No Case or pending Case before the Student Court shall be mentioned, commented upon or discussed in any manner by any Justice, except when the Court is in Executive Session to consider the Case or when information is required by those officials outlined in the Appeals process.

S 407.2 A Justice shall disqualify himself/herself from any Case which involves parties that may influence or enjoy his/her favor. The Court Faculty Advisor may, upon petition by either party, disqualify a Justice if he/she believes clear conflict of interest exists.

S 408.0 Appeals Procedure:

S 408.1 The Appeal Hearing shall be scheduled by the Dean for Student Affairs within five business days upon acceptance of Appeal request.

S 408.2 The Dean for Student Affairs will consider the Appeal for Hearing. All Appeals must be given the right to a Hearing unless the Appeal does not show clear grounds of error, law, or procedure by the USGA Student Court. Any Case in which at least two Justices Dissented must be considered for Appeal if requested by one Dissenting Justice filing Amicus Curiae brief with the Appellant regardless of error by the Student Court.

S 408.3 Once the Appeal is accepted for a Hearing, it shall be the duty of the Court Clerk to notify all parties involved as to the date, time, and place of the Appeal Hearing via Certified Mail.

S 408.4 The Court Clerk shall provide all records related to the Appeal Hearing six business days before the Appeal Hearing.

S 408.5 Before the Appeal Hearing the Court of Appeals shall meet to listen to the tapes of the previous Hearings. This Session will be closed to all parties outside of the Court of Appeals.

S 408.6 If the Court of Appeals schedules a formal Hearing, the Court of Appeals may recall any Witnesses it deems necessary. New, pertinent evidence shall be admissible as long as the evidence was not available for use in the previous Hearing.
S 408.7 Any other procedures and activities of the Court of Appeals shall follow those herein concerning the Student Court.

S 408.8 The Court of Appeals shall consist of three undergraduate Academic Unit students to be selected by the Director of Student Programs. Students selected must not be affiliated with either party in the proceedings. The two administrators on the Court shall be appointed by the Assistant Vice President for Student Life.

S 408.9 All Decisions may be appealed upon request to the Vice President for Student Affairs, whose Decision shall be final.

S 409.0 **Oath of a Witness:**

S 409.1 The Court Clerk will ask the Witness to raise his or her right hand and administer the following oath: "Do you solemnly swear that the testimony which you are about to give is the truth, the whole truth, and nothing but the truth, with this oath being taken fully realizing that perjury might result in action being taken against you in this Court?" The Witness will receive the oath by replying, "I do solemnly swear."

S 410.0 **Oath of a Student Justice:**

S 410.1 All Justices shall take an Oath of Office. The Oath shall be taken at the first Student Court meeting immediately following appointment by the USGA President and ratification by the Senate. An incoming Chief Justice shall take the Oath from the outgoing Chief Justice. If the outgoing Chief Justice can not administer the oath, a designate shall be appointed by the USGA President. The Justice shall raise his/her right hand and repeat: "I do solemnly swear to uphold the Constitution and the Code of Laws, and always seek to be mindful of the interests of parties before me, as well as the interests of the UAB Community." The Oath shall be administered to Associate Justices by the Chief Justice.

S 411.0 **Advisory Opinion:**

S 411.1 Any Undergraduate Academic Unit student may ask the Student Court for an Opinion on a legal matter dealing with the Laws of the USGA. The question must be presented to the Chief Justice in writing and include any pertinent information on the area in question.

S 411.2 The Student Court shall send a Notice to the Kaleidoscope and the USGA President, who shall inform the Senate, regarding the submission of the question before discussion of the question can occur in a formal meeting of the Court.

S 411.3 Upon consideration of the question, the Student Court shall issue an Advisory Opinion in writing to the student making the request; a copy of the Advisory Opinion shall be sent to the Kaleidoscope, and the USGA President who shall inform the Senate.

S 411.4 Advisory Opinions shall not be binding upon the parties involved.

S 412.0 **Court's Self-Discipline Powers:**

S 412.1 Any Court Justice who misses more than two scheduled Court meetings, during any given semester, shall submit a written excuse to the Court explaining the absence before the next regularly scheduled meeting. The Court shall review the excuse and vote to accept or reject it.

S 412.2 If the excuse is accepted by a majority vote of members present, then the Justice shall retain his/her position with the Court; however, his/her attendance record shall not be cleared but shall merely show the absence as excused.

S 412.3 If the excuse is rejected by the Court, the Justice's position will be automatically forfeited, and the position will be open for appointment.
S 412.4 Should a Justice miss more than two meetings in the same semester, he/she shall automatically forfeit his/her position.

TITLE V

STUDENT ORGANIZATIONS:

S 500.0 Definitions:

S 500.1 Student Organizations are defined as any departmental or special interest club, group, or organization with UAB Undergraduate Academic Unit membership or affiliation. This Code of Laws shall be used for USGA recognition purposes, only, and does not apply to any social fraternity or sorority.

S 501.0 Recognition of Student Organizations by the USGA:


S 501.2 The student group must submit a petition requesting recognition as a student organization at UAB with the signatures of at least five charter members to the appropriate University official. These charter members must be currently enrolled as UAB Undergraduate Academic Unit students.

S 501.3 The student group must submit three copies of its Constitution and Statement of Purpose to the appropriate University official.

S 501.4 The student group must have a faculty or staff member from this University to serve as an advisor.

S 501.5 The student group's Constitution must reflect democratic procedures for the election of Officers; it must conduct an annual election for these positions and positions shall be limited to students in the UAB Undergraduate Academic Unit.

S 501.6 A student group cannot discriminate on the basis of sex, race, creed, national origin, age, religion, or physical disability.

S 501.7 A student group must not:

(1) Have illegal aims or goals;

(2) Participate in an attempt to physically overthrow the United States' Government or be affiliated with any organization which participates in an attempt to physically overthrow the United States' Government;

(3) Propose or participate in activities which would violate Regulations of the UAB Board of Trustees or the University, Federal, State and/or Local Laws and Regulations, or materially and substantially disrupt the work and discipline of the University;

(4) Advocate incitement of imminent lawless action which is likely to produce such action.

S 501.8 The purposes, policies, and objectives of an organization must not conflict with the educational goals and functions of the University.

