

SGA Code of Laws

TITLE I FORMAT FOR THE CODE OF LAWS

CHAPTER 100 - Systems of Student Government Association Code of Laws

The following shall be the system of the Student Government Association Code of Laws, to be observed in the official codification of said laws.

- 100.1** There shall be fourteen titles, each shall deal with related and similar topics, and each shall be composed of a number of numerically designated chapters, as follows:

Title I, Chapters 100 - 199 - Format for the Code of Laws
Title II, Chapters 200 - 299 - Executive Branch
Title III, Chapters 300 - 399 - Legislative Branch
Title IV, Chapters 400 - 499 - Judicial Branch
Title V, Chapters 500 - 599 - Student Organizations
Title VI, Chapters 600 - 699 - School Officers and School Councils
Title VII, Chapters 700 - 799 - Election Law
Title VIII, Chapters 800 - 899 - Finance Law
Title IX, Chapters 900 - 999 - Student Communications Media Law
Title X, Chapters 1000 - 1099 - Student Discipline Law
Title XI, Chapters 1100 - 1199 - Charters of Selected Boards and Committees
Title XII, Chapters 1200 - 1299 - Academic Honesty
Title XIII, Chapters 1300 - 1399 - Auxiliary Groups
Title XIV, Chapter 1400-1499 - Student Activity Projects

- 100.2** Each chapter may be subdivided by means of a decimal arrangement. For instance, chapter 199 may be divided into sections as 199.1, 199.2, 199.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

TITLE II EXECUTIVE BRANCH

CHAPTER 200 - Additional Executive Duties and Executive Cabinet Law

- 200.1** The President of the Student Government Association shall with approval of two-thirds of the membership of the Student Senate appoint a Chief of Staff. The Chief of Staff shall have administrative authority over the members of the Executive Cabinet of the Student Government Association and shall serve as an Executive Officer of the Student Government Association
- 200.2** The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate, the members of the Executive Cabinet and the Liaison Representative to the City Council, who shall be responsible to the President of the Student Government Association for the execution of their duties and who may be removed from office at any time by the President of the Student Government Association.
- 200.3** All executive officers of the Student Government Association must maintain a 2.0 cumulative grade point average during their term of office. If their cumulative grade point average should fall below a 2.0, they shall be deemed absent.
- 200.4** To serve on executive cabinet, a student must have a cumulative 2.0 grade point average to qualify and maintain a 2.0 cumulative average during his/her tenure. A student must have been enrolled at least one semester at Auburn University prior to cabinet position interviews. A student must be enrolled in Auburn University with the exception of summer term (see 200.5).
- 200.5** An executive cabinet member shall automatically forfeit his/her membership on the Executive Cabinet if he or she has more than three unexcused absences from required events and/or meetings of the Executive Cabinet. Excused absences shall include death in the family, sickness, or other situations approved by the Chief of Staff.
- 200.6** The Summer Executive Cabinet shall possess the same power as the regular Cabinet. Replacements shall be responsibility of the individual Cabinet member. All members of Cabinet and summer replacements must be either enrolled in Auburn University or be working for Auburn University during summer term. A summer replacement must fulfill the same grade point average qualifications and the attendance policy requirements as the regular Cabinet member he or she replaces.
- 200.7** The President of the Student Government Association shall serve as the representative to the President's Council of Alabama Student Government Associations.

- 200.8** The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate, student representatives to University Committees and Boards when a student representative is requested.
- 200.9** For a student to serve on a University Committee or Board, a student must have a 2.0 cumulative grade point average to qualify and maintain a 2.0 cumulative grade point average during his/her tenure unless there is a higher grade point requirement previously required by a specific board or committee. A student must also have been enrolled at least one semester at Auburn University prior to serving on a committee or board.
- 200.10** The President of the Student Government Association serves as a voting member of the Auburn University Senate, according to the Faculty Handbook. The President of the Student Government Association may appoint, with approval of two-thirds of the membership of the Student Senate, a full time representative to that position, the term of which shall be concurrent to that of the President of the Student Senate.

CHAPTER 201 - Executive Salary Review Board

- 201.1** The President of the Student Government Association, The Vice President of the Student Government Association, the Treasurer of the Student Government Association, and the Chief of Staff of the Student Government Association shall each receive a salary set by the Salary Review Board and approved by the Student Senate for the months he or she is in office.
- 201.2** The Salary Review Board shall be composed of the following:
- a)** Treasurer of the Student Government Association
 - b)** Advisor of the Student Government Association
 - c)** Chairman of the Budget and Finance Committee of the Student Senate
 - c)** A representative of the Department of Human Resources
 - d)** One faculty representative from a Student Activity Project other than SGA
- 201.3** The Salary Review Board shall have the duty to analyze the responsibilities of each executive position of a Student Activity Project and make a recommendation to the Student Senate on proper compensation for these positions.
- 201.4** Salaries will remain constant until such time the Student Government Association President or the Student Government Association Student Senate deems it necessary that the Salary Review Board evaluate the current salaries and propose a recommendation to the Student Senate.
- 201.5** To initiate salary review, a written request from either the majority of the Student Senate or from the President of the Student Government Association shall be delivered to the Student Government Association Treasurer.
- 201.4** The Salary Review Board shall have no oversight or administrative responsibilities until called upon to evaluate Salaries
- 201.5** No changes in Salary made during one fiscal year shall take effect until the beginning of the next fiscal year.
- 201.6** Student Government Association executive salaries shall be paid only to students actually in office. Temporary officers shall receive the salary of the absent officer whom they replace.

CHAPTER 202 - Summer Executive Officer Enrollment

- 202.1** For the purpose of eligibility to serve as an SGA executive officer, officers employed by Auburn University for the summer term will be considered enrolled and thus allowed to serve in their positions.
- 202.2** All executive officers must either be enrolled in or be working for Auburn University during summer term, and conduct their regular office hours. The jurisprudence committee will interpret exceptions to this rule.

TITLE III LEGISLATIVE BRANCH

CHAPTER 300 - Organization of the Student Senate

- 300.1** Student Senate Officers
- 300.1.1** The President of the Student Senate shall be the Vice President of the Student Government Association.
- 300.1.2** All members of the Student Government Association Student Senate must maintain a 2.0 cumulative grade point average during their term of office. They must also achieve a 90% or better on a test covering the Code of Laws and Constitution of the Student Government. If their cumulative grade point average should fall below a 2.0 or they should fail to obtain a 90% on the test, they shall be deemed absent.
- 300.1.3** The Executive Secretary of the Student Senate, appointed by the President of the Student Senate and approved by a majority of the Student Senate, shall be responsible for keeping an accurate record of the minutes of all Student Senate meetings; the Executive Secretary shall not be appointed from within the membership of the Student Senate.
- 300.1.4** A President Pro Tempore, elected by a majority of the Student Senate from within the membership of the Student Senate, shall assist the President of the Student Senate in his/her duties, preside in the absence of the

President of the Student Senate, supervise the operations of the Student Senate committees, and serve as chairperson of the Executive Committee.

