



Governing Documents

LSU Student Government Constitution

Revised: November 2008

Preamble

We, the students of Louisiana State University and Agricultural and Mechanical College at Baton Rouge, Louisiana, in order to provide an officially recognized student organization to identify and represent student interests; to promote student participation in the overall policy and decision-making processes of the university; to enhance the quality and scope of education at the university; and to promote the general welfare of the Student Body, do hereby adopt and establish this constitution of the LSU Student Government.

ARTICLE I

The Student Government

Section 1. Title

The governmental organization of the students of this institution shall be known as the Student Government of Louisiana State University and Agricultural and Mechanical College at Baton Rouge, Louisiana.

Section 2. Student Representation

Any student, as defined by the regulations of the University, shall be defined as a member of the Student Body and shall be entitled to representation with the Student Government.

Section 3. Purpose

- A. The primary purpose of the Student Government is two-fold:
 - 1. To represent the concerns and interests of LSU students.
 - 2. To provide and/or assist in providing programs for the betterment and enrichment of the LSU campus community.
- B. The secondary purpose of the Student Government is to provide a means for LSU students to gain valuable experience in meaningful community service.

Section 4. Official Advisory Body

The Student Government shall be considered and referred to as the official advisory body of the students to the university administration, faculty, staff, the LSU Board of Supervisors and the Louisiana State Legislature in all matters affecting the Student Body.

Section 5. Governing Structure

The governing structure of the Student Government shall consist of the following three (3) branches: Executive, Legislative and Judicial.

ARTICLE II

The Executive Branch

Section 1. Execution Power

The execution power of the Student Government shall be vested in the Student Body President and Vice President.

Section 2. Student Body President

The Student Body President shall have the following powers and responsibilities:

- A. Serve as the chief executive officer of the Student Government;
- B. Act as the chief spokesperson of the Student Body;
- C. Call special meetings of the Student Senate, the President's Cabinet, and the Student Body;
- D. Serve as an ex-officio member of all committees appointed by him/her;
- E. Execute all enacted legislation of the Student Senate, report the status of all enacted legislation, and address the Student Senate on a regular basis for the purpose of answering questions and for clarification;
- F. Serve on and/or nominate and/or appoint representatives of the Student Body to university committees affecting the activities and lives of the students, with such service and/or nominations and/or appointments made upon the request of the proper university officials;
- G. Appoint each student member of the University Courts designated as a Presidential appointee with a two-thirds (2/3) approval by the Student Senate;
- H. To immediately fill any vacancy on the University Court incurred by the graduation, impeachment, resignation, or expulsion of an elected University Court Justice with a two-thirds (2/3) approval by the Student Senate. This seat shall then be up for election during the next regularly scheduled campus-wide election regardless of the duration of the originally elected term.
- I. Sign or veto all legislation passed by the Student Senate, provided that such power is exercised within four (4) class days after passage of the legislation in question. If the legislation is not signed or vetoed within this period of time, it shall be considered enacted;
- J. Submit the Executive Branch Charter to the Student Senate outlining the organization of the Executive Branch, including any officers and their duties, as provided in the Bylaws.
- K. Serve as the Student Body's representative on the Louisiana Council of Student Body Presidents.

Section 3. Student Body Vice President

The Student Body Vice President shall have the following powers and responsibilities:

- A. Serve as President in the absence or incapacity of the President;
- B. Serve as a member of the President's Cabinet;
- C. Serve as the Student Government's representative to the Union Governing Board;
- D. Serve as an ex-officio non-voting member of all Student Government Executive Committees;
- E. Assist the President in such executive matters as the President sees fit.

Section 4. President's Cabinet

In accordance with the provisions of the Bylaws, there shall be a President’s Cabinet to act in an advisory capacity on all matters affecting student welfare.

Section 5. Concurrent Offices Restriction

No executive officer or judicial officer or paid appointed officer shall be permitted to serve as a member of the Student Senate. No executive officer, paid appointed officer, or member of the Student Senate shall be permitted to serve on either of the University Courts.

Section 6. President and Vice President Elections

The President and Vice President shall be elected in the Spring semester for a term of one (1) year, and candidates for these offices shall not be separate voting for the President and Vice President.

**ARTICLE III
The Legislative Branch**

Section 1. Legislative Power

All legislative powers of the Student Government shall be vested in the LSU Student Senate.

Section 2. Abilities By Type of Vote

The Student Senate, commensurate with the subsequent provisions of the Constitution and Bylaws, shall have the power to act as follows:

- A. By a three-fourths (3/4) vote of the Senators present and voting at any duly constituted Student Senate meeting, the Student Senate may suspend the Student Senate Rules of Order.
- B. By a two-thirds (2/3) vote of the Senators present and voting at any duly constituted Student Senate meeting, the Student Senate may:
 - 1. Approve Judicial Branch appointments;
 - 2. Override any Presidential veto;
 - 3. Remove the Speaker of the Student Senate;
 - 4. Impeach any officer of the Student Government;
 - 5. Amend the Student Senate Rules of Order;
 - 6. Amend the Bylaws.
- C. By a simple majority (1/2) vote of the Senators present and voting at any duly constituted Student Senate meeting, the Student Senate may:
 - 1. Recommend action and express opinion on behalf of the Student Body in all areas of student life;
 - 2. Approve the Student Government Budget and make appropriations;
 - 3. Approve any appointments, other than to the Judicial Branch, by the President and/or Speaker requiring Senate approval under this Constitution and Bylaws;
 - 4. Create any temporary Student Senate committee and approve any appointments made thereto.

Section 3. Parliamentary Procedure

The most recent edition of Robert's Rules of Order Newly Revised shall govern the procedure of the meetings of the Student Senate, except as otherwise provided for in this Constitution, the Bylaws, or the Rules of Order of the Student Senate.

Section 4. Student Senate Meetings and Composition

- A. Student Senate meetings shall be held as specified in the Bylaws.
- B. The Student Senate shall be composed of students representing any established Academic Unit and/or Division, as specified in the Student Government Bylaws. For the purposes of this Constitution, any Academic Units or Divisions represented shall hereafter be referred to as Academic Areas.

Section 5. Student Senate Apportionment

Apportionment of the Student Senate shall be as follows:

- A. By the twentieth (20th) class day of each fall semester, the number of Student Senators from each Academic Area shall be adjusted so that there are two (2) Senators for each one thousand (1,000) students, rounding up to the nearest thousand, regardless of enrollment numbers;
- B. Apportionment shall be based on the official university full-time enrollment figures for that fall semester. This apportionment shall be performed by the Speaker of the Student Senate, and must be approved by a two-thirds (2/3) vote of the Student Senate. This apportionment shall become effective upon the call to order of the Student Senate Fall Organizational Session ;
- C. Reapportionment or the discontinuation of any Academic Area shall not affect the term of office of any duly elected and installed member of the Student Senate;
- D. Half of the total number of Senators from each Academic Area will be elected in the fall semester and half will be elected in the spring semester, for a term of one (1) year.