S 501.9 An organization's purpose must not be within the idea or philosophy of a currently-recognized student organization. An organization may use neither a name which is misleading nor one that is the same or similar to that of a currently-recognized student organization.
S 501.10 The organization must keep an up-to-date treasury journal of all funds and assets given by the USGA.

S 502.0 **Membership Categories:**

(1) Regular membership in an organization must be limited to currently-enrolled UAB Undergraduate Academic Unit students.

(2) Associate membership shall be open to community members, UAB faculty, staff and/or spouses of students, if so provided in the group's Constitution. Associate members shall not be granted a vote in an organization's elections or official business.

S 503.0 **Conditions of Recognition:**

S 503.1 Refer to UAB Policy Statement SA-VII-004.

S 503.2 Recognition of a student organization shall be subject to annual renewal beginning at the next Fall Term after initial recognition.

S 503.3 Annual renewal of recognition will depend on an organization's demonstration of compliance with the following:

(1) It must continue to adhere to all requirements set forth in this document;

(2) It must submit all changes in its Constitution or Statement of Purpose for USGA approval;

(3) It must submit a written report of all activities to the USGA Student Services Committee annually;

(4) It must properly schedule all sponsored events that are held on campus through the designated University official or office;

(5) It must comply with all UAB regulations concerning the use of University facilities;

(6) It must comply with all UAB policies which govern student organizations;

(7) It must maintain at least five Undergraduate Academic Unit students as regular members, with the exception of the summer semester;

(8) Upon its annual election, it must submit an Organizational Update Form, otherwise recognition will be withdrawn.

S 504.0 **Probation, Suspension, and Withdrawal of Recognition:**

S 504.1 Refer to UAB Policy Statement SA-VII-008.

S 504.2 The USGA Student Service Committee shall be held responsible for maintaining an updated list of USGA recognized Student Organizations.

S 504.3 Recognition of student organizations is a privilege that has with it commensurate responsibilities. Any organization found to be in non-compliance with any of the criteria or procedures for procuring and maintaining recognition status will be subject to probation, suspension, or withdrawal of recognition.

S 504.4 An organization is subject to be placed on Probation, Suspension, or to have Recognition Withdrawn for any of the following reasons:

(1) The organization fails to comply with any requirements set forth in this Code of Law;
(2) The organization fails to comply with any future provisions set forth which govern student organizations;

(3) The organization requests withdrawal of recognition.

S 504.5 To accuse an organization of non-compliance with any regulation or regulations, one must file a Complaint with the Student Court, as outlined in Title IV, with copies of the Complaint forwarded to the Student Services Committee.

S 504.6 An organization has the right to Appeal after a Decision of Probation, Suspension, or de-certification. The organization shall follow procedures set forth in the USGA Constitution and Code of Laws.

S 504.7 Any organization which is placed on Probation may continue to hold campus meetings, but may not sponsor any activity or program. An organization which is under Suspension may not engage in or sponsor any activity or program, and may not schedule any campus facility.

**TITLE VI**

**FUNDING GUIDELINES:**

S 600.0 Introduction:

S 600.1 The USGA portion of the Student Services Fee provides funds to promote student activities beyond those services and programs which are directly academic in nature. At the same time, the USGA is held responsible for the allocation of its budget. Therefore, to assist these needs, student groups, and individuals involved in the expenditure of these funds, the following guidelines, and definitions shall be used for the finances of the USGA.

S 601.0 Funding Restrictions:

S 601.1 In accordance with the UAB Non-Discrimination Policy, Undergraduate Student Government Association, hereinafter referred to as the USGA, funds will not be used for an organization and/or program that restricts membership or participation in an activity because of race, creed, color, religion, handicap or sex.

S 601.2 USGA funds shall not be used to purchase alcoholic beverages.

S 601.3 Any funds generated exceeding the cost of an USGA sponsored or co-sponsored event shall be returned to the USGA General Account. Funds returning to the General Account shall be of the percentage by which the USGA funded the event. However, funds returning shall not exceed the USGA allocation.

S 601.4 Any funds not used by a student group which are specified for a given program or service co-sponsored with the USGA must be returned to the USGA within two weeks after the concluding date of the funded event.

S 601.5 There shall be no after-the-fact spending of USGA funds. This clause does not conflict with Emergency Allocations as outlined in Section 604.18.

S 601.6 USGA funds shall not be used directly as a donation to any organization, whether it be political, charitable, non-profit, or social.

S 601.7 The USGA may co-sponsor University-wide programs in which undergraduates will receive the most benefit. USGA University wide programs shall be defined as programs which involve students at UAB other than those in the Undergraduate Academic Unit.
S 601.8 USGA funds shall not be used to buy refreshments, unless the refreshments are an integral part of the program or service. This rule does not apply for USGA-sponsored programs, only co-sponsored programs and services.

S 601.9 Allocations for travel for individual student organizations shall be made by the USGA Travel Grant Committee. Members of the USGA who are elected or appointed, as well as members of the internship program, shall be eligible for funds, except for those individuals serving on the Travel Grant Committee.

S 601.10 USGA funds shall not be used to fund programs or services which conflict with the Constitution, the Code of Laws, or established and permanent programs and services of the USGA. Permanent shall be defined as a program or service planned by the Finance Committee, the Student Services Committee, or the Programs Committee which is to occur at least two consecutive semesters of the University's academic year.

S 601.11 USGA support of off-campus activities shall be limited to those activities which campus facilities cannot accommodate adequately.

S 601.12 The USGA shall not fund any program, service, or organization which is not open to all Undergraduate Academic Unit students.

S 601.13 The USGA will not fund operational expenses of a group outside of the USGA.

S 601.14 The USGA will not fund mailing, except for those originating from the USGA.

S 601.15 USGA allocation of money for programs, activities, or material items shall be determined by:

1. Overall student appeal and/or need;
2. Significance of the program/service; and,
3. Appeal and significance priority.

S 602.0 Funding Priorities:

The USGA does hereby establish the following priorities as a guide to help the budgeting process.

S 602.1 Priority I:

Funding necessary for the maintenance of the USGA:

In order to fulfill its Constitutional duties, it is necessary that the USGA be given primary consideration over funding expenditures.

S 602.2 Priority II:

Funding of ongoing USGA programs and services shall be defined as those programs and services that have been funded under the USGA Budget in previous semesters. These programs shall be originated from the Programs, Services, or Finance Committee, the Executive Cabinet, or any appropriate ad hoc committee. These programs and services shall receive second priority for funding. Success shall be judged by the Finance Committee on the basis of attendance, student appeal, financial and procedural responsibility, and effectiveness.