300.1.5 The Chaplain shall be appointed by the President of the Student Senate from within the membership of the Student Senate.

300.1.6 The Parliamentarian shall be appointed by the President of the Student Senate. This appointment shall not be from within the membership of the Student Senate. The Parliamentarian is responsible for assuring that senate proceedings follow parliamentary procedure, and, for that reason, should have a working knowledge of Robert's Rules of Order. Other duties of the Parliamentarian include attending all Student Senate meetings and assisting the President of the Student Senate and Executive Secretary with meeting preparations if the need arises.

300.2 The President of the Student Senate shall have the power to call meetings of the Student Senate. He or she can call a meeting of the Student Senate if requested to do so by a petition of one-half of the members of the Student Senate holding office at the time the petition is presented to the President of the Student Senate. The Student Senate may also call a meeting by a majority vote. The Executive Secretary of the Student Senate shall be responsible for notifying senators of special meetings.

300.3 Robert's Rules of Order shall be the parliamentary authority for the conduct of the Student Senate except when in conflict with the Constitution and Code of Laws of the Student Government Association or rules of procedure of the Student Senate.

CHAPTER 301 - Coding System of Bills of Law and Resolutions

301.1 All Bills of Law and Resolutions introduced into the Student Senate shall be numbered by the Executive Secretary of the Student Senate according to their sequence of presentation as assigned to the agenda by the Rules Committee. All proposed legislation shall be labeled Proposed Student Senate Bill (PSSB) and numbered in sequence as defined in 301.2.

301.2 All legislation begins with the last two digits of the year number. A hyphen and the numerical representation of the month and day are placed immediately after the year number and immediately before a hyphen and the sequence number of the bill. For example, the fourth item on the agenda for the Student Senate meeting on January 31, 1993 would be 93-0131-04.

301.3 All Bills of Law passed by the Student Senate shall be labeled Student Government Association Law (SGA Law) followed by the number assigned to it as defined in 301.2. All resolutions that are passed by the Student Senate shall be labeled Resolution (R) followed by the number assigned to it as defined in 301.2. All legislation passed by the Student Senate shall be attached to a statement containing the following information: numerical designation, Student Senate sponsor(s), date of passage, and the vote.

301.4 The President of the Student Senate and the Executive Secretary of the Student Senate shall keep two files of Student Government Association Bills of Law and Resolutions, one in numerical order and one by subject matter.

301.5 All Student Government Association Bills of Law shall be accompanied by a statement signed by the President of the Student Government Association and the President of Auburn University, or his/her representative, indicating their approval of the legislation.

301.6 No standing, ad hoc, or any other subsidiary committee of the Student Senate shall have the authority to pass any resolution without majority approval of the entire Student Senate, as outlined in section 4 of the Student Government Association Constitution.

CHAPTER 302 - Action by the President of the Student Government Association

302.1 Upon receipt of a Bill of Law, the President of the Student Government Association shall have ten business days to approve or veto.

302.2 The President of the Student Government Association shall submit with all vetoed bills his/her reasons in writing for such action.

302.3 Bills not acted upon by the President of the Student Government Association within ten days shall be treated as approved.

CHAPTER 303 - Action by the President of Auburn University

303.1 Upon receipt of a Bill of Law, the President of Auburn University shall have fifteen days to approve, veto, veto with recommended amendments, or give notice that final action is being deferred and the reason for such action.

303.2 The President of Auburn University shall submit with all bills vetoed or vetoed with recommendations his/her reasons in writing for such action.

303.3 Bills not acted upon by the President of Auburn University within fifteen days shall be treated as approved.

CHAPTER 304 - Duties of the President Pro Tempore of the Student Senate

304.1 The President Pro Tempore of the Student Senate shall, before each meeting, meet with the President of the Student Senate to determine what action has been taken by the President of the Student Government Association and the President of Auburn University on bills passed by the Student Senate. The President Pro Tempore of the Student Senate shall then report to the Student Senate action taken upon said bills.

CHAPTER 305 - Student Senate Standing Committees and Boards

305.1.1 Meetings of standing committees or boards shall be chosen at the discretion of the chairperson of the committee or board or the President of the Student Senate.

305.1.2 Each standing committee or board has the responsibility to consider any amendments to the Student Government Association Code of Laws that are relevant to the purpose of the committee or board and present all recommendations for changes to the Student Senate for action.

305.2 Executive Committee

305.2.1 The Executive Committee shall be composed of the chairpersons from the existing standing committees as the voting members of the committee. The President Pro Tempore of the Student Senate shall serve as the chairperson of the Executive Committee. The Chairperson shall only cast a vote to make or break a tie. The presence of four voting members shall constitute a quorum.

305.2.2 The Executive Committee shall have the following duties:

1. To approve an agenda for each regular Student Senate meeting;
2. to review, after consultation with the presiding officer of the Student Senate, the chairpersons and members of the other standing and temporary committees or boards with respect to the following: No senator may be appointed to serve as chairperson of two committees or boards; a senator may not chair a Student Senate standing committee or board if he or she is a member of the Executive Cabinet of the President of the Student Government Association; and each senator shall be appointed to serve on no less than one standing committee or board. Such appointments must be approved by a majority vote of the membership of the Student Senate;
3. to recommend Student Senate rules of procedure in addition or exception to Robert's Rules of Order.
4. To be in charge of absences. Senators are expected to attend all meetings. A Senator will be allowed four-and-one-half (4-1/2) absences during his or her term. Upon the fifth (5th) absence, regardless of reason, the Executive Committee will inform the senator, and he or she will have to forfeit his or her membership. If a person is coming close to the maximum of five (5) absences, the Executive Committee will inform them.
5. To report to and work with the Student Government Association Vice President in his/her vision for the Student Senate and to optimize the efficiency of Student Senate business.

305.2.3 Procedures established by the Executive Committee shall be subject to approval by a majority vote of members present at a meeting of the Student Senate.

305.3 Budget and Finance Committee

305.3.1 The Budget and Finance Committee shall be composed of members of the Student Senate available for regular meetings in Auburn during the summer term. The number of Budget and Finance Committee members shall be greater than or equal to the number of Student Activity Projects plus the Budget and Finance Chairman. Each committee member, except the Budget and Finance Chairman, shall represent a Student Activity Project. The chairman of the Budget and Finance Committee shall only be a voting member of the Budget and Finance Committee to make or break a tie. The SGA Senate Advisor shall serve as advisor to the Budget and Finance Committee. The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

305.3.2 The Budget and Finance Committee shall have the following duties:

1. To make a preliminary written recommendation to the Student Senate for the allocation of the Student Activity Fees. This recommendation shall be made within three weeks after the final requests for a portion of the Student Activity Fees are heard;
2. to work with the Treasurer of the Student Government Association to maintain a surveillance of Student Activity Fees funds and to assist the Treasurer of the Student Government Association in his/her duties.