Section 7. Student Senate Vacancies

- A. If a vacancy occurs on the Student Senate, it may be filled immediately by the respective college by a majority vote of its members.
 - 1. If fifteen (15) academic days pass and the vacancy has not been filled by the college council, the Speaker of the Student Senate may appoint a student to fill the vacancy by a Legislative Order and sufficient approval by the Student Senate.
- B. The seat shall then be up for election during the next regularly scheduled campus-wide election, regardless of how long is left remaining on the term.
- C. A person may only be appointed once by either a college council or the Speaker annually to fill a Senate vacancy.

Section 8. Speaker of the Student Senate

- A. The Student Senate shall be presided over by a Speaker of the Student Senate, who shall be elected by and from the members of the Student Senate. Such election shall be by secret ballot, and the favorable vote of a majority of the elected members present of the Student Senate shall be required to elect the Speaker of the Student Senate.
- B. The election of the Speaker shall be the next order of business following the installation of the Student Body President at the Student Senate Spring Organizational Session .

- C. The Speaker's term of office shall run concurrently with that of the Student Body President.
- D. The Speaker of the Student Senate shall have the following powers and responsibilities:
 1. To preside over meetings of the Student Senate;
 2. To appoint and/or remove the membership and chairmen of all Student Senate Standing Committees with approval of the Student Senate;
 3. To serve as a member of the President's Cabinet;
 4. To serve as President in the event of the incapacity of both the President and the Vice President;
 5. To certify and present all Legislation passed by the Student Senate to the President within two (2) class days of passage;

Section 9. One Vote Per Senator

Only members of the Student Senate as defined in this Article may vote; each Senator may cast one (1) and only one (1) vote on any matter under consideration by the Senate.

Article IV The Judicial Branch

Section 1. Judicial Power

The judicial power of the Student Government shall be vested in the University Court and the University Trial Court.

Section 2. University Court

- A. The University Court shall be composed of nine (9) Justices, as well as the LSU Dean of Students or his/her designee (who shall be non-voting). The justices shall be selected as follows:
 1. Two (2) Justices appointed by the Student Body President with the approval of two-thirds (2/3) of the Student Senate present and voting;
 2. Seven (7) Justices elected in campus-wide elections - four (4) elected in the Fall, and three (3) elected in the Spring.
- B. The University Court shall have the following powers exclusively:
 1. To elect a Chief Justice.
 2. To recommend to the Student Senate such changes to the Rules of Court as it deems necessary. The Senate may approve such changes by a simple majority (1/2) vote of those present at a duly convened meeting. The Student Senate may propose and enact such changes without recommendation from the University Court with a two-thirds (2/3) vote of those present and voting.
 3. To hear and to rule upon all cases referred to it by the Vice Chancellor for Student Life or the Dean of Students.

Section 3. University Trial Court

- A. The University Trial Court shall be composed of one (1) Trial Judge.
- B. The Trial Judge shall be appointed by the President, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.

- C. The Trial Judge shall conduct the University Trial Court in accordance with the Rules of Court and shall issue judgments in all cases in which the Trial Court has jurisdiction.

Section 4. Shared Powers Among Courts

The University Court and the University Trial Court shall share the following powers:

- A. To hear all cases and controversies arising under the Student Government Constitution, Bylaws, and Rules of Order, and to issue judgments upon such cases and controversies. The Courts shall have complete and exclusive authority to interpret and to give meaning to any Constitutional provision, Bylaw, Rule of Order, or legislative instrument.
- B. To hear and issue judgments upon all cases and controversies arising under the Student Government Election Code and elections held by the Election Board.
- C. To issue injunctions and to compel any member of the Student Government to appear before them in any case or controversy arising under this section.

Section 5. Jurisdiction

The jurisdiction of the Courts shall be as follows:

- A. In cases arising under Section 4 of this Article, the University Trial Court shall have original and exclusive jurisdiction.
- B. In cases arising under Section 4 of this Article, the University Court shall have exclusive appellate jurisdiction. Judgments issuing from the University Court in this capacity shall be final.
- C. In cases arising under Section 4 of this Article, the University Court shall have original jurisdiction. When the court sits in this capacity, its judgment shall be final, but subject to review by the Dean of Students.

Section 6. Administration

- A. University Court shall be administered in accordance with the procedures outlined in the Rules of Court.
- B. Judgments of the University Courts shall be expressed in writing and filed in the records of the Court.
- C. Final judgments shall be sent to the Executive Branch for appropriate action.

ARTICLE V College Councils

Section 1. Purpose

Every Academic Area listed in the Student Government Bylaws shall have a College Council, which shall serve to represent the interests of LSU students on the College level.

Section 2. Composition

Each College Council shall consist of a President, Vice President, Treasurer, and Secretary, who shall be elected in the Spring semester for a one-year term. Each College Council may also appoint additional members within the Academic Area governed by the Council.

Section 3. Senators and College Councils

Upon taking office, each Student Senator shall be a member of the college council representing his/her academic area. However, a Senator may be removed from membership in the college council if he/she fails to adhere to the rules and regulations prescribed in that council's constitution .

**ARTICLE VI
Elections**

Section 1. Voter Eligibility

Students who are registered for at least part-time enrollment status at the time of the election shall be eligible to vote in all elections provided for in this Constitution excluding those fees that do not affect them.

Section 2. Candidate Eligibility

In order to be eligible for election or appointment to any office under this Constitution, a student must meet all University-mandated requirements of officers of recognized campus organizations. Any exception to this Section must be expressly provided for elsewhere in this Constitution.

Section 3. Elected Officers

All officers elected under this Constitution must receive a majority of votes cast in the election, unless as otherwise provided as a special case in the Student Government Election Code.

Section 4. Election Board Composition

The Election Board shall be composed of the following:

- A. The Commissioner of Elections - a student appointed by the Student Body President and approved by the Senate - who shall serve as the chairman, but shall vote only in case of a tie;
- B. Five (5) student members appointed by the Student Body President and approved by the Senate. Appointments shall be made in accordance with the Student Government Election Code.

Section 5. Election Board Personnel Restrictions

No person who is member of the Election Board may be a candidate in any campus-wide election or hold any other office under the authority of this Constitution or the Bylaws while that person serves on the Board.

Section 6. Election Board Powers

The Election Board shall have powers to conduct, or delegate authority to conduct, all elections of the Student Government, subject to the provisions of the SG Election Code, and other duties as defined in the Election Code.

Section 7. Concurrent Offices Restriction

No student may simultaneously hold more than one (1) elected office under this Constitution.

Section 8. Election Dates

Two (2) campus-wide elections shall be held each year, one (1) in the Fall and one (1) in the Spring on dates as provided for in the Student Government Election Code.

**ARTICLE VII
Terms of Office**

Section 1. Assumption of Duties

All officers under this Constitution shall assume their duties upon validation of their election, appointment, or succession to office and after they are duly installed as defined in the Bylaws.