S 602.3 Priority III:

Funding of one-time or new USGA-originated programs or services:

The USGA receives priority in funding due to its duty to provide broad, overall programs and services to students.
S 602.4 **Priority IV:**
Funding by the USGA of co-sponsored programs that are ongoing, run by a recognized student organization, and that were not originated within the USGA process:

The USGA feels a commitment to established programs and services over new ones in order to build a sound foundation of program and service policy.

S 602.5 **Priority V:**
Funding by the USGA of co-sponsored programs that are new or one time, run by a recognized student organization, and that were not originated within the USGA process:

The USGA will consider requests by student organizations for new or one-time programs and services as Priority V.

S 602.6 **Priority VI:**
Funding of the USGA of co-sponsored programs and services, not originated within the USGA Budget process, but with the Program Committees within the Division of Student Affairs.

S 602.7 **Priority VII:**
Funding of the USGA of co-sponsored programs and services, not originated within the USGA Budget process, but with officially sanctioned Departments of the University.

S 602.8 **Priority VIII:**
Funding of the USGA of all fundable programs and services not covered in the previous seven priorities.

S 603.0 **Student Organization Qualifications:**

S 603.1 A recognized student organization is defined as any Undergraduate Academic Unit-recognized organization approved by the Vice-President of Student Affairs designee and the appropriate Senate body, if applicable. (See Title V, Student Organizations.)

S 603.2 Any organization that is not a recognized student organization or officially sanctioned department must be referred to the Programs or Student Services committee, or the Executive Cabinet. This includes cooperation with organizations and agencies outside the University.

S 604.0 **Budgeting Process:**

S 604.1 The USGA shall administer the following system of semesterly allocations:

S 604.2 The Finance Committee shall be responsible for initial letters to be sent to recognized student organizations and officially-sanctioned departments at least one month before budget hearings. The Committee shall contact the highest-ranking member of the organization, personally, within nine days after the mailing of the initial letter. The initial letter shall include a letter from the Finance Committee Chairperson announcing the date and time of the semesterly Budget Hearing and the availability of Budget Request Forms from the USGA. Budget Request Forms will be mailed with the initial letter to organizations being funded for the semester prior to the semester concerned in the Budget Hearing.

S 604.3 Budget Request Forms shall be designed by the Finance Committee Chairperson and approved by a two-thirds vote of the Finance Committee.

S 604.4 The Finance Committee shall place an advertisement announcing Budget Hearings, which shall not exceed one-quarter page, in the Kaleidoscope, two weeks prior to scheduled Budget Hearing.

S 604.5 All funding requests for programs and services from student organizations and divisions must be submitted by Budget Request Form no later than five days before the Budget Hearing.
S 604.6 Requests for funds coming from within the USGA process, must be submitted no later than two days before the Budget Hearing.

S 604.7 All requests for funding of a repeated program or service, whether from within the USGA or outside of the USGA, must include an evaluation by the group organizing the program or service. The evaluation is due at the same time as the request for funding or the program or service will not be considered eligible for funding.

S 604.8 The evaluation must include a summary of the effectiveness of the program or service towards serving the student interest, and ways in which the program or service could be improved.

S 604.9 Prior to the Budget Hearing, the Finance Committee shall meet to discuss Budget Requests and to assign priorities to the Requests. At this time, the Finance Committee Chairperson will give to each Committee Member a copy of each Budget Request and estimates of the amount of funds in the General Journal and expected income for the semester in question from Student Services Fees.

S 604.10 The Finance Committee Chairperson shall send to the Treasurer and the President a list of groups applying for funding prior to the Budget Hearing. The list should include the names of the groups applying for funding, the priority assigned the Request, and the amount of the Request, excluding internal Requests for funding.

S 604.11 The Budget Hearing shall take place during the fifth week of classes and will budget money for the upcoming semester. At this Hearing, representatives for each Request will be asked to justify their Requests of funding in person. The Hearing will proceed in order of the priority of the Request, with Requests of equal priority being scheduled for discussion by the time at which the Request was submitted; that is, the earliest Request turned in on the floor of the Committee being first for discussion.

S 604.12 Requests for funding attempting to be made at the Budget Hearing without following the format herein outlined may be made if the group did not receive Notice of the Hearing on time or the Committee did not follow the guidelines herein outlined. Under these circumstances, the Committee may consider the Request if the majority of the Committee Members present approve. If allowed to be presented, the Request shall be assigned a priority, but will be considered last at the Hearing. Groups requesting funds must send an officer or a representative to the Budget Hearing, or contact the Finance Committee with a satisfactory reason for their absence in case of an emergency or unavoidable conflict. The representative must be knowledgeable of the specifics pertaining to the groups current budget request. If these conditions are not met, the groups may forfeit their right to funding.

S 604.13 In the sixth week of the semester, the Finance Committee shall meet to write the Budget Bill. Unless otherwise decided upon by the Finance Committee, the meeting will be closed to parties connected with Funding Requests.

S 604.14 In the sixth week of the semester, the Finance Committee shall introduce the Budget Bill to the USGA Senate along with a list of Decisions on Funding Requests not accepted as part of the Budget. This list also will also include partial funding cuts from Requests along with totally-denied Requests.

S 604.15 The Budget must be approved by the Senate by the eighth week of the semester.

S 604.16 Once the Budget Bill becomes Law, the Finance Committee shall contact each organization, committee, or group having made a Budget Request and notify them of the USGA decision on their Request along with an explanation of why the Request was cut or denied, if applicable.

S 604.17 This process will be in effect for each semester of the academic year.
S 604.18          Fifteen percent of the Student Government Association allocation for each semester will be placed in a Reserve Account, to be used for Emergency Allocation. Should the balance exceed $10,000, any amount over $10,000 will be returned to the General Account.

S 604.19           An Emergency Allocation shall be defined as an unforeseen allocation that is necessary for the maintenance of the USGA or a Special Program/Service. It will take a Two-Thirds Vote of Members Present of the Senate to approve the Emergency Allocation.

S 605.0           **Budget Allocation Process:**

S 605.1            Within two weeks after written notification of funding, groups receiving funding for a program or service must meet with a Finance Committee member or the Treasurer to discuss the requisition process.