3. To examine requests for expending monies from the Contingency Fund and present recommendations on said requests to the Student Senate;
4. to become thoroughly familiar with Auburn University and Student Government Association financial policies and procedures;
5. to examine requests for funds from the Student Activity Fees Reserve Fund and to make a written report, including recommendations, to the Student Senate.

305.3.3 The chairperson of the Budget and Finance Committee shall appoint the Secretary of the Budget and Finance Committee from outside the membership of the Student Senate. The Secretary of the Budget and Finance Committee shall maintain an accurate and continuous account of the minutes and records of all Budget and Finance Committee meetings.

305.4 Organizations Board

305.4.1 The Organizations Board shall be composed of a minimum of seven members of the Student Senate, to be determined by the President of the Student Senate, and a representative of the Office of the Dean of Students who shall serve as an ex officio member. The presence of half of the membership plus one shall constitute a quorum. All votes for recommendation to the Student Senate require a majority vote of the membership of Organizations Board. There shall be a chairperson of the Organizations Board to be determined by the President of the Student Senate.

305.4.2 The Organizations Board shall have the following responsibilities:

1. To publish at the end of each semester to the Student Senate a list of the student organizations and their status.
2. To review and submit for Student Senate approval applications for provisional and chartered student organizations.
3. To review and submit for Student Senate approval applications from chartered student organizations for Organizations Fund monies;
4. To disapprove any application, if necessary, on technical grounds.
5. To maintain a record of all chartered organizations and allocations from the Organizations Fund in the Student Organizations Office.
6. To assist in any programs for student organizations

305.5 Student Interests Committee

305.5.1 The Student Interests Committee shall be composed of six members of the Student Senate. The presence of four voting Committee members shall constitute a quorum.

305.5.2 The Student Interests Committee shall have the following duties:

1. To consider the needs and interests of Auburn students and take action to meet those needs and interests;
2. to take the necessary actions toward the policies and conditions of Auburn University and to keep Auburn students informed of those policies and conditions;
3. to study the complaints and determine the needs of Auburn University students who live off-campus;
4. to study and consider recommendations submitted to the committee by any registered student of Auburn University;
5. to present approved recommendations to the Student Senate for action.

305.6 Code of Laws and Resolutions Committee

305.6.1 The Code of Laws Committee shall be composed of five members of the Student Senate. The presence of three voting members shall constitute a quorum.

305.6.2 The Code of Laws Committee shall have the following duties:

1. To study all recommended changes in Bills of Law made by the President of Auburn University, the President of the Student Government Association, or any member of the Student Senate;
2. To submit, in writing, recommendations to the Student Senate concerning proposed changes to the Bills of Law;
3. To study all Bills of Law to insure consistency with the Constitution and Code of Laws of the Student Government Association;
4. To determine the apportionment of senators from the various schools and colleges in accordance with Chapter 704;
5. To review all resolutions written by the committee or an outside party before presenting them to the Student Senate for voting.

305.7 Academic Affairs Committee

- 305.7.1** The Academic Affairs Committee shall be composed of four members of the Student Senate. The presence of three voting members shall constitute a quorum.
- 305.7.2** The committee shall have the following duties:
1. To consider any amendments to the Student Government Association Code of Laws that deal with student academic policy;
 2. To submit committee recommendations in writing to the membership of the Student Senate.
 3. To address any issue brought up in Senate Awareness that concerns student academic policy.

Chapter 306 – Student Senate Absences

- 306.1** Office Hours
- 306.1.1** All Senators must serve a minimum of one office hour. Additional hours may be required at the discretion of the Senate Executive Committee.
- 306.1.2** Office hours must be completed Monday through Friday between 8 a.m. and 5 p.m. except on university-recognized holidays. The Senate Executive Committee may make exceptions for Senators unable to complete Office Hours during the regular times.
- 306.1.3** Excuses for office hours absences will be submitted to the Executive Committee at least 12 hours before its weekly meeting. The Executive Committee will have the authority to deem absences excused or unexcused.
- 306.1.4** Every unexcused absence will result in a one-third Senate absence
- 306.2** Committee Meetings
- 306.2.1** All Senators are required to attend every meeting of the committee(s) to which they are appointed.
- 306.2.2** Excuses for committee absences will be submitted to the Executive Committee at least 12 hours before its weekly meeting. The Executive Committee will have the authority to deem absences excused or unexcused.
- 306.2.3** Every unexcused absence will result in a one-half Senate absence.
- 306.3** Senate Meetings
- 306.3.1** Excuses for absences will be submitted to the Senate Executive Secretary in writing no later than 24 hours after the Senate meeting missed. The Executive Secretary will determine whether absences are excused or unexcused.
- 306.3.2** If a Senator knows ahead of time that he or she will be absent, it is his or her responsibility to ask whether the absence will be excused, and to act accordingly.

Chapter 307 – Impeachment

- 307.1** Definitions – The definitions included below serve as a point of reference. For complete information on each definitions/topic, consult the applicable impeachment law.
- 307.1.1** Impeachment – formal charge or charges brought against the accused.
- 307.1.2** Articles of impeachment – written charges detailing reason or reasons for impeachment.
- 307.1.3** Accused – the official against whom the articles of impeachment are being brought.
- 307.2** Articles of impeachment may be brought against any elected or appointed official of the Student Government Association.
- 307.3** The SGA Student Senate shall have exclusive jurisdiction over the presentation of articles of impeachment. All procedures must follow Robert’s Rules of Order.
- 307.4** Impeachment by the SGA Student Senate must be brought on one or more of the following grounds:
- 307.4.1** The illegal or improper performance of a legal act or duty.
- 307.4.2** Misconduct or wrongful act. This includes any violations of the Auburn University Student Code of Conduct and laws as defined in the SGA Constitution or Code of Laws.
- 307.4.3** Failure to perform an act(s) that is either an official duty or a legal requirement.
- 307.4.4** Committing actions unbecoming of the holder of the office in question.
- 307.5** Articles of impeachment must include specific charges against the accused.
- 307.6** The accused must be notified in writing by electronic mail or certified mail at least twenty-four (24) hours before the official Senate meeting at which the articles of impeachment will be brought
- 307.7** Articles of impeachment must be sponsored and co-sponsored by at least three (3) current, voting senators, and presented to the Student Senate during the official meeting.