Section 2. Procedures for Termination

The term of office of any officer provided for in this Constitution may be terminated by means of either of the following procedures:

- A. Impeachment
 - 1. By filing of formal impeachment charges by ten (10) members of the Student Senate at a regular meeting of the Student Senate; and
 - 2. By a formal hearing at the next regularly scheduled Senate meeting, to be presided over by the Chief Justice of the University Court (or by the Vice President in case the Chief Justice is the officer under impeachment); and
 - 3. By an affirmative vote for conviction at that Student Senate meeting by two-thirds (2/3) of those Senators present and voting by secret ballot; or
- B. Recall
 - 1. By submission of a petition to the Election Board signed by fifteen percent (15%) of the electorate of the office concerned; and
 - 2. By the Election Board setting provisions for a recall election within ten (10) class days after the petition is submitted; and
 - 3. By a majority of those voting in the recall election expressing their desire to recall the incumbent.

Section 3. Other Reasons for Termination

The term of office of any person elected or appointed under this Constitution and Bylaws shall be terminated upon occurrence of any of the following conditions:

- A. Upon the installation of his/her duly chosen successor.
- B. For a member of the Senate whose position has been discontinued, upon the expiration of his/her normal term (i.e. upon the installation meeting held two (2) campus -wide elections after his/her position is normally elected, if the seat in question is a full seat.)
- C. Upon the acceptance of his/her resignation by a two -thirds (2/3) vote of the Student Senate present and voting.
- D. Upon his/her incapacity to continue in office, to be determined by a two -thirds vote of the Student Senate present and voting.
- E. In addition, for the Student Body President, upon acceptance of any paid employment:
 - 1. Outside the University during the Fall or Spring semesters; or
 - 2. Outside the Baton Rouge Metropolitan Area during any other time.
- F. For Senate members, upon failure to continue to be enrolled in the Academic Area represented, with the exception of UCAC and UCFY senators, who may enroll in a different Academic Area one (1) or two (2) semesters after their election. For all other senators who switch academic areas, their current term representing the senior college they switched from will be terminated upon the end of that legislative session.
- G. Upon failure to meet the University -mandated requirements for officers of recognized campus organizations.
- H. For Senate members, upon failure to meet the attendance requirements specified in the Bylaws.

Section 4. Term Limits for Student Body President

No student elected as Student Body President may run for re -election to the office of Student Body President.

ARTICLE VIII Operational Funds

Section 1. Origin of Funds

Operational funds for the Student Government shall come from a per capita assessment of each member of the Student Body. The amount of this per capita assessment shall be in accordance with the official University Student Fee Schedule.

Section 2. Activity of Funds

Operational funds for the Student Government shall be deposited by the University in a Restricted Fund Account by the Office of the Bursar. These funds may not be expended in a fiscal year until the Student Government Budget for that fiscal year has been adopted.

Section 3. Responsibility of Funds

The President shall be responsible for all operational funds of the Student Government, shall ensure that all expenditures are in accordance with the provision of the Student Government Budget and the Bylaws to this Constitution.

Section 4. Student Government Salaries

No student fees shall be used to pay the salary of any student member of Student Government, except those expressly restricted in any way by the Student Government Constitution from holding another job.

ARTICLE IX
Auxiliary Documents

Section 1. Bylaws and Rules of Order

There shall be a set of Bylaws to this Constitution as well as Rules of Order of the Student Senate, either of which shall require a two-thirds (2/3) vote by the members of the Student Senate present and voting for the amendment.

Section 2. Rules of Court

The Rules of Court shall further specify the procedures and rules of order of the University Courts. The Rules of Court may be amended by a simple majority vote of the Student Senate present and voting upon the recommendation of the amendment by a simple majority of the University Court. The Student Senate may not initiate such an amendment.

Section 3. Election Code

The Student Government Election Code shall specify the procedures for holding Student Government elections, as well as the powers and duties of the Election Board. The Election Code may be amended by a two-thirds (2/3) vote of the Student Senate present and voting; however, such amendment will not go into effect until one (1) semester following passage, not including the Summer Semester.

Section 4. Conflicting Documents

- A. No measure may be enacted which would be in conflict with any provisions of this Constitution.
- B. No provision may be enacted in the Bylaws or the Rules of Court which would be in conflict with any provision found in the Election Code.

ARTICLE X

Amendments

Section 1. Proposition by Student Senate

Amendments to this Constitution may be proposed by any member of the Student Senate.

- A. Following a period of at least five (5) class days from the date of proposal, amendments may be approved by a two-thirds (2/3) vote of the Student Senate present and voting.
- B. Any amendments must further be ratified by a majority of the students voting in any campus - wide election of the Student Government.

Section 2. Proposition by Student Body

The privilege of initiative is hereby secured to the Student Body. If a petition signed by at least ten percent (10%) of the Student Body requesting an election for consideration of a constitutional amendment be presented to the President, an election for the consideration of such an amendment must be held between ten (10) and fifteen (15) class days following the presentation of the petition to the President.

ARTICLE XI

Self-Assessed Student Fees

Section 1. Approval by Student Body

Any proposal to levy, amend, repeal, or otherwise regulate any student self -assessment which affects the entire Student Body must be approved by a majority of the members of the Student Body voting in the Fall or Spring Primary Election.

Section 2. Procedure to Place Assessment of Ballot

Any such proposal may be sent to the Student Body only in either of the following ways:

- A. By approval of two-thirds (2/3) of the members present and voting of the Student Senate at least five (5) class days after introduction; or
- B. By petition signed by ten percent (10%) of the membership of the Student Body presented to the President.

ARTICLE XII Area of Application

Section 1. The Student Government

This Constitution and Bylaws, official actions, and rules derived there from, shall be the supreme source of student authority and responsibility of the Student Government of Louisiana State University and Agricultural and Mechanical College, Baton Rouge, Louisiana. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the students.

Section 2. University Rules and Regulations

Nothing in this Constitution shall be deemed to supersede the power and authority of the official rules and regulations of the Louisiana State University Board of Supervisors of the Louisiana State University System, the laws of the State of Louisiana, and the laws of the United States.

Article XIII Ratification

Section 1. Majority Approval

This Constitution, Bylaws, Rules of Order, Election Code, and Rules of Court shall be ratified upon the President's receipt of at least ten percent (10%) of the Student Body requesting consideration of the new constitution and further after majority approval of the students voting in the election for its ratification.

Section 2. Date of Effect

- A. The provisions of this Constitution and the auxiliary documents listed in Section 1 of this Article shall go into effect immediately upon ratification, with the exception that all current officers of the Student Government shall be allowed to serve out their regular terms
- B. All previous Constitutions, Bylaws, and related rules shall then be null and void.

LSU Student Government Bylaws

Revised: September 2008

ARTICLE I **The Code of Ethics**

Section 1. Importance of a Code of Ethics

The importance of the Code of Ethics is to establish a standard of conduct for members of the Student Government.

- A. The result of adhering to this code will be an effective, efficient, and respected Student Government.
- B. The Code will also encourage an ethical future for the members of Student Government when integrated into the community upon graduation.
- C. All members of the Student Government, whether they are appointed or elected, should heed the Code of Ethics at the forefront of their affairs, and always be prepared to give account of their actions and words.

Section 2. Representation

- A. The Student Government represents the Student Body in two ways; members represent not only their constituency within the University, but they represent in their person the Student Body as a whole in the eyes of those outside the University.
- B. Members of the Student Government should represent their constituencies, first, by expressing their interests and concerns within the Student Government, and second, be their example and conduct in the discharge of their duties; they should provide an example to the outside world of the best the LSU Student Body has to offer.