S 605.2             All allocated funds must be spent in accordance with University Accounting policies. No advance allocations will be made.

S 605.3             All requisitions which must be "walked through" may be done only by the Finance Committee Chairperson or the Treasurer or their representative.

S 605.4             All Amendments to the Budget Bill before its passage shall require a Majority Vote of the USGA Senate.

S 605.5             Only an Amendment may be used to allocate money, except for the original Budget Bill.

S 606.0           **Reviewing of Budget Allocation:**

S 606.1            It is the responsibility and duty of the Finance Committee to regulate and enforce the Funding Guidelines of the USGA. Considering this duty, the following Review Process is established to aid the Committee's function of protecting student funds from misuse.

S 606.2             The Finance Committee shall examine funded programs and services each semester and assess them on their fulfilling of the requirements of Section 601.15.

S 606.3             The Finance Committee shall develop methods to implement Section 606.2 at its discretion, but the methods must not conflict with this Title or other Titles of the Code of Laws or the USGA Constitution.

S 606.4             In reviewing funded programs and services, if the Finance Committee finds a violation of this Title, the violation shall be reported to the Treasurer, who, in turn, will notify the Executive Cabinet.

S 606.5             The Finance Committee has the right to incorporate restrictions for the use of funding into the proposed Budget Bill in order to aid in the proper use of funds.

S 607.0           **Violations of Title VI:**

S 607.1            Any action, overt or covert, which does not carry out or disobeys an element of this Title.

S 607.2            Spending of funds granted without notification to the Treasurer of the USGA.

S 607.3            Spending of funds in areas outside the area for which they were budgeted.

S 607.4            The submission of falsified Budget Request Forms to the Finance Committee.

S 607.5            Overdrawing the funds of a budgeted area for a program or service.
S 607.6 Failure to follow restrictions imposed upon the funding of a program or service.

S 607.7 Failure to notify the USGA of any program or service changes made to the funded area after funding has been established.

S 607.8 Failure to recognize the co-sponsorship of the USGA for a program or service, where applicable.

S 607.9 Attempting to withdraw funds for a designated funded area without proper authorization.

S 608.0 **Sanctions Imposable for Violations:**

S 608.1 If a group, organization, or member of the USGA discovers a possible violation of Title VI, the possible violation should be turned into the USGA Finance Committee in written form with sufficient information on its nature. The submitter of the possible violation must include in the written report a way to be contacted.

S 608.2 Upon reception of the possible violation, the Finance Committee's Chairperson shall give copies of the written report to the members of the Committee and contact the accused party and inform him/her of the possible violation submitted.

S 608.3 The Finance Committee will then decide whether to investigate the possible violation. If not, the submitter of the report on the possible violation shall be notified and informed of his/her right to take the matter before the Student Court. If the Committee decides to investigate the possible violation, a Subcommittee of at least three shall be formed by the Finance Committee to acquire more information on the possible violation.

S 608.4 The Finance Committee, having formed a Subcommittee to investigate the possible violation, shall notify the Director of Student Programs, the President of the USGA, the Treasurer, and the USGA Senate of the same by the next meeting of the Senate.

S 608.5 A time limit shall be assigned by the President for the Subcommittee to complete its investigation. In the event that the President is the subject of the investigation, the Vice President shall have the authority to set the time limit.

S 608.6 After the investigation is completed, the Committee shall then decide, considering the report of the Subcommittee, whether to press charges in the name of the Committee on the violation.

S 608.7 Having formally decided to press charges before the Student Court, the Finance Committee shall submit a Brief to the Court on the matter within two weeks of the decision to press charges on the possible violation.

S 608.8 At the Court Hearing, the USGA Finance Committee Chairperson, or a representative, shall present the Committee's case.

S 608.9 In its Brief, the Finance Committee may suggest to the Court one or more of the following Sanctions:

1. Removal of USGA Recognized Status, if applicable.
2. Freezing of funds available to the group or organization for a program or service as outlined in the budgeted allocation.
3. Declare the group ineligible for funding either permanently or for a period of time.
4. Further action to regain misused funds through the University system and the state, county, or federal court system.
5. Any other action the Committee deems appropriate.
S 609.0  **Duties of the Committee Officers:**

S 609.1  The Chairperson shall be held responsible for the carrying out of this Title and the actions of his/her Committee toward this Title. The Chairperson and/or Treasurer shall be responsible to represent the USGA on funding matters within the University as assigned by the President.

S 609.2  The Vice-Chairperson will represent the Committee in the Chairperson's absence and take on duties assigned by the chairperson.

S 609.3  The Secretary shall keep accurate Minutes of the Committee Meetings and shall deliver an oral report at the beginning of each Committee Meeting.

S 610.0  **Relationship with the Treasurer to the Finance Committee:**

S 610.1  The Finance Committee, when dealing with the Treasurer, shall:

1. Provide him/her with copies of Amendments to the Budget Bill within a week of passage.
2. Help the Treasurer with the Semesterly Report.
3. Have the Treasurer as an ad hoc member of the Finance Committee.

S 611.0  **Relationship of the Finance Committee with Organizations:**

S 611.1  The Finance Committee shall be available to help organizations budget their finances, create effective sources of revenue, and prepare budget proposals or amendments.

**TITLE VII**

**ELECTIONS:**

S 700.0  **Introduction:**

S 700.1  The USGA Elections shall be governed by this Title and Article VIII of the USGA Constitution and other laws of the USGA, where applicable. No parts of this Title may be amended after the start of the acceptance of Intent-to-Run Forms for each Election. In addition, each year the USGA shall pass appropriate legislation to cover the expenses and the exact scheduling dates and times as provided for in Section 701 of this Title.

S 700.2  An Election Timetable shall be originated by the Election Coordinator to recommend the specific dates and times for each election cycle, defined as the General Election, Run-Off Election, and the various qualifying procedures associated with the election process.

S 700.3  The USGA shall approve an Election Timetable before the last week of the Fall Semester.

S 701.0  **Election Timetable:**

S 701.1  **Election Commission:**

S 701.2  Beginning the first week in October the USGA shall advertise for prospective members for an Election Commission. Completed Application Forms must be returned to the USGA Advisor by 5:00 P.M., the last Thursday in October.