- 307.1.1** Articles must be presented and read aloud by one or more of the sponsoring senators.
 - 307.1.2** Approval of two-thirds (2/3) majority of the Senate is required to pass articles of impeachment.
 - 307.1.3** If articles are passed, the case shall be sent to the Jurisprudence Committee for trial proceeding as stated in Article VI, Section 3 of the SGA Constitution. All trial proceedings must follow Robert Rules of Orders
 - 307.1.4** If articles are failed, the accused shall not be impeached under the same charges gain, as double jeopardy violates the United States Constitution.
- 307.8** Conviction of the accused by the Jurisprudence Committee shall result in immediate removal from office for the remainder of the term
- 307.8.1** The accused shall not be deemed ineligible for any subsequent terms of office in elected or appointed positions

TITLE IV JUDICIAL BRANCH

- 400.1** All judicial powers granted herein shall be vested in a Student Jurisprudence Committee composed of one faculty member, who shall be appointed by the President of Auburn University with the approval of two-thirds of the membership of the Student Senate and who shall serve as presiding justice, and six students, who shall be appointed by the President of the Student Government Association with the approval of two-thirds of the membership of the Student Senate and who shall serve as associate justices.
- 400.2** All members of the Student Jurisprudence Committee shall take office upon appointment and shall serve for a period of one year or until their successors are appointed.
- 400.3** The Student Jurisprudence Committee shall have the following duties and powers:
- (1) To have sole jurisdiction in all cases involving the interpretation of the constitution and Code of Laws of the Student Government Association and to have such interpretation published in the official college newspaper within one week after the rendering thereof.
 - (2) To have jurisdiction in all cases involving offense against the provisions of this constitution or the Code of Laws of the Student Government Association.
 - (3) To render within one week, upon written request, a written interpretation of any part of this Constitution or the Code of Laws of the Student Government Association.
 - (4) To hear and judge decisions by a two-thirds vote in all cases of impeachment.
 - (5) To elect at the first meeting a clerk from among the student members who will be responsible for keeping a permanent written record of Committee proceedings; such records are to be kept on file in the Student Government Association office. The members shall be notified at least two days prior to each meeting. Concerned parties shall be responsible for providing the Jurisprudence Committee with all pertinent information. The clerk shall be responsible for notifying interested parties at least two days prior to the meeting.
 - (6) To have appellate jurisdiction in cases involving infraction of Election Laws.
- 400.4** All decisions of the Student Jurisprudence Committee, except cases of impeachment, shall be decided by a majority of the student membership.
- 400.5** Parties desiring a hearing before the Jurisprudence Committee shall deposit with the clerk seven (7) copies of the issues in question.
- 400.6** The President of the Student Government Association shall appoint three alternates who shall vote as proxies in the case that a standing member of the Committee is unable to cast a vote. Proxy shall be as defined in **Robert Rules of Order**. In the case that a standing member of the Committee is unable to cast a vote, the presiding justice shall appoint one of the three alternates who shall vote as a proxy for the Committee

500.1 Definitions

- 500.2.1** Chartered – An organization that has completed the Provisional year and has been approved by the Student Senate. This organization will have all listed privileges.
- 500.2.2** Inactive – An organization that Organizations Board and the Student Senate places on Inactive status for one or more of the following reasons:

1. Been on probationary status for a period exceeding two consecutive years
2. Violation of University policies and regulations
3. Failure to obtain Chartered status after a period of six months after completing one year of Provisional Status.
4. If the organization president or advisor report that the student organization is no longer functioning.

An Inactive organization wishing to re-establish on campus must repeat the entire chartering process.

500.2.3 Provisional – A new organization that has been approved by the Student Senate. This organization will have all listed privileges with the exception of not being eligible to apply to the Organizations Fund. Provisional organizations will have to reappear before Organizations Board in one year to apply for Chartered status.

500.2.4 Probationary – A Provisional or Chartered student organization that does not meet the requirements listed in 500.2 to remain a chartered student organization. This organization will temporarily lose all listed privileges.

500.2 An organization must meet the following requirements annually to stay active as either a provisional organization or chartered organization.

1. Attend the annual President's Meeting hosted by the Student Organizations Office
2. Update the student organization's online registration by the deadline set forth by the Student Organizations Office.
3. Submit Event Registration Forms for their events.
4. Submit a complete roster of all Auburn University members by the deadline set forth by the Student Organizations Office.
5. Have at least 15 members in the organization.
6. Have an Auburn University faculty or staff member serving as Advisor of the student organization.
5. Any other requirements made known by the Student Organizations Office.

500.3 A Chartered or Provisional student organization shall be granted the following privileges:

- 500.3.1** The opportunity to obtain meeting or event space in campus facilities
- 500.3.2** The opportunity to obtain webspace and set up listservs through the Office of Information Technology
- 500.3.3** The opportunity to publish announcements in all University publications
- 500.3.4** The opportunity to purchase space in the Glomerata
- 500.3.4.** The opportunity to receive a campus mailbox
- 500.3.5** The opportunity to utilize the Auburn University name and logo according to Trademark and Licensing policies
- 500.3.6** The opportunity to have the organization listed in all Student Organizations Office publications and on the official online list of Auburn University Student Organizations
- 500.3.7** The opportunity to apply for funds from the Organizations Fund (for Chartered organizations only.)

500.4 Organizations Board meetings shall be held at least monthly during fall and spring semesters. Meetings shall take place by the second week of each month. Organizations requesting to meet with the Organizations Board must submit the required materials one week prior to the date of the meeting

500.5 The Organizations Board shall have the right to recommend to the Student Senate that an organization be chartered, that a student organization be placed on Probationary Status for a period not to exceed two consecutive years, or that an organization be placed on Inactive Status.

500.6 The Student Senate may, after due consideration and recommendation from the Organizations Board, revoke a student organization's charter and place the student organization on Inactive status or place the student organization on Probationary status for a period not to exceed two consecutive years. An organization may appeal the decision of the Student Senate to the Jurisprudence Committee. This appeal must be made within 30 days of the Student Senate's decision by the president or chairperson of the organization through the Office of the Dean of Students, which shall arrange for the hearing.

500.8 The Organizations Board and/or the Student Organizations Office must notify the last known advisor of an organization when the student organization is placed on Inactive status by the Student Senate

500.9 An organization may appeal the decision of the Organizations Board or the Student Senate to the Jurisprudence Committee. This appeal must be made within 30 days of the Student Senate's decision by the president or chairperson of the organization through the Office of the Dean of Students, which shall arrange for the hearing.