Section 3. Accountability of the Code

Members of the Student Government should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable, while striving to be examples themselves. Members should ensure enforcement, while at the same time showing their commitment to the Code to the rest of the Student Body.

Section 4. THE CODE

- A. No member shall knowingly misrepresent the truth while acting in his/her capacity as a Student Government member.
- B. No member of the Student Government shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.
- C. No member of the Student Government shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government. Each member must be able to give a thorough account of all Student Government funds spent by him/her and a thorough inventory of all goods and/or services received.

- D. Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.

Section 5. Reading of the Code

The Code of Ethics shall be read once at the beginning of every regular session of the Student Senate, and directly following each installation.

ARTICLE II

Executive Branch Affairs

Section 1. President's Cabinet

- A. The President's Cabinet shall act in an advisory capacity to the Student Body President in all matters affecting LSU students, and shall include the following persons:
 - 1. The Vice President;
 - 2. The Speaker of the Student Senate;
 - 3. The Chief Justice of the University Court;
 - 4. President of the Residence Halls Association;
 - 5. President of the Union Governing Board;
 - 6. President of the Black Student Union;
 - 7. President of the International Student Association;
 - 8. Cadet Corps Commander of LSU ROTC;
 - 9. Editor-in-Chief of *The Daily Reveille*;
 - 10. Station Manager of KLSU;
 - 11. Station Manager of TigerTV;
 - 12. Sales Manager of Student Media;
 - 13. President of Interfraternity Council;
 - 14. President of Pan-Hellenic Council;
 - 15. President of National Pan-Hellenic Council;
 - 16. Presidents of all College Councils;
 - 17. President of a campus cultural organization, as recognized by Campus Life, as appointed by the Student Body President;
 - 18. President of a campus service organization, as recognized by Campus Life, as appointed by the Student Body President;
 - 19. President of a campus leadership organization, as recognized by Campus Life, as appointed by the Student Body President;
 - 20. President of a campus recreation organization, as recognized by Campus Life, as appointed by the Student Body President;
 - 21. President of a campus professional organization, as recognized by Campus Life, as appointed by the Student Body President;
 - 22. President of a special interest organization, as recognized by Campus Life, as appointed by the Student Body President.
- B. The Cabinet shall hold meetings at regular intervals throughout the Fall and Spring semesters, and at least once each semester.
- C. All appointed members of the President's cabinet are subject to confirmation by a majority vote (1/2) of the Student Senate present and voting.

Section 2. Notification of Presidential Appointments

- A. By the first Student Senate meeting of each month, the President shall transmit to the Speaker of the Student Senate a written list of all persons appointed by the President during the preceding month and the offices or positions to which they were appointed.
- B. Appointments subject to the approval of the Student Senate are exempt from inclusion on this list.

Section 3. Vacancy and Succession of Student Body President and Vice President

- A. If there is a vacancy in the office of the Student Body President, the Student Body Vice President shall become President immediately, and shall serve out the remainder of the term.
- B. If there is a vacancy in the office of the Student Body Vice President, the Student Body President shall appoint a successor to finish out the term, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.

Section 4. Executive Branch Charter

Except as otherwise provided for in the Bylaws, the Executive Branch shall be organized by Executive Charter, subject to approval by a majority (1/2) vote of the Student Senate present and voting.

- A. This Executive Charter shall list the various Executive Departments and the positions under them, including any positions which are to receive salary under the Student Government Budget.
- B. This Executive Charter must be passed before any Executive Branch office appointments can be approved.
- C. A chief financial officer must be included in the Executive Branch Charter.

Section 5. Executive Department Appointments

All non-elected members of the Executive Branch shall be appointed by the President, subject to the majority (1/2) approval of the Student Senate present voting.

Section 6. Executive Staff Meetings

- A. The President shall schedule and hold meetings of all Executive Staff no less than once per month during the regular session of the Student Senate.
- B. All staff outlined in the Executive Branch Charter are required to attend these meetings, unless sufficient reason for absence is supplied to the President or Vice President.
- C. Failure to comply with the provisions of this Section shall be sufficient reason for removal from office.

Section 7. Executive Staff Office Hours

All staff who receives salary under the authority of the Executive Branch Charter shall be required to post and maintain office hours.

Section 8. Dismissal of Executive Branch Employees

Department heads and paid Executive Branch employees may be dismissed by the President only for due cause, with the exception of any Executive Officer of the President, who may be dismissed at will.

Section 9. Executive Department Reports to Student Senate

All Executive Branch Departments shall orally report to the Student Senate on their activities at least three (3) times per semester.

Section 10. Executive Staff Term Limits

All Executive Office Staff shall serve a term concurrent with that of the Student Body President who appointed them.

ARTICLE III
Legislative Branch Affairs

Section 1. Student Senator Duties

- A. The primary duty of a Student Senator is to represent the constituency of his/her elected college.
- B. Student Senators should be publicly available to their constituency for a minimum of an hour per week in an accessible forum. During these times senators should be aware of pending legislation and current campus issues. Each Senator will inform the Speaker of the time and place he/she will be serving by the second regularly scheduled Senate meeting or ten (10) class days after a new senator is appointed, or by the discretion of the Speaker. The times will be posted on the Student Government web site and in the Senate Office.

Section 2. Composition of the Student Senate

- A. The Student Senate shall be composed of students representing the following Academic Units and/or Divisions:
 - 1. College of Agriculture
 - 2. College of Art & Design
 - 3. College of Arts and Sciences
 - 4. College of Basic Sciences
 - 5. E.J. Ourso College of Business
 - 6. School of the Coast and Environment
 - 7. College of Education
 - 8. College of Engineering
 - 9. Graduate School
 - 10. Manship School of Mass Communication
 - 11. College of Music and Dramatic Arts
 - 12. University College Center for Advising and Counseling
 - 13. University College Center for Freshman Year
 - 14. School of Veterinary Medicine
- B. For the purposes of these Bylaws, any Academic Units or Divisions represented in this section shall hereafter be referred to as Academic Areas.

Section 3. Removal of Senators

- A. A member of the Student Senate shall be removed from his/her position on the Student Senate once he/she has accumulated a total of three (3) unexcused absences from regular meetings of the Student Senate per session, three (3) unexcused absences from his or her assigned standing committee per session, or removal from his/her respective College Council according to the College Council Constitution.
- B. If a senator cannot attend the College Council meeting at the set time for any reason, the senator may meet with the College Council President at a time convenient to them. This makeup meeting shall not count as an absence.
- C. The Minutes from Student Senate meetings and committee meeting reports shall be used in determining the number of unexcused absences.

Section 4. Student Senate Absences

For the purpose of this Article, absences from regular meetings of the Student Senate shall be determined by the following method:

- A. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a regular meeting of the Student Senate, unless they are recognized as "present" by the Speaker before the end of Public Input.
- B. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of the Student Senate if, and only if, the motion to adjourn passes.
- C. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a scheduled meeting of his or her assigned committee
- D. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of his or her assigned committee if, and only if, the motion to adjourn passes.
- E. Absences which fall under the University guidelines for excused absences (PS -22), or pertain to University classes, shall be submitted to a Student Government advisor for signature and approval before the next regular Senate meeting after the absence incurred. The excuse will be placed on file with the Senate Secretary and the absence will be noted in the Minutes as "excused."