S 701.3  **Intent-to-Run Forms:**

S 701.4  Intent-to-Run Forms shall be made available by the first weekday of November.
S 701.5 The Publicity Coordinator shall place at least two advertisements announcing the availability of Intent-to-Run Forms within two weeks after the releasing of the forms.

S 701.6 All Intent-to-Run Forms must be turned in to the USGA Advisor by 5:00 P.M. on the day prior to the last official day of classes in the fall semester per the UAB Academic Calendar.

S 701.7 On the last day of classes of fall semester, the Election Commission shall post a list in areas of high student density of all potential candidates and the office they are seeking.

S 701.8 All changes by individuals seeking office as to the office for which they wish to run after having filed their Intent-to-Run Form must be made in writing by the adjournment of the second Qualification Hearing.

S 701.9 A Candidate may not change the choice of Office for which he intends to run if he has not stipulated on his Intent-to-Run Form that he might do so.

S 701.10 Mandatory Qualification Hearings:

S 701.11 The Election Commission shall hold Qualification Hearings on the first Wednesday and Sunday [of classes] consecutively in January after the Intent-to-Run Form filing deadline.

S 701.12 Campaigning and General Election:

S 701.13 Candidates shall begin campaigning at 6:00am the morning after the second Qualification Hearing has been held.

S 701.14 Campaigning shall last from 6:00a.m. on the morning after the second qualification hearing and end at 12:00 midnight on the first day of elections.

S 701.15 The USGA Elections shall be held on the third Tuesday and Wednesday of February.

S 701.16 Run-Off Election:

S 701.17 If needed, the USGA Run-Off Election shall be held on the next Wednesday and Thursday following the General Election. During the USGA Run-Off Election, campaigning shall begin at 6:00a.m. on the Thursday after General Election results have been confirmed. Campaigning shall end at 12:00 midnight on the Wednesday of Run-Off Elections.

S 701.18 If for any reason the General Election is declared invalid, the Run-Off Election (if needed) shall be postponed until two weeks after a valid General Election has been held.

S 701.19 A Run-Off Election will be necessary when a Candidate for an Office fails to receive a Majority of the Vote for said Office. The Run-Off Election shall consist of the Candidates for said Office who received the first-largest number of votes and the second-largest number of votes for said Office.

S 701.20 Taking of Office:

S 701.21 All elected Officers shall assume Office on the first day on the last day of classes during the spring semester.

S 701.22 An Internship Program, to be coordinated by the USGA Advisor or a designated representative of the Advisor in his absence, shall be mandatory for newly-elected Officials (including Senators) during the month of March.

S 702.0 Selection of the Election Commission:

S 702.1 There shall be an Election Commission consisting of an Election Coordinator, Election Manager, and six Assistants.
S 702.2 **Selection of the Election Coordinator:**

S 702.3 The USGA Election Coordinator shall be the USGA Advisor or a designated representative in his absence.

S 702.4 **Selection of the Election Manager:**

S 702.5 Applications shall be made available in the USGA office for the position of Election Manager. Applicants shall be interviewed at the USGA Executive Cabinet meeting following the deadline for submission of Applications. The USGA Executive Cabinet shall nominate one of the Applicants for the position of Election Manager as well as compile a list of alternative choices in order of preference. Only candidates considered to be qualified shall be included in this preference list. The nomination of an Election Manager shall require a two-thirds vote of approval from the USGA Senate. In the event the Executive Cabinet's first choice is rejected, the next name on the preference list shall be submitted. This process shall continue until a Candidate receives a sufficient number of votes for approval.

S 702.6 **Selection of Assistants:**

S 702.7 The Election Assistants shall be selected by the same procedure used to select the Election Manager.

S 703.0 **Qualifications for Election Manager and Assistants:**

S 703.1 The Manager and Assistants may not be active Candidates or assisting any active Candidates.

S 703.2 The Manager and Assistants must be enrolled in one of the divisions represented by the USGA and have been enrolled at least one of the two preceding semesters.

S 703.3 The Manager and Assistants must have at the time of selection and must maintain a GPA of 2.0 on a 4.0 Scale.

S 704.0 **DUTIES OF THE ELECTION COMMISSION:**

S 704.1 **Duties of the Election Coordinator:**

S 704.2 Shall oversee the coordination and successful completion of the General Election and the Run-Off Election.

S 704.3 The Election Coordinator shall train the Election Commission.

S 704.4 **Duties of the Election Manager:**

S 704.5 Preside over Qualification Hearings.

S 704.6 Inform a Candidate who is responsible for a Campaign Violation and report the Candidate to the Student Court if the violation is not corrected.

S 704.7 Shall receive a compensation for election activities of an amount to be recommended by the President and approved by a majority vote of the Senate; this payment shall be rendered upon the receipt of a written report on the election by the Election Coordinator, to be submitted within ten days after the completion of elections.

S 704.8 **Duties of the Election Commission:**
S 704.9 Verify potential Candidate's qualifications for their respective positions with all verifications of enrollment and GPA based upon reports from the Registrar's Office.

S 704.10 Explain Election Rules and Regulations at the Qualification Hearings.

S 704.11 Ensure that all Candidates have received the necessary Election information.

S 704.12 Work with the USGA Publicity Coordinator to provide publicity for the elections.

S 704.13 Uphold all Rules and Regulations concerning elections established in the USGA Constitution, Title VII of the Code of Laws, and other Legislation pertaining to Elections.

S 704.14 Ensure that Polls are opened and closed at the appropriate times.

S 704.15 Provide guidelines for the tabulation of the Votes, and tabulate the Votes.

S 704.16 Be responsible for all other details normally associated with or required to conduct a fair and equitable election process.

S 704.17 Shall not endorse any candidate seeking office.

S 704.18 Shall receive a compensation for election activities of an amount to be recommended by the President, not to exceed that of the election manager, and approved by a majority vote of the Senate; this payment shall be rendered upon the receipt of a written report on the election by the Election Coordinator, to be submitted within ten days after the completion of elections.

S 705.0 Information Packets:

S 705.1 Each potential Candidate shall be given an information packet that includes:

1. An Intent-to-Run Form;

2. A copy of the USGA Constitution;

3. A copy of Title VII of the Code of Laws;

4. A copy of USGA Election Timetable Bill.

S 706.0 Multiple Offices:

S 706.1 A person shall run for no more than one USGA position in any given election.