CHAPTER 501 - Chartering Procedure

- 501.1** Any organization wishing to organize and remain active on the Auburn University campus must have 15 members. Membership in Auburn University student organizations should be limited to enrolled Auburn University students or Auburn University faculty and staff.
- 501.2** Any organization wishing to organize and remain active on the Auburn University campus must have an Auburn University faculty or staff member to serve as the advisor of the organization.
- 501.3** Any organization wishing to organize and remain active on the Auburn University campus must adhere to sound financial policies. Student organizations that have a checking account must have two signatures lines on the account that require the advisor and either the president or the treasurer of the student organization's signature. The Student Organizations Office retains the right to request an audit of any organization's financial records.
- 501.4** Any organization wishing to organize on the Auburn University campus must request and receive permission from the Office of the Dean of Students. The following information must be received and approved before permission is granted: Any student organization wishing to organize on the Auburn University campus must request and receive a recommendation from Organizations Board and approval from the Student Senate. The following information must be submitted to the Student Organizations Office and approved before permission is granted:
1. Two copies of the organization's constitution;
 2. Two copies of the organization's bylaws;
 3. A list of proposed programs/activities for the upcoming year;
 4. A list of at least 15 members;
 5. A copy of Tax ID Number (the organization does not have to have a Tax ID Number if they are not collecting dues);
 6. An Advisor Agreement;
 7. A Dues/Income Agreement
 8. If the organization is a Sports Club, it must have recognition and approval from the Campus Recreation Office.
 9. Any other documents specified by the Student Organizations Office in the Provisional Packet
- 501.5** After an interested student organization submits its paperwork to the Student Organizations Office as required in 501.1, the president and the advisor of the interested student organization must meet with the Organizations Board. The Student Organizations Office will contact the interested organization to set-up an appointment with the Board. The Organizations Board shall review the material and will then submit a recommendation to the Student Senate regarding the status of the interested student organization..
- 501.6** The Student Senate shall act on the petition after reviewing the materials and recommendations of the Board. A vote of two-thirds of the membership of the Student Senate shall be necessary for approval. The Provisional period of any organization shall begin on the date of the Senate approval. After Student Senate approval, there shall be a Provisional period of one year prior to official recognition and the granting of Chartered status by the Student Senate. During the Provisional period, the organization must demonstrate the following in order to apply for Chartered status:
1. Its value through worthwhile group enterprise and activities;
 2. Sound financial policies;
 3. That it has met all the requirements listed in 500.3.
- 501.7** At the end of the Provisional period, the student organization shall apply within a period not to exceed six months, excluding summer quarter, for official recognition and the granting of a Charter by the Student Senate. The following information must be submitted to the Student Organizations Office and approved before permission is granted:
1. Two copies of the organization's updated constitution;
 2. Two copies of the organization's updated bylaws;
 3. A review of programs/activities from the previous year and a list of proposed program/activities for the upcoming year;
 4. A list of at least 15 members;
 6. An updated Advisor Agreement;
 7. A updated Dues/Income Agreement, a copy of the student organization's last bank statement, and a copy of one check (if applicable).
 8. If the organization is a Sports Club, it must have recognition and approval from the Campus Recreation Office.
- 501.8** After a Provisional organization submits its paperwork to the Student Organizations Office as required in 501.6, the president and the advisor of the Provisional organization must meet with the Organizations Board. The Student Organizations Office will contact the Provisional organization to set-up an appointment with the Board. The Organizations Board shall review the material and will then submit a recommendation to the Student Senate regarding the status of the Provisional student organization.
- 501.9** The Student Senate shall act on the petition after reviewing the materials and recommendations of the Board. The bill presented to the Student Senate shall contain the purpose exactly as it is written in the constitution of

the organization. A vote of two-thirds of the membership of the Student Senate shall be necessary for approval. The Charter of any organization shall begin on the date of the Senate approval.

- 501.10** Any organization unable to attend their scheduled hearing with the Organizations Board must contact the Student Organizations Office in order to reschedule the hearing for another time. A Provisional organization failing to attend their scheduled hearing without notifying the Organizations Board Chair will be deemed Inactive.

TITLE VI SCHOOL OFFICERS AND SCHOOL COUNCILS

CHAPTER 600 – School Councils

- 600.1** Each school shall form a school executive council composed of a school president, vice president, and senator(s) elected in the SGA general elections. Each executive council shall provide for additional representatives on the school council as per its constitution. The school president shall serve as president of the council.
- 600.2** Each school council shall have the following duties:
1. To act in an advisory capacity to the organizations of the school;
 2. To sponsor, encourage, and promote school wide activities;
 3. To serve as liaison between students and faculty within the school;
 4. To represent the school in dealings with the Student Government Association and other schools;
 5. To hold at least one school council meeting per month; and
 6. To hold one community service project approved by the Director of Schools Council each semester;
 7. To hold one college wide social event approved by the Director of Schools Council each semester;
 8. To host a welcome activity approved by the Director of Schools Council within the first 3 weeks of each academic year.
 9. To host awareness activities in conjunction with SGA awareness activities.
 10. To host one town hall style meeting, open to the students of the college, each semester.
- 600.3** The President and Vice president, or an appointed Proxy, shall serve office hours as defined in each school council's constitution,
- 600.4** At the end of each semester, excluding summer, the school presidents and vice presidents shall be required to give a joint presentation of no more than five minutes to the student senate. The presentations should include a summary of past events and the projected plans for the following semester. The Director of Schools Council is responsible for coordinating the presentations with the SGA Vice President.
- 600.5** Each elected and appointed president and vice president shall attend bi-weekly schools council meetings led by the Director of Schools Council. Upon the third absence, the officer will appear before the Board of Review.
- 600.6** After Spring Elections, the outgoing school president and vice president must continue to attend the individual school council meetings, led by the newly elected president of that particular school or college, until the end of spring semester to serve in an advisory position.
- 600.7** The Board of Review shall be composed of the SGA Cabinet Advisor, the SGA President, the SGA Secretary of Student Relations, the Director of Schools Council, and the Dean of the officer in question's respective college. This board will be vested with the power to refer this officer to the Student Senate for removal from office. A majority vote from the Student Senate will be necessary to remove said officer.
- 600.8** Failure by the president or vice president to perform the duties discussed in 600.2 will result in the officer appearing before the Board of Review.
- 600.9** Initial constitutions as well as any changes made shall be presented to the SGA Student Senate for approval. Majority will be required for approval.
- 600.10** Annually, prior to the start of the fall semester, the executive officers of each school's council shall meet with their respective dean, council advisor and the SGA Director of School's Council to examine the effectiveness of the council in the previous year. It shall be this meeting that any necessary changes to the school council's constitution be discussed and drafted.

TITLE VII ELECTION LAW

CHAPTER 700 – Purpose

- 700.1** The Purpose of Elections is to provide a fair and open process by which the students of Auburn University may choose their representatives to the Student Government Association. Title VII of the SGA Code of Laws governs the elections process and is intended to provide a quality educational experience for all involved.
- 700.2** Election law is intended to promote this purpose by regulating candidates, campaign workers, elections officials and voters by guidelines that protect all parties from a viewpoint-neutral perspective. Election law seeks to avoid creating an excessively competitive and contentious environment, which might threaten the academic and social welfare of Auburn students.