Section 5. Written Notification of Excessive Absences

When a member of the Student Senate has been assessed one and one half (1 ½) or more absences as defined in Section 4 of this Article, the Secretary of the Student Senate shall send written notification to said member of such fact. Such notification shall be sent within two (2) class days of adjournment of the meeting at which the third half (1/2) absence is assessed.

Section 6. Student Senate Proxies

Proxies for members of the Student Senate during any regular or special general Senate meeting shall not be allowed.

Section 7. Student Senate Regular, Organizational and Special Sessions

The sessions of the Student Senate shall be defined as follows:

- A. The Student Senate shall be in Regular Session from the first regularly scheduled Student Senate Meeting in the Fall semester, as stated in the Senate Rules of Order, until no later than adjournment on the last regularly scheduled Student Senate Meeting of the Fall semester, and also from the first regularly scheduled Student Senate Meeting of the Spring Semester, as stated in the Senate Rules of Order, until no later than adjournment on the regularly scheduled Student Senate Meeting to be held three weeks prior to the end of classes in the spring semester; however, the Senate shall be in recess during any University holidays. During Regular Session, regular meetings of the Student Senate shall be held weekly. The time and place shall be determined in the Rules of Order of the Student Senate.
- B. The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the fall regular session until no later than adjournment of that meeting for the following purposes specifically and in the following order:
 1. Installation of newly elected senators
 2. Appointment of membership and leadership of standing committees.
 3. Approval of Presidential Appointments
 4. Approval of Speaker's Appointments
 5. Approval of any other Executive or Legislative Orders
 6. Resolutions creating temporary study or action groups and their membership
- C. The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the spring regular session until no later than adjournment of the second meeting of that session for the following purposes specifically and in the following order:
 1. Installation of newly elected Senators
 2. Installation of the newly elected President and Vice President
 3. Election of the Speaker
 4. Election of the Speaker Pro Tempore
 5. Election of the Secretary
 6. Election of the Undersecretary
 7. Approval of the Executive Charter
 8. Approval of the Student Government Budget
 9. Approval of the Presidential Appointments
 10. Approval of Speaker's Appointments
 11. Appointment of Members and Leadership of Standing Committees
 12. Resolutions creating temporary study or action groups and their membership
 13. Approval of any other Executive or Legislative Orders
- D. Special meetings of the Student Senate may be held upon 24 -hour notice during any Regular Session by:
 1. A majority vote of the Senate at a duly constituted meeting; or
 2. A petition signed by one third (1/3) of the Student Senate members.
- E. Special Sessions and/or meetings of the Student Senate may be held upon 24 -hour notice by the Student Body President.
- F. If legislation is vetoed, but the Senate session that passed said legislation has adjourned sine die, the Senate may reconvene with the membership from that last meeting of the regular session once and only once for only the stated purpose of considering the override of said veto.
 1. The agenda shall be:
 - a. Roll Call
 - b. Public Input
 - c. Veto Consideration
 - d. Petitions, Memorials, and Other Communications
 - e. Adjournment

ARTICLE IV

College Council Affairs

Section 1. College Council Constitutions

Every College Council shall be required to keep a copy of their constitution and any bylaws on file in the Office of Campus Life. Updated copies shall be submitted to the Office of Campus Life whenever changes are made for University approval.

Section 2. Vacancy and Succession of College Council Officers

- A. Unless otherwise provided for in the College Council constitution, should the office of President of the College Council become vacant, the Vice President of that College Council shall succeed to the office.
- B. If the office of Vice President, Secretary or Treasurer of a College Council should become vacant, the College Council President shall interview and appoint a person from the Academic Area to fill the vacancy with a majority (1/2) vote of the members present and voting.
- C. If the offices of the President and Vice President of a College Council become vacant simultaneously, the Election Board shall begin the process to conduct an election to fill the vacancies within ten (10) class days.
 - 1. If after the qualifying period for an election, the offices of President and Vice President remain vacant, the remaining members of the College Council shall be permitted to fill the offices by a majority vote of those present and voting.
 - 2. The members selected under this provision shall hold the office until the next regularly scheduled election.

Section 3. Notification of College Council Meetings

It shall be the duty of the President of each college council to inform its respective Senators of the date, time, and place of each regularly scheduled college council meeting within ten (10) class days after the beginning of the semester.

Section 4. College Council Presidents' Commission

- A. Each College Council President shall serve on the College Council Presidents' Commission along with the Student Body Vice President and the Student Senate Speaker Pro Tempore sitting as ex officio members.
- B. The College Council Presidents' Commission will meet for the following purposes:
 - 1. Reviewing and amending the college councils' constitution;
 - 2. To discuss and propose ideas and initiatives;
 - 3. To facilitate communication among each of the academic areas;
 - 4. Any other matters deemed appropriate by the commission and/or the Student Body Vice-President.
- C. The College Council Presidents' Commission will appoint a chair person from among the membership at the first meeting of the commission which shall be called to order by the Student Body Vice-President. The chair elect will be responsible for scheduling all meetings of the commission and for filing all amendments made to the college councils' constitution in the appropriate offices.
- D. Two-thirds of the presidents shall constitute a quorum.

- E. In the event of a tie, the Chair of the Commission shall be the tie -breaking vote.
- F. Each semester the College Council Presidents' Commission will meet at least two (2) times. One unexecuted absence is allowed for each College Council President per semester. An excused absence will be determined by the university guidelines policy statement No. 22, which will be submitted to the appropriate advisor. If a President has more than one (1) unexcused absence, he/she is subject to a mandatory impeachment investigation due to dereliction of duties.

Section 5. Transitional Meetings

- A. It is the first order of business of each incoming College Council President to hold a transitional meeting with their respective predecessor.
- B. For the success of the newly elected College Council, transitional documents and a detailed list of successes and failures shall be provided to the new President.
- C. This meeting must take place upon the conclusion of the former President's term.

ARTICLE V

Installation and Appointment Vacancies

Section 1. Due Installation and Oath of Office

All persons elected or appointed under the authority of the Student Government Constitution or Bylaws shall take office after they have been duly installed as follows:

- A. The Student Body President and Vice President shall be installed during the annual Student Senate Spring Organizational Session, held five (5) class days from the announcement of the final election results, but no greater than ten (10) class days from the last Student Senate meeting of the Spring Semester. They shall be sworn in by the Chief Justice of the University Court or his/her designee.
- B. Those members of the Student Senate elected in the Fall shall be installed during the annual Student Senate Fall Organizational Session, regardless of the time at which the Fall election was held. Those members elected in the Spring shall be installed during the annual Student Senate Spring Organizational Session just before the Student Body President and Vice President. Members shall be sworn in by the Speaker of the Student Senate or his/her designee.
- C. If not present at the Fall or Spring Organizational Session, all elected Senators must be installed within the next three (3) regularly scheduled Senate meetings, or his/her seat shall be deemed vacant.
- D. All appointed officers and employees of the Student Government, and all other College Council officers other than Student Senators, shall be sworn in by the President of their respective College Council at the appropriate Student Senate Organizational Session.
- E. Any Student Government officer elected or appointed to serve out the remainder of the term of a vacated position shall be sworn in within the next three (3) regularly scheduled Student Senate meeting following his/her election or appointment.