S 707.0 Qualification Hearings:

S 707.1 Attendance:

S 707.2 Attendance at one of the two Qualification Hearings is mandatory for all potential Candidates. No exceptions to this rule shall be permitted. Failure of the potential Candidate to attend a Qualification Hearing in its entirety shall result in automatic disqualification.

S 707.3 Qualification Hearing Procedures:

S 707.4 The Order of Procedure for each Qualification Hearing shall be as follows:

1. The Election Manager shall read a list of the qualified Candidates and the Office they are seeking.

2. Candidates shall choose their ballot position by lot.

3. Election Rules and Regulations shall be explained by the Election Committee.
(4) The Election Coordinator shall review the roles and responsibilities of all elected Offices.

(5) All Candidates shall sign a form stating that they have received, read, and understood all the information contained in the Information Packet.

S 708.0 **Campaigning:**

S 708.1 **Campaigning Defined:**

S 708.2 Campaigning is any overt, aggressive, obvious effort, direct or indirect, implicit or explicit, which is designed to influence or persuade an individual or groups of individuals to vote in a specific manner. Examples include, but are not limited to, campaigning verbally and/or on non-stationary objects. Mere physical presence does not constitute campaigning. All interpretations are at the discretion of the Election Commission.

S 708.3 **General Preparations:**

S 708.4 Certain general preparations for the Election are permitted prior to the beginning of formal campaigning. These preparations include:

(1) Printing and production of campaign materials, but no distribution

(2) Solicitation and reception of letters of endorsement

(3) General organization of campaign staff

(4) Talks to student organizations at their meetings; however, no open distribution of campaign literature shall be allowed.

S 708.5 **Campaign Rules and Regulations:**

S 708.6 Any candidate who violates the following Rules and Regulations is subject to all penalties described under Section 712 (2).

(1) No posting or distribution of campaign literature shall be allowed prior to the official first day of campaigning.

(2) No advertising shall appear in the student newspaper prior to the first official first day of campaigning.

(3) In accordance with University Policy, no campaign material shall be posted on departmental bulletin boards, nor directly on the walls, windows, poles, doors, etc., except on carpeted wall areas that are normally used for posting purposes.

(4) Only one item of campaign material per candidate per bulletin board shall be allowed.

(5) All publicity must be in accordance with University Policy.

(6) There shall be no deliberate distribution or destruction of one Candidate's campaign materials by another Candidate.

(7) No campaigning as defined within Section 708.2 shall take place after twelve o’clock midnight on the day of elections.

(8) Each Candidate, with instructor's permission, may make an unlimited number of speeches and talks to voters in classrooms starting the official first day of campaigning so long as it does not interfere with the educational process in any manner.
General Election Rules for the Student Body:

All materials or publicity displayed by a student shall not be slanderous to any candidate or special interest group. If the material is considered slanderous, it shall be removed and the perpetrators may be subject to disciplinary action by the student court or nonacademic disciplinary action.

Formation of a Ticket:

There shall not be the formation of a ticket. A ticket is definable as a specified grouping of candidates that may be voted upon as a group; that is, if one voted for a ticket, one would vote for all candidates with a single choice, whether that be pulling one lever or darkening one box.

Polling Places:

Locations:

(1) Polling places shall be determined by the Election Commission, subject to the approval of the Director of Student Programs and be announced on the first day of formal campaigning.

(2) At the polling locations, a clearly defined area shall be designated "for voting only" by the Election Coordinator. No one shall enter this area for campaigning purposes.

Polling Times:

At least one polling location shall be open from 8:00 A.M. to 8:00 P.M. each day of the General and Run-Off Elections; other polling locations shall be open for a period to be prescribed by the Election Coordinator. The hours of availability shall be clearly posted at each site.

Poll Workers:

(1) Members of the Election Commission shall act as Poll Workers. If additional poll workers are needed, they shall be appointed by the Election Commission.

(2) Poll Workers shall not attempt to persuade voters to vote in a particular manner.

Balloting Procedures:

(1) The Voting shall be by Secret Ballot, and no one shall be entitled to cast more than one Ballot.

(2) Only students with the right to representation on the USGA shall be eligible to Vote.

(3) The Spring Semester Enrollment Book from the Registrar's Office shall be the Official Voting List.

(4) In the event a student's name does not appear on the Enrollment List, the individual's enrollment status must be checked at the Registrar's Office. If enrollment is verified, the student's name will be added to the Enrollment List, and the student will be eligible to Vote.

(5) Each Voter shall present his/her validated-UAB student identification in order to be eligible to vote.

(6) The Poll Worker shall blacken the appropriate code letter on the correct spring semester validation strip. If the code letter has been blackened out, the voter is not eligible to vote.

(7) A student is eligible to vote for senators in the school he/she is enrolled in and cannot vote for senators in any other school.

(8) There shall be no write-in Candidates.
S 711.0  **Security of Election Materials:**

S 711.1  After the Polls close on each of the Election Days, the Election Coordinator shall be responsible for the security of the Ballot Boxes, Ballots, Print-Outs, and all other Election materials.

S 712.0  **Complaints, Protests and Violations:**

1. All complaints must be submitted in writing. Copies shall be filed with the Election Manager, the Election Coordinator, and the Student Court no later than three business days after the Polls close on the second day of the respective [general or run-off] Election.

2. The Student Court shall review and rule on all cases of alleged Election Violations. The Court may impose the following penalties:
   
   (A) Limitation or removal of Candidate's right to distribute campaign materials;
   
   (B) Disqualification from the Election;
   
   (C) Any other penalty considered appropriate.
   
   (D) Only students enrolled in the divisions represented by the USGA during the Spring Semester may file complaints.

S 713.0  **Provisions for Alterations Prior to Elections:**

S 713.1  The altered dates and time spans shall be provided in the yearly USGA Election Timetable Bill.

S 713.2  Any changes made in the Election Timetable after the Election process has begun must be approved by the Vice-President of Student Affairs.

S 714.0  **Online Elections**

S 714.1  In the event that online elections are deemed necessary, the online elections must be approved by the Election Coordinator and the Executive Cabinet.

S 714.2  All rules and regulations regarding online elections will be contained in the online election handbook.

**TITLE VIII**

**PUBLICITY COORDINATOR - PUBLICITY RULES AND SANCTIONS**

S 800.0  **Publicity Coordinator:**

S 800.1  There shall be a USGA Publicity Coordinator, who shall be appointed by the USGA President and approved by a two-thirds vote of the USGA Senate.