CHAPTER 701 – Governance of Elections

- 701.1** The Elections Board shall preside over the Elections process and govern all judicial functions thereof, as defined in 702.5.
- 701.2** The Director(s) of Elections shall govern all administrative functions of the Elections Process, as defined in 702.6

CHAPTER 702 – Elections Officials

- 702.1** There shall be a permanent board in the Executive Branch of the Student Government Association known as the Elections Board, which shall be comprised of:
- 702.1.1** The President of the Student Government Association;
 - 702.1.2** The Secretary of Political Affairs, a member of the Student Government Association Executive Cabinet;
 - 702.1.3** Five (5) members of the student body at large chosen by the Appointing Committee as defined below in 702.2;
 - 702.1.4** One at-large member shall be selected to serve as Elections Board Chairman and must be a senior during the spring semester of his/her term.
 - 702.1.5** One (1) member shall serve as an alternate and be installed in the absence of a regular member; he/she shall be under the same guidelines as other at large members (see 702.4);
 - 702.1.6** The Elections Advisor who serves as a non-voting member.
- 702.2** Members of the Elections Board shall be chosen by a Selection Committee, who shall review applications and conduct interviews to determine the most qualified members. The Selection Committee shall be composed of:
- 702.2.1** The current Secretary of Political Affairs;
 - 702.2.2** The previous Secretary of Political Affairs;
 - 702.2.3** The previous Director of Elections;
 - 702.2.4** The Elections Advisor;
 - 702.2.5** One representative of the Office of the Dean of Students, designated by the Dean of Students.
- 702.3** Members of the Elections Board shall meet the following criteria:
- 702.3.1** At least three of the student at-large members, including the alternate member, must be of at least senior standing during spring elections of his/her term; term is defined as one full year after being appointed;
 - 702.3.2** No member may be a member of Student Government Association Student Senate, Student Government Association Executive Cabinet, or a Student Government Association Executive Officer, other than the Secretary of Political Affairs and Student Government Association President;
 - 702.3.3** All members of the Elections Board must be full time students at Auburn University during their term and must remain in good academic standing, as defined by Auburn University policy;
 - 702.3.4** If the appropriate number of applicants for the members at-large of the student body cannot be obtained, the Appointing Committee, by a unanimous vote of its members, reserves the right to suspend 702.4.2 and/or 702.4.3, and re-open the application process for the sole purpose of obtaining the necessary qualified students.
- 702.4** The Elections Board shall have the following duties:
- 702.4.1** To ensure all elections are run fairly and in accordance with all rules and regulations set forth by the SGA Constitution and Code of Laws;
 - 702.4.2** To propose rules and regulations concerning elections or constitutional amendments, as well as the schedule of elections to the Student Senate;
 - 702.4.3** To hear and rule on all reported violations of the SGA Constitution and Code of Laws;
 - 702.4.4** To hear and rule on any contesting of the election results;
 - 702.4.5** To disbar any member, by a majority vote of the remaining members, who shows public bias to any candidate. If any Elections Board member is unable to fulfill his/her duties or is disbarred, the alternate to the Elections

Board shall be installed. If two or more members are unable to fulfill their duties, then the alternate and representative(s) elected by the Student Senate shall be installed.

702.5 The Director of Elections shall have the following duties:

702.5.1 The Director of Elections shall be a senior during the spring semester of his/her term, being defined as one full year after being appointed.

702.5.2 To be assisted by up to six (6) Assistant Director(s) of Elections;

702.5.3 To be responsible for the enforcement and regulation of the Election Law;

702.5.4 To provide all necessary information on election procedures to each candidate at the time of declaration;

702.5.5 To coordinate all election publicity;

702.5.6 To organize or delegate the organization of all authorized voting station/poll workers;

702.5.7 To provide for the training of all voting station/poll workers in their duties and responsibilities in the operation of the polling and/or voting stations prior to each election.

702.5.8 To coordinate the selection of the qualification boards for Miss Homecoming and Miss Auburn interviews;

702.5.9 To serve as the liaison to Omicron Delta Kappa for Homecoming Elections and Festivities;

702.5.10 To serve in the Student Government Association Executive Cabinet within the Political Affairs Secretary Group as defined in the Code of Laws;

702.5.11 To oversee all election activities;

702.5.12 To organize all necessary meetings, debates, campaign manager and candidate meetings;

702.5.13 To propose rules and regulations concerning elections or constitutional amendments, as well as the schedule of elections to the Student Senate;

702.5.14 To determine if prospective candidates meet all qualification requirements;

702.5.15 To recognize political parties in accordance with the provisions of Chapter 705;

702.5.16 To administer a test to all candidates and campaign managers for SGA office covering their knowledge of and application of the SGA Constitution and Code of Laws;

702.5.17 To arrange for all necessary polling and/or voting stations, and other items necessary for the proper, efficient and legal execution of elections;

702.5.18 To facilitate any necessary run off elections;

702.5.19 To oversee the rights of candidates as defined in Chapter 707.

702.5.20 To maintain an accurate record of the policies and actions of the Elections Process for future reference.

702.6 The Secretary of Political Affairs shall have the following duties:

702.6.1 To work with the Director of Elections;

702.6.2 To coordinate the selection of the Elections Board;

702.6.3 To coordinate along with the Elections Advisor the training of the Elections Board;

702.6.4 To present the dates, schedule, rules and regulations for Election Law to the student Senate for approval;

702.6.5 To maintain, as a permanent public record, the final results of all elections with the exception of Miss Homecoming and Miss Auburn;

702.6.6 To be the presiding officer in the event of a hearing for the Contesting of the Election;

702.6.7 To serve as the point of contact for the Elections Board to the Candidates.

702.7 Members of the Elections Board shall abide by the Code of Ethics for Elections Board.

702.8 The presence of five (5) members shall constitute a quorum. Any motion of the Elections Board shall require a majority vote of those present to pass.

702.9 A member of the Elections Board shall forfeit his/her membership on the Elections Board if he/she has more than two unexcused absences from meetings of the Elections Board. The *Chair of the Elections Board* shall approve excused absences.

702.10 Any person who has served on the Elections Board will not be eligible for candidacy in any election over which the Elections Board presides for one full year after being appointed to the Elections Board.

CHAPTER 703 – Schedule of Elections

703.1 The election of Miss Homecoming shall be held the week prior to Homecoming. Miss Homecoming shall be elected by a plurality vote of those students voting.

703.2 Upon recommendations of the Elections Board, Director of Elections and the Secretary of Political Affairs, the Student Senate shall approve the Spring General Election dates including run-off dates and deadlines for the contesting of election results.

703.3 Any necessary run-off election shall be held within seven calendar days following the election, unless the election results are contested. In this case, any necessary future elections will then be considered a special election.

- 703.4** Any special elections deemed to be necessary by the Elections Board shall be held on a date approved by the Elections Board.