F. The form for being sworn in shall be as follows:

"With the left hand of the person being sworn in on the Student Government Constitution and these Bylaws, and with his/her right upraised, he/ she shall take the following oath:

I (state your full name) -- do solemnly swear (or affirm) -- that I will support the Constitution and Bylaws -- of the Student Government of Louisiana State University -- and that I will faithfully -- impartially discharge and perform -- all of the duties incumbent upon me -- according to the best of my ability and understanding. "

Section 2. Special Circumstances

In the event that any of the meetings scheduled above cannot be held on their normal dates and times, the officers who would have been sworn in at those times shall be considered sworn in.

Section 3. Student Body President-elect Access

Once the results of the Spring election have been validated, the President -elect shall be allowed access to the Executive Office and any files therein for the purposes of developing the Student Government Budget and the Executive Branch Charter.

Section 4. Appointment Vacancies

All positions filled through appointment by a Student Government member shall require advertisement which must be accompanied by the corresponding application. Proper advertisement shall be as follows:

- A. Broadcast email over SG_V1
- B. A posting on the SG Website homepage
- C. A posting outside of the SG Office
- D. A broadcast email to entire University or advertisement in the Daily Reveille

ARTICLE VI Financial Organization

Section 1. Fiscal Year

The Student Government shall operate on a fi scal year beginning at 12:01 a.m. on the first day of July of one calendar year, and ending at midnight on the last day of June of the following calendar year.

Section 2. Student Government Budget

- A. The Student Body President shall submit a proposed St udent Government Budget, SB1 to be authored by a senator, for the coming fiscal year to the Student Senate for its consideration immediately following his/her installation.

- B. The Student Government Budget shall be considered in the same manner as any other item of legislation, and shall have been adopted for the coming fiscal year at or before the beginning of that fiscal year.
- C. No funds shall be appropriated or expended in a fiscal year unless and until a Student Government Budget for that fiscal year has been adopted.
- D. Should a budget become unbalanced, by eventuation of a deficit balance in a line item, the Student Senate shall within fifteen (15) class days amend said budget to remove the deficit.
- E. During the fiscal year for which a Student Government Budget has been adopted, all of the conditions listed in said budget shall be treated as an auxiliary document to these Bylaws, and may be amended by a simple majority vote of the Student Senate present and voting. Such amendment shall become effective upon final passage of legislation detailing the amendment.
- F. No more than twenty-five thousand dollars (\$25,000.00) may be appropriated in the Student Government Budget for total student salaries of the Student Government members during one (1) fiscal year. Of twenty-five thousand dollars (\$25,000.00), up to but no more than nineteen thousand dollars (\$19,000.00) may be allocated to the Executive Branch for the purpose of salaries during the fiscal year, and up to but no more than six thousand (\$6,000) may be allocated to the Legislative Branch for the purpose of salaries during the fiscal year.
- G. Any individual occupying a position with a designated salary in the Student Government Budget shall be paid up to but no more than 1/8 of the specified salary per month. The only exception to this rule is if a student does not receive the full 1/8 of a particular salary for a particular month during which he/she was on payroll; in this case, the student would be allowed to make up the difference over the next month(s) through back pay. Additional provisions may be provided for in the Student Government Budget.

Section 3. College Council Funding in the Student Government Budget

Funds shall be appropriated in the Student Government Budget to fund the College Councils as follows:

- A. College Councils shall be appropriated an amount not less than five percent (5%) but not more than fifteen percent (15%) of the money paid by all students to the self-assessed fee for Student Government operational funds. These funds shall be disbursed in the following manner:
 - 1. Sixty-five percent (65%) of the total money shall be disbursed to each College Council based on the amount of students enrolled in the Academic Area.
 - 2. Thirty-five percent (35%) of the total money shall be disbursed equally among each Academic Area.
- B. The amount in paragraph A shall be determined from the same source as used in calculating revenues for the Student Government Budget.
- C. Amounts appropriated to the College Councils shall be appropriated as separate line items by Academic Area.
- D. The Student Government chief financial officer shall notify the College Council Presidents of the amounts of money designated for that Academic Area by the end of each Spring semester.
- E. Amounts not expended by the end of the fiscal year (June 30) will automatically carry over to the next fiscal year's College Council Surplus Account budget.

Section 4. Automatic College Funding Procedure

Such funds appropriated to a college government under "automatic college funding" shall be distributed by the chief financial officer at the request of the College Council for the purposes requested if:

- A. The chief financial officer receives a request for expenditures signed by the President and Treasurer of the College Council; and

- B. The request details the use of funds to a sufficient extent that the chief financial officer can determine if the use of funds is allowed under University regulations; and
- C. The use of funds is allowed by said University regulations.

Section 5. Financial Records

A chief financial officer shall be vested with the authority and responsibility to keep and be responsible for the accuracy of the financial records of the Student Government. The Student Government financial records shall be kept in accordance with University accepted accounting practices and procedures.

Section 6. Chief Financial Officer

- A. The chief financial officer shall report to the Student Senate as follows:
 1. To present a written update of all finances of the LSU Student Government each month during regular session of the Student Senate. To present a final written financial account by the last regular session meeting of the LSU Student Senate to report final balances for each academic semester. These reports shall include but are not limited to the following:
 2. A written breakdown of all Student Government accounts and their balances.
 3. To maintain an up-to-date written account of all Student Government financial records in the Student Government office as a matter of public record.
- B. The chief financial officer shall serve as the Chairperson of the Programming, Support, and Initiatives Fund (PSIF), pursuant to the PSIF Bylaws.
- C. The chief financial officer is an ex-officio member of the Senate Finance Committee.

Section 7. Student Government Funding Application Stipulations

- A. Event approval from appropriate university officials or departments
- B. Documentation of funds acquired and required for the event
- C. An attached itemized budget for the total cost of the event as well as a breakdown of how requested contingency funds will be spent. This documentation shall be prepared by the respective student(s) or student organization and amended as deemed appropriate by the LSU Student Senate Committee on Finance.
- D. Proof of Charter as a student organization
- E. Budget for the current fiscal year
- F. Individual students or groups of students in good academic standing requesting funds shall be exempted from items D and E of this section, provided the funds requested are to be used for academic pursuits.

Section 8. Appropriations of Funds

- A. Student Government funding shall be submitted on the provided Student Government funding application.
- B. Each group appropriated funds by the Student Government shall present a written and oral report to the Student Senate. Both the written and oral reports shall be given no more than two (2) Student Senate meetings after the event for which the funds were appropriated. The reports shall include the following:
 1. Attendance at the event
 2. Success of the event
 3. Final expense statement
 4. Problems encountered
 5. Future plans of the organization

6. Method of notification of Student Government sponsorship
- C. Any failure to comply with paragraph B of this Section will automatically result in that group being ineligible to receive Student Government funds for one (1) year from the date of the event.