S 800.2  The Publicity Coordinator shall not be a member of the executive or judicial branch of the USGA.

S 800.3  The duties of the Publicity Coordinator shall be:

1. To work with all standing committees in preparing publicity for USGA events. This work may include layouts for posters and newspaper advertisements.

2. To be in charge of all USGA publicity.
(3) To insure that on-campus USGA publicity is displayed and removed.

(4) To render assistance with publication to recognized student organizations whose programs are partially or totally funded by the USGA.

(5) To insure that all USGA publicity (internal publicity) takes priority over recognized student organizations publicity (external publicity).

(6) To submit an itemized list of publicity expenditures at the second meeting of the Senate every semester, documenting all expenditures from the preceding semester.

S 800.4 Funds shall be allocated semesterly by the USGA Senate to be used for publicity in the form of such items as mail-outs, newsletters, advertisements and posters.

S 800.5 Publicity must be line-itemed in all legislation where applicable.

S 800.6 The publicity account shall be opened at the beginning of the semester and closed at the end of the semester by the USGA Treasurer.

S 800.7 The Publicity Coordinator may be removed from office by two-thirds majority vote of the USGA Senate.

S 800.8 The Publicity Coordinator shall be required to hold five, regularly-scheduled-and-posted office hours, not all on the same day, during weekday operating hours of the University Center.

S 800.9 The Publicity Coordinator or designate shall give a publicity report at each regularly scheduled Senate meeting.

S 800.10 The Publicity Coordinator shall maintain a minimum cumulative grade point average (all colleges attended) of at least 2.0 on 4.0 scale.

S 800.11 The salary of the Publicity Coordinator shall be determined by the Senate.

S 800.12 The Publicity Coordinator shall be required to attend an USGA Retreat to be held within the first three weeks of Summer Semester.

S 800.13 The Publicity Coordinator may be excused from the Training Retreat for emergency reasons only by the Executive Cabinet.

S 800.14 The penalty for unexcused absence for the Publicity Coordinator shall be suspension of one month's salary.

S 800.15 The USGA President and/or Executive Cabinet shall enforce any penalty.

S 801.0 General Rules:

S 801.1 Any form of publicity eleven inches by seventeen inches (11” x 17”) or smaller must be placed on appropriate bulletin boards.

S 801.2 Any item larger than eleven by seventeen inches (11” X 17”), which shall be used for the purpose of campaigning, may be place on walls or guide-rails as permitted by University Policy. Official documentation verifying permission to post these items must be submitted to the Election Commission three business days prior to the actual posting of these items.

S 801.3 No staples or tacks can be used on walls.

S 801.4 Absolutely no publicity shall be placed on doors or windows except those of the USGA Offices.
S 801.5 No publicity of any form may be placed over valid publicity advertising a program or service which is not officially concluded.

S 801.6 No valid publicity which advertises a program or service which has not been officially concluded may be removed by anyone not authorized to do so by the Publicity Coordinator.

S 801.7 Only students of the Undergraduate Academic Unit, recognized student organizations, Greeks, Divisions of the University of Alabama at Birmingham and its designers, shall have the right to post publicity of any form allowed by this Title.

S 802.0 **Valid Publicity:**

S 802.1 The USGA does hereby define "Valid Publicity" as any publicity following the Rules and Regulations of this Title.

S 803.0 **Violations of Title VIII:**

S 803.1 Any infraction of this Title shall be considered a Violation of the same and will be open to possible Sanctions as explained in Section 804.0.

S 804.0 **Sanctions Imposable for Violations:**

S 804.1 The following Sanctions may be imposed for Violations of this Title:

S 804.2 **Sanctions Imposable by the Publicity Coordinator:**

S 804.3 The following Sanctions may be imposed for Violations of this Title by the Publicity Coordinator at his/her discretion upon what he perceives as a Violation of this Title. The following Sanctions may be invoked only after the group or individual responsible for the perceived Violation has been notified of its planned implementation:

1. Removal of violating publicity of the group/individual. If possible, the Publicity Coordinator should store this publicity for two weeks after which it may be discarded
2. Refusal to aid the individual or group in publicity matters
3. File an Official Notice of a possible Violation of Title VI, if applicable, to the USGA Finance Committee
4. Attempt of redress of grievances with the group or individual.

S 804.4 **Appeal of Publicity Coordinator's Sanctions:**

S 804.5 Any action taken by the Publicity Coordinator as a Sanction for a perceived Violation of this Title may be appealed by the group or individual concerned to the Student Court as long as the group/individual is connected with the University of Alabama at Birmingham.

S 805.0 **Sanctions Imposable by the Judicial Process:**

The following Sanctions may be imposed only by the USGA Student Court. The possible Violation of Title VIII must be given in written format to the Student Court in brief form. The Student Court shall decide in a Hearing whether the possible Violation is, indeed, an infraction of Title VIII, and which of the following, if any, Sanction(s) to impose. The Publicity Coordinator, in his/her written brief, may suggest to the Student Court any of the following Sanctions.

S 805.1 Banning the group from publicity funding from the USGA for a specified time period.

S 805.2 Freezing of all funds allocated to the group for the semester of the Violation.

S 805.3 Removing the group's/individual's right to post publicity for a specified time period.
S 805.4 Withdrawing the Recognition of the organization.
S 805.5 Withdrawing the Recognition of the organization temporarily.
S 805.6 Taking further legal action, whether City, County, State or Federal.
S 805.7 Taking whatever action the Court deems appropriate.
S 805.8 Taking any other action the Publicity Coordinator deems advisable.

TITLE IX

INTERNSHIP GUIDELINES:

S 900.0 Introduction:
The name of this program shall be the USGA Internship Program.

S 901.0 Purpose:
S 901.1 The purpose of this program is to provide a better understanding of the USGA for those preparing to serve in the organization. It shall be mandatory for all individuals to complete the Internship prior to appointment to the Senate.

S 902.0 Eligibility:
S 902.1 To be eligible and to serve as an USGA Intern, a student must be enrolled as a Part-Time, Co-Op, or Full-Time Student in a field of study represented on the USGA at the time of acceptance into the program.

S 902.2 There shall be no GPA/QPA requirements for members of this program.