CHAPTER 704 – Elected Offices

- 704.1** SGA President, SGA Vice President, SGA Treasurer, Miss Homecoming, and Miss Auburn are considered Major Candidates and shall be elected as provided for in the Student Government Association Constitution.
- 704.2** The Student Senate shall be apportioned as follows:
- 704.2.1** The apportionment of senators from the various colleges and schools shall be determined by the Code of Laws Committee of the Student Senate and approved by two-thirds membership of the Student Senate. The apportionment shall be determined no later than two weeks prior to the first day Candidates can declare their candidacy.
- 704.2.2** The number of senators representing each college or school, as referred to in Article IV Section 2 of the SGA Constitution, shall be proportional to that college or school's enrollment during the previous fall semester on Auburn University's campus, except the Graduate School which shall have one (1) student representative elected at large by the Graduate School during Spring SGA Elections..
- 704.2.3** The Student Senate representative for the Graduate School shall be enrolled in the Graduate School according to Article IV, Section 2, and shall be recommended by the Graduate School Council, approved by the dean of the Graduate School, and appointed by the Student Government Association President within three weeks following the installation of new officers.
- 704.3** The School Officers, President and Vice President, are considered Minor Candidates and shall be elected as provided for in the Student Government Association Constitution. See Title VI of the Code of Laws regarding Schools Officers and School Councils.
- 704.4** All vacancies left after General Spring Elections shall be filled by appointment by the SGA President as provided in the SGA Constitution. The SGA shall contact the Deans of the respective colleges with vacancies within one week of the certification of spring elections. The SGA president shall provide one week for the Deans to recommend students to fill these voids. At the conclusion of this week the SGA President shall consider the recommendations of the Deans and appoint students to fill the voids. All students are allowed to interview for the position, and final appointment power lays in the hands of the SGA President.

CHAPTER 705 – Declaration of Candidacy and Qualification

- 705.1** A prospective Candidate for any position must submit in person to the SGA Office a Declaration of Intent form that is witnessed upon turning in. Identification must be provided. Proof of academic good standing in accordance with Election Law from the Candidate's school or college must be provided. Upon signing the Declaration of Intent form, Candidates are stating their intent to Campaign for an office. He/she also agrees to abide by all applicable University policies and campus regulations and the SGA Constitution and Code of Laws. All prospective Candidates are assuming all risks associated with the Campaign and agree to participate in a fair and ethical manner in their Campaign.
- 705.2** All prospective Major Candidates must be enrolled Auburn University students at the time of qualification and during their term of elections.
- 705.3** All prospective Minor Candidates are not required to be enrolled at the time of qualification but must be enrolled during their term of elections.
- 705.4** All prospective Candidates must not be subject to any academic or administrative disciplinary sanctions during the academic term while campaigning and/or holding office.
- 705.5** All prospective Candidates for offices of the SGA must maintain a 2.0 cumulative grade point average during their term of office. If his/her cumulative grade point average should fall below a 2.0, they shall be deemed absent.
- 705.6** No student may run for more than one office in any given election.
- 705.7** Candidates' Orientation
- 705.7.1** All prospective Candidates are highly encouraged to attend a Candidates' Orientation session to be offered at least once by the Director of Elections who shall determine the date and time.
- 705.7.2** The Candidate's Orientation shall review and present to prospective Candidates all rules and regulations, which govern the Election Process. Position expectations and requirements shall also be reviewed.

- 705.8** Candidate's Election Law Test
- 705.8.1** All prospective Candidates and all Campaign Managers shall be required to complete a test presented by the Director(s) of Elections covering the knowledge of the SGA Constitution and Code of Laws.
- 705.8.2** The Election Law Test is to be designed by the Director(s) of Elections and maintained in the Elections Advisor's Office.
- 705.8.3** All prospective Candidates and all Major Candidates' Campaign Managers must achieve a 90% or better on the Election Law Test, which shall be administered no more than twice. If anyone should fail to obtain a 90% or better on the Election Law Test, he/she shall not qualify.
- 705.8.4** If it is found by a majority vote of the Elections Board that any prospective Candidate or Campaign Manager has cheated in preparation or during the Election Law Test, he/she shall be disqualified.
- 705.9** Miss Homecoming and Miss Auburn Qualifications
- 705.9.1** All Candidates must have either a 2.0 cumulative grade point average at Auburn University or a 2.5 grade point average for the preceding semester at Auburn University.
- 705.9.2** Only undergraduate female students, including undergraduates enrolled in the Vet, Pharmacy and Nursing schools, who are currently in at least their third academic year are eligible to qualify for Miss Auburn.
- 705.9.3** Only undergraduate female students, including undergraduates enrolled in the Vet, Pharmacy and Nursing schools, who are currently in at least their fourth academic year and have spent at least four semesters enrolled at Auburn University, are eligible to qualify for Miss Homecoming.
- 705.9.4** No student may hold the office of Miss Auburn and Miss Homecoming in the same academic year. Miss Homecoming is not considered a SGA or college or school officer.
- 705.9.5** Each university-operated residence hall, each social fraternity, each social sorority, and each organization recognized by Auburn University may nominate one prospective Candidate for Miss Auburn and Miss Homecoming by delivering in person to the SGA Office the appropriate Nomination Form. Nomination Forms may be picked up in the SGA Office.
- 705.9.6** Candidate Interviews
- 705.9.7** If more than five prospective candidates qualify for a major office, an interview process shall determine the top five most qualified candidates to run in the Election. Miss Auburn and Miss Homecoming interviews shall be conducted before the date for Declaration of Intent. All other major candidate interviews shall be conducted within seven days after the date for declaration of intent.
- 705.9.8** If more than 20 prospective candidates qualify for a major office, a Preliminary Round of interviews will determine the top 20 candidates based on the highest overall score. If a tie exists, all candidates receiving the 20th lowest score shall qualify for the Final Round
- 705.9.9** The Final Round of interviews shall determine the top five candidates based on the highest overall score. If a tie exists, scores from the Preliminary Round shall be used to break the tie. If no Preliminary Round was conducted or if a tie still exists, a majority vote of the Final Qualification Panel shall determine the top five candidates.
- 705.9.10** The Director of Elections shall appoint a Preliminary Qualification Panel and a Final Qualification Panel to conduct interviews.
- 705.9.11** The Preliminary Qualification Panel shall be composed of six members:
- 705.9.11.1** The current SGA President;
 - 705.9.11.2** The current SGA Secretary of Political Affairs;
 - 705.9.11.3** The current Director of Elections, and;
 - 705.9.11.4** Three (3) students selected by the Director of Elections as approved by the Dean of Students
- 705.9.12** The Final Qualification Panel shall be composed of five members, none of whom may be students.
- 705.10** Any prospective Candidate not completing or meeting the qualification standards herein by all deadlines set forth by the Elections Board shall not qualify.

CHAPTER 706 – Withdrawal

- 706.1** Any Candidate wishing to withdraw his/her name as a Candidate for SGA elections may do so by submitting to the SGA Office the appropriate Withdrawal Form. A Dean of Students staff member must witness all Withdrawal Forms and verify the student's identification.
- 706.2** Withdrawal Forms are due before Candidates draw for ballot position; No Candidate may re-enter a race once a Withdrawal Form has been turned in.
- 706.3** A Candidate's name shall not be removed from the ballot until the Withdrawal Form has been submitted.
- 706.4** Candidates wishing to withdraw after the set deadline may be subject to fines and sanctions levied by the Elections Board.