Section 9. Restrictions on Student Government Funds

- A. The Student Senate shall not spend more than sixty percent (60%) of the original contingency fund during the Fall semester as allocated in the Student Government Budget.
- B. No bill of appropriation of funding shall be brought before the full senate without the completed SG funding application.
- C. Any funding appropriated that exceeds one thousand five hundred dollars (\$ 1,500.00) shall require a two-thirds (2/3) vote of the LSU A&M Student Senate.
- D. Any organization seeking funding from the Senate Contingency that may qualify for funding from the Programming Support & Initiatives Fund (PSIF) or the Organizational Relief Fund (ORF) must first apply for funding through PSIF or ORF before requesting Senate funding. Furthermore, any group who qualifies for funding through PSIF or ORF shall not be allowed to apply for money from the Senate Contingency in the same semester.

Section 10. Student Government Sponsorship

- A. When a project or activity is funded by the Student Government, proper public notice where practical shall be given indicating Student Government's sponsorship.
- B. For purpose of this Section, proper public notice shall include, but not be limited to inclusion of the name of Student Government in publicity for the funded project or activity.
- C. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated. The Student Senate shall notify the President of the fact through the agency of a legislative resolution.
- D. Upon final passage of legislation which appropriates funds and/or regulates any appropriation of funds to an organization, the Speaker of the Student Senate shall issue the duly authorized representatives for the organization a list of requirements which an organization must meet to receive funds from Student Government, as specified in these Bylaws.

Section 11. Unrecognized Funds

If there are funds present in the Student Government Account that are not already allocated, then said funds shall be available for use in the Student Government Budget, line item Student Senate Contingency.

ARTICLE VII Financial Accounts

- A. Student Government Surplus
 1. This account may only be used for one-time expenditures of Student Government.
 2. Funds may be requested by members of Student Government via a Bill introduced in and approved by the Senate and approved by the Student Body President, Dean of Students, and Vice-Chancellor of Student Life.

3. All remaining funds in Student Government Operating Accounts, with the exception of the College Councils Surplus Account, at the end of each fiscal year are transferred to the Student Government Surplus Account and Initiatives Account.
- B. Student Government Initiative Accounts
1. Student Government Initiatives
 - a. Fund from this account may be requested via a Bill in the Senate and approved by a two-thirds (2/3) vote.
 - b. This account may only be used for new initiatives and programs.
 - c. A minimum of five thousand (\$5,000) dollars must be requested from this account per bill.
 - d. No money shall be appropriated from this for student travel.
 2. Newspaper Initiative
 - a. The account is dispersed by agreement of the Speaker of the Student Senate and the Student Body President.
 - b. This account is to be used to fund the LSU Readership Program.
- C. Student Government Operating Accounts

All funding is used at the sole discrepancy of this office and can be used on any matter that adheres to the guidelines of the university regulations and the Code of Ethics.

1. Executive Departments and President Contingency
 - a. These accounts are under the control of the President, as enumerated in SGB 1, the budget bill.
 - b. Any remaining funds in this account will be transferred to the Surplus Account.
2. Vice President Contingency
 - a. This account is under the control of the Vice President, as enumerated in SGB 1, the budget bill.
 - b. Any remaining funds in this account will be transferred to the Surplus Account.
3. Election Board
 - a. This account is under the control of the Commissioner of Elections, as enumerated in SGB 1, the budget bill.
 - b. Any remaining funds in the account will be transferred to the Surplus Account.
4. Legislative General Contingency
 - a. This account is under control of Senate and signature of the President.
 - b. Request for funding must be submitted to the Senate office.
 - c. Any remaining funds in the account will be transferred to the Surplus Account.
5. Speaker Contingency and Legislative Accounts
 - a. These accounts are under the control of the Speaker, as enumerated in SGB 1, the budget bill.
 - b. Any remaining funds in the account will be transferred to the Surplus Account.
6. Judicial Branch
 - a. This account is under the control of the Chief Justice, as enumerated in SGB 1, the budget bill.
 - b. Any remaining funds in the account will be transferred to the Surplus Account.

7. College Council
 - a. This is the parent account of all College Council Funding at the beginning of each year.
 - b. Revenues in this account will automatically be distributed to College Councils, as enumerated in SGB 1, the budget bill.
 8. College Council Surplus
 - a. This account is under the control of the College Council President's Commission (CCPC).
 - b. Requests for funding are granted only to College Councils that no longer have funds remaining in their accounts or plan to spend in excess of their initial appropriation. A request for CCPC funding must be submitted to the CCPC through the chief financial officer by a college council funding request form.
 - c. Students organizations that wish to co-sponsor an event with a college council in an effort to require these funds must contact the President of their college council.
 9. Individual College Councils
 - a. These accounts are under the control of each respective College Council.
 - b. Requests for funds by students or student organizations must be made to the President of the council.
 - c. Financial matters require consent of the College Council or a majority (1/2) vote by active members present at a regular meeting.
 - d. After approval of funds, a funding request form must be submitted to the chief financial officer.
 - e. Any remaining funds at the end of the year will be transferred to the College Council Surplus.
- D. Student Government Corporate Sponsorship
1. This account is under the control of the President.
 - a. However, any combined expenditure from the Student Government Corporate Sponsorship Account that is not explicitly named and listed on the fundraising packet and other private Student Government accounts shall be approved by an Executive Order as defined in the Student Senate Rules of Order specifying how the money will be spent.
 - b. Any remaining funds in this account will be rolled over from year to year.
 - c. The Corporate Sponsorship Fundraising packet must be approved by a majority (1/2) vote of the Student Senate present and voting at the Spring Special Organizational Session.

ARTICLE VIII

Public Records, Management and Meetings

Section 1. Student Government Records

All records of the Student Government are hereby declared to be public records.

Section 2. Public Records

The LSU A&M Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall abide by Title 44 of the Louisiana Revised Statutes in all matters pertaining to Public Records. Failure to abide by Title 44 will result in the nullification of allocated monies.

Section 3. Review of Legislative, Executive, and Judicial Records

- A. Each year the Speaker, President, and Chief Justice shall review the records of each branch of the Student Government -- with each being responsible for the branch in which they serve -- to determine which of the records are no longer current.
- B. All records of over two (2) years of age shall be deemed no longer current.
- C. All records, which are no longer current, shall be delivered to the LSU Archives, unless their presence is deemed necessary by one of the officials mentioned in this Section of this Article.

Section 4. Document Notation

- A. If the University Courts provide interpretations to any document in the Student Government pursuant to their power under Article IV, Section 5 of the Constitution, a notation shall be inserted within the applicable section of the document to say "See *court case caption* and Docket Number for interpretation of this provision."
- B. The Chief Justice shall notify the Speaker of the Senate of such notation in writing within one week of the final written majority opinion.

Section 5. Public Meetings

The LSU A&M Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall abide by Title 42 of the Louisiana Revised Statutes in all matters pertaining to Public Meetings insofar as all meetings relating to that which is being funded or the funds themselves are considered. Failure to abide by Title 42 will result in the nullification of allocated monies.