S 903.0 Duties of Interns:
S 903.1 Assist Senators and Executive Officers in preparing legislation for Sessions.
S 903.2 To serve on one of the three Standing Committees.
S 903.3 All interns must attend one Senate meeting, one Committee meeting, and one USGA Internship Educational Seminar.
S 903.4 To work a minimum of three hours per week for the USGA; including Committee and Senate meetings.
S 903.5 To be responsible for signing in and stating work accomplished in the Interns' Log.

S 904.0 Internship Coordinator:
S 904.1 The Internship Coordinator shall be a Senator.
S 904.2 Preference shall be given to former Intern Program members in the selection of an Internship Coordinator, although past membership shall not be a necessary prerequisite to hold the position.
S 904.3 The Internship Coordinator shall be appointed by the President and subject to a two-thirds vote of approval by the Senate.
S 904.4 The term of the Internship Coordinator shall not exceed four semesters without being renewed.
S 904.5  The Internship Coordinator is directly responsible for all interns and their performances. He/She shall hold a USGA Internship Educational Seminar twice a month. The seminar shall provide information that will enhance the intern’s ability to function as a viable USGA member. Subject matter shall include, but not be limited to, working knowledge of the constitution, job duties, parliamentary procedures, and practical aspects of the process and procedures of the USGA. The seminar’s day and time is scheduled at the discretion of the Internship Coordinator and approved by the USGA Advisor. Notice of all seminars should be accessible to the general student body no later than two weeks prior to the USGA Internship Educational Seminar.

S 904.6  The Internship Coordinator shall hold monthly meetings with all Interns for discussion of possible improvements in the program.

S 905.0  Removal from Program Process:

S 905.1  Removal of an Intern from this program will be made by the Internship Coordinator in conjunction with the advisor.

S 905.2  Grounds for removal include, but are not restricted to, the following:

1. Repeated neglect of duties found in Section 903.0;
2. Lack of cooperation from an Intern in relation to the Internship Coordinator, Advisor, and/or Executive Officers;
3. Academic Suspension and/or Expulsion;
4. Any other cause recommended by the Senate.

S 905.3  All Removals from Office may be appealed to the USGA Student Court.

S 906.0  Appointment to the Senate

S 906.1  All members of the Internship Program shall be required to serve at least two consecutive weeks in the program before consideration for Senate or other appointment.

S 906.2  Former members of the Senate and Executive Cabinet shall be exempted from internship requirements for appointment to the Senate.

S 906.3  Those appointed to the Senate shall become voting members at the meeting of their appointment.

TITLE X

USAGE OF COPIER:

S 1000.0  The price for copier usage shall be set by the Publicity Coordinator or the designate thereof with recommendation from the Executive Cabinet not more than once a semester.

S 1001.0  The USGA shall consider the purchase of an annual Copy Maintenance Agreement. All associated costs of such an Agreement shall be borne by the USGA.

TITLE XI

TRAVEL GRANT PROGRAM:

S 1100.0  Administration of Travel Grant

S 1100.1  The Travel Grant Program shall be carried out by the Travel Grant Committee.
S 1100.2  The Travel Grant Committee shall be selected by the USGA President from a list of willing prospects.

S 1100.3  The Travel Grant Committee shall consist of at least a Chairman and two Advisors, all of whom must be senators, or members of the Executive Cabinet, or members of the Internship Program.

S 1100.4  The duties of the Travel Grant Committee are to review applications, adhere to the policies of Title XI, and determine allocation by a majority vote.

S 1101.0  **Duties of the Travel Grant Committee:**

S 1101.1  The Chairperson must send out letters to all of recognized student organizations or officially sanctioned departments each fall semester with the necessary application papers, deadline information, and a copy of Title XI. Each following semester, the Chairperson shall send the above materials minus Title XI.

S 1101.2  Letters for each semester must be sent by the first week of the previous semester.

S 1101.3  Letters of Acceptance must be sent to the Grantees with the necessary information and Reimbursement Forms.

S 1101.4  The Chairperson shall submit an itemized list of Travel Grant expenditures at the last meeting of the Senate each month, documenting all expenditures by the program for the preceding month.

S 1102.0  **USGA Travel Grant Request Forms:**

S 1102.1  USGA Travel Grant Request Forms must be completed and submitted with the following:

1. A letter of endorsement from a faculty advisor;
2. Proof of meeting participation or attendance;
3. A fair representation of expense estimates.

S 1102.2  For international travel (including Hawaii, Alaska, and Puerto Rico) the applicant must also submit a Letter of Permission signed by the appropriate Academic Dean. Only students participating in the study abroad program and individuals presenting papers will be considered for funding.

S 1103.0  **Request Deadline:**

S 1103.1  All Applications for Funding should be received by the first Monday of each month for the months of September, October, November, January, February, March and April. Travel requests for May, June, July and August are due by the first Monday of March in order to receive consideration for funding for current month. All requests received after the set deadline for that month must receive a two-thirds vote of acceptance by the Travel Grant Committee.

S 1104.0  **Applicant Qualifications:**

S 1104.1  All applicants must be Undergraduate Students enrolled in the UAB Undergraduate Academic Unit at both the time of request and the time of the conference or convention.

S 1105.0  **Eligibility of Expenses:**

S 1105.1  Transportation, lodging, and registration fees are the only expenses which may be considered for payment or reimbursement.

S 1106.0  **Award Amounts:**

S 1106.1  The USGA may pay or reimburse approved grantees up to the amount of matching funding in each category where funding was awarded up to a maximum of $300 for domestic travel and $500 for international travel.
S 1106.2 The USGA will reimburse only those expenses substantiated by the original receipts.

S 1107.0 **Priorities for Consideration:**

S 1107.1 Both participant and observers will be considered for funding, but participants (those who present papers, participate in panel discussions, compete for awards, give speeches, etc.) will be given first priority.

S 1107.2 Preference will also be given to applicants who have never received USGA Travel Grant Funds.

S 1108.0 **Award Restrictions:**

S 1108.1 No student is eligible to receive more than one USGA Travel Grant per school year. (A school year shall consists of the period of time from the beginning of the Fall semester to the end of the break between the Summer and Fall Semester.)

S 1108.2 All students applying for Travel Funds must attend a mandatory meeting set by the Travel Grant Committee to be eligible for funding. The meeting will be held no later than two (2) weeks after the application deadline.