ARTICLE IX

Composition of Student Committees

Section 1. Summer Planning Committee

- A. The Summer Planning Committee shall be made up of the Student Body President and Vice President, the Speaker of the Student Senate, and four (4) Student Senators elected by the Student Senate before the end of the Spring semester.
- B. The purpose of the Summer Planning Committee is to develop a proposed legislative plan for presentation to the Student Senate at the first regular meeting of the fall.

Section 2. Media Board

- A. The Student Body President must approve any appointments to the Media Board with a two-thirds (2/3) vote of the Senate.
- B. Appointees must demonstrate an ability to remain objective on all decisions brought before Media Board.

Section 3. Class Gift Committee

- A. This committee will be comprised of seven (7) junior students elected from the Student Body. No more than two (2) students may sit on this committee from the same college.
- B. The Director of Development in Student Life, as well as the Manager of Facility Design and Development will serve as ex-officio officers to the committee.
- C. No more than three (3) students that currently hold office within Student Government may sit on this committee.
- D. Positions for this committee will be advertised across all necessary mediums and members shall be elected by the Student Government Senate during the Spring Organizational Session.
- E. Should a vacancy arise, the Speaker of the Senate shall appoint a student to be approved by the Senate.
- F. The Chair of the Committee shall be a member of the Student Government Senate to be appointed by the Speaker and approved by the Senate.
- G. It shall be the duty of this committee to gather potential class gift projects that are approved by the facility design and development committee and recommend no more than four (4) and no less than two (2) designs to the Senate so that they may be placed on the Spring Election Ballot by Concurrent Resolution.

ARTICLE X

Temporary Committees/Commissions

Section 1. Creation by Student Body President or Student Senate

- A. All temporary study and/or action groups created by the Student Body President shall be established only by written Executive Order, subject to majority approval of the Student Senate.

- B. All temporary study and/or action groups created by the Student Senate shall be established by Resolution, passed by majority vote of the Student Senate.

Section 2. Required Contents of Executive Order or Resolution

The Executive Order or Resolution creating a temporary commission/committee shall contain the following:

- A. Name of the commission/committee;
- B. Number of members, including:
 - 1. If appointed by name, the name of the officers and members; or
 - 2. If not appointed by name, the method of selection of the officers and members;
- C. Beginning date and length of existence of the commission/committee;
- D. Goals and objectives; and
- E. Powers, duties, and responsibilities of the commission/committee, and of the officers thereof.

Section 3. Length of Existence

Unless a definite length of existence of a commission/committee is stated in the Executive Order or the Resolution creating said commission/committee, it shall continue in existence only for one (1) year from the date that it was approved or passed.

ARTICLE XI

Websites

Section 1. Name and Location

The LSU A&M Student Government shall have one official website. Its web address shall be www.sg.lsu.edu or consistent with an address as provided by the administration of the university.

Section 2. Content

- A. The host site, www.sg.lsu.edu, shall be a portal to each branch of Student Government.
- B. This site shall be used as the host site for all public access computers purchased through the Student Tech Fee contingency.
- C. This site shall be limited to the following information:
 - 1. Links to each Branch of Government's adjoining website.
 - 2. General Information & Announcements
 - 3. Current editions of the Student Government Constitution, Bylaws and Election Code

Section 3. Approval

- A. The General Student Government Website must be approved by the President, Speaker of the Student Senate or Chief Justice prior to any changes of content being published for public view other than general information and announcements.

- B Only the President, Speaker of the Student Senate or Chief Justice may authorize changes to the General Information & Announcements section of the website and must notify the other branches of said changes via email prior to the posting.

Section 4. Branch Websites

- A. The Branch Websites shall be defined and listed as follows
1. Legislative
 2. Executive
 3. Judicial
 4. College Councils
 5. Election Board
- B. Each branch of Student Government shall employ a staff member to publish and maintain each respective website. The Chair of the College Council President's Commission shall employ a single employee to perform functions on behalf of all of the College Council's. Each branch's site must contain, but not limited to containing the following information:
1. A listing of all elected officials, employees, or appointees specific to the branch in which they serve, their classification and college in which they are enrolled.
 2. An email address for each elected or appointed official and office hours for said official if they are required to keep them.
 3. A link to each respective branch and the General SG Website
 4. An updated weekly calendar of events and meeting with time, and location.
- C. Executive Website must contain:
1. An electronic copy of the Executive Charter
 2. An electronic copy of communication(s) in the form of press release, memorandum, permanent memorandum, policy statement, or advertisement to any LSU Administrator or any member of the LSU Student Body on behalf of Student Government or the Executive Branch.
 3. An electronic copy of minutes taken from any executive meeting.
 4. Information on how to apply for PSIF, ORF or Coca-Cola Grant Money.
 5. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill, PSIF allocations containing the amount of the allocation, the Student Organization(s) receiving the allocation, the name and date for said allocation, and the Coca-Cola Grant, and a link to the Student Technology Fee Oversight Committee's Website.
- D. Legislative Website must contain:
1. An electronic copy of the Rules of Order
 2. An electronic copy of each version of each piece of legislation filed with the Senate office
 3. An electronic copy of the approved minutes
 4. An electronic copy of each vote corresponding with each version of each piece of legislation filed with the Senate office
 5. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill.
 6. Information on how to receive funding through the Student Government Senate Contingency.
- E. Judicial Website must contain:
1. An electronic copy of all judicial documents including, but not limited to, opinions, injunctions, complaints, evidence and minutes of Court proceedings.
 2. An electronic copy of the current Rules of Court.
 3. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill.

- F. College Council(s) website must contain:
 - 1. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill.
 - 2. An electronic copy of any minutes taken from a council meeting.
 - 3. An electronic copy of the College Council Constitution.
- G. Election Board website must contain:
 - 1. An electronic copy of all election board returns, complaints, judgments, evidence and minutes of Election Board Hearings.
 - 2. A "Meet the Candidates page" during elections
 - 3. Notices of upcoming elections and important dates relevant to Student Government Elections.
 - 4. When fee referenda are being considered for increase, a complete electronic copy of the current campus entity's budget for the previous three years.
 - 5. When the fee referenda being considered is for a new fee, an electronic copy detailing the proposed use of the fee.
 - 6. When Constitutional amendments are being considered, an electronic copy of the complete language for said amendment.

Section 5. Time Provisions

- A. Any announcement of meeting times and location, listed here and above, must be posted two (2) class days before their occurrence.
- B. Any documents listed here and above resulting from said meetings must be posted two (2) class days after their creation.

Section 6. Compliance

Each site shall comply with the rules and regulations set forth by Louisiana State University and these Bylaws.

ARTICLE XII Words and Phrases

Section 1. Interpretation

Words and phrases in the Student Government Constitution, the Bylaws, the Rules of Order of the Student Senate, legislation, or any other document of the Student Government shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in the law, shall be construed and understood according to such peculiar appropriate meaning; unless otherwise provided for in the Constitution and these Bylaws.

Section 2. Clerical and Typographical Errors

Clerical and typographical error shall be disregarded when the meaning is clear.

ARTICLE XIII Amendments

Section 1. Student Senate Approval

Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Student Senate present and voting at a regular meeting by means of legislation detailing the amendment.

(Revised through the Fall 2008 Regular Session)