CHAPTER 707—Rights of Candidates

- 707.1** All Minor Candidates have the right to form political parties.
 - 707.1.1** All Parties must be approved by the Director(s) of Elections. In order to qualify, the party must submit the name of the party, a list of Candidates with the offices for which they are running and the name of the party chair.
 - 707.1.2** Use of a party's name is up to the discretion of the party chair. In order to use a former of existing party name, written consent from that party's chair must be submitted to the Director of Elections. Any party name that was not used in the previous year's election may be claimed by any candidates and does not require consent.
- 707.2** All Candidates have the right to file a grievance against the Director of Elections to the Elections Board.
- 707.3** All Candidates have the right to appeal the decisions of the Elections Board to the Jurisprudence Committee.
- 707.4** All Candidates have the right to verbally endorse other candidates.

CHAPTER 708 – Campaigns

- 708.1** Campaigning shall be defined in the following three categories:
 - 708.1.1** Campaign Organization shall be limited to selecting a Campaign manager, organizing committee heads, and thinking about Campaign strategies and slogans. The Campaign Staff for Campaign Organization shall be limited to 6 people (including Campaign Manager). Campaign Organization applies only to Major Candidates and can begin at any time.
 - 708.1.2** Campaign Preparation shall be limited to reserving with Major Candidate Contracts billboards, windows, and Marquee locations; scheduling Escorts and organizations; holding staff meetings; constructing billboards; and sharing platform ideas with members of a Candidate's Campaign Staff. Volunteer sheets and Pre-Order T-Shirt sheets shall contain no logos or slogans, only the Candidate's name and position sought, and may be circulated in organizations during this time. Campaign Preparation applies only to Major Candidates and cannot begin until a date and time specified by the Director(s) of Elections. See the official Campaign Packet.
 - 708.1.3** Formal Campaigning shall not begin until the approved date and time and will conclude at 9:00 P.M. Central Standard Time on voting day. Formal Campaigning shall be limited to the Auburn University campus, the City of Auburn and designated websites. There shall be no Campaigning at places for worship or campus ministries. Campaign Material, as specified in 707.7, may only be utilized during the Formal Campaigning period.
- 708.2** Major Candidates may not form parties, share campaign material or campaign together in any way, with the exception of Kickoffs, as specified in 707.3.
- 708.3** Major Candidates may hold Campaign Kickoffs along with other Major Candidates at the beginning of Formal Campaigning. The consumption of alcohol is prohibited at all Campaign Kick-offs. No amplified sound may be used at any time during the Formal Campaigning Period with the exception of approved use at Campaign Kickoffs.
- 708.4** Campaigning may not interfere with academic programs, classes, laboratories, or other University activities even if an instructor consents. This includes announcements made before, during, and after class.
- 708.5** There shall be no Campaigning that will mar the dignity of Auburn University or its campus.

- 708.6** Campaigning inside Auburn University buildings or in sight of campus computer labs is prohibited on Voting Day(s).
- 708.7** Campaign Material:
- 708.7.1** Major Candidates are required to submit a platform and a photograph for the Conglomerate Posters. Additional Campaign Material may include Posters, Billboards, T-shirts, Handbills, Table-toppers, Marquees, Nametags, and Painted Windows and Gimmick(s).
- 708.7.2** With the exception of Gimmicks, all Campaign Material must contain the Candidate's name, voting date(s), and position sought. All printed Campaign Material must legibly include the name of the printer. The approved logo/design must be consistent on all Campaign Material and specific to the Candidate.
- 708.7.3** Colors:
- 708.7.3.1** Major candidates' campaign material may contain one primary color and one secondary color.
- 708.7.3.2** Major Candidates shall select desired colors in the order determined by a random drawing administered by Director of Elections.
- 708.7.3.3** Black and white may not be used for primary or secondary colors, but may be used minimally to augment a Candidate's design.
- 708.7.3.4** No two Major Candidates in the same race may have the same primary color and no two major candidates may have the same combination of primary and secondary colors.
- 708.7.4** All Campaign Material and related Major Candidate Contracts must be approved by the Director(s) of Elections at the date and time specified in Candidates Orientation. No unapproved material and/or location may be used for Campaigning.
- 708.7.5** No additional Campaign Material may be ordered after final Budgets have been submitted on the first day of the Formal Campaigning period.
- 708.7.6** All Campaign Material must adhere to the policies and regulations of the Auburn University Office of Trademark and Licensing. Any person who qualifies to run as a Candidate for any election pledges that he or she will hold the Elections Board, The SGA, and Auburn University harmless for the use and/or infringement of any copyrighted material (e.g. slogans, logos, etc).
- 708.7.7** The act of intentionally removing, mutilating, or destroying Campaign Materials is strictly prohibited. Campaigns that violate this rule shall be held accountable before the Elections Board. If a student who is not a Candidate or Campaign Staff member violates this rule, the Elections Board shall bring the incident before the Student Discipline Committee.
- 708.7.8** Use of All Campaign Material:
- 708.7.8.1** All Campaign Material shall not be put in place or distributed until Formal Campaigning has officially begun.
- 708.7.8.2** All Campaign Material must be removed by 11:59 PM Central Standard Time on Voting Day. In the event of a Run-off Election, the remaining candidates' campaign material may be left in place until 11:59 Central Standard Time the last day of the Run-off Election.
- 708.7.8.3** In the event that Campaign Material is not removed by the designated time, the Candidate will be subject to the penalties defined in Chapter 710.
- 708.7.8.4** No Campaign Material other than Conglomerate Posters and Candidate Posters shall be affixed or erected on Auburn University property, except in personal rooms within the Auburn University residence halls.
- 708.7.8.5** Candidate and Conglomerate Posters shall be posted only on bulletin boards in Auburn University campus facilities for public use, not on bulletin boards that say "For departmental use only," or the like; Only thumbtacks shall be used to affix the posters to bulletin boards.
- 708.7.8.6** The distribution of Posters on bulletin boards for Minor Candidates shall be limited to the respective building(s) of the college or school to which the Candidate is seeking election.
- 708.7.8.7** Candidate and/or Conglomerate Posters may be placed in business windows only with the permission of the business' owner.
- 708.7.8.8** No Campaign Material shall be placed on moving objects including cars. However, people wearing T-shirts and Nametags shall be the exception.
- 708.7.8.9** No Campaign Material shall be distributed among or placed on automobiles, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.

- 708.7.8.10** No adhesive-backed Campaign Material will be allowed except for the sole purpose of attaching Posters and Conglomerate Posters to glass windows by using clear tape (e.g. Scotch tape).
- 708.7.8.11** No paper banners shall be allowed.
- 708.7.8.12** Campaign Materials may not be placed under doors, on the door, or at the doorstep of individual residents.
- 708.7.8.13** Campaign Materials may not be placed in classrooms.
- 708.7.8.14** There shall be no marking on any buildings, sidewalks, or other property.

708.7.9 Billboards

- 708.7.9.1** Billboards apply to Major Candidates only.
- 708.7.9.2** Billboards shall not exceed four (4) feet by eight (8) feet at largest horizontal and vertical dimensions. No reflective material or additional, artificial lighting is allowed on billboards. Billboards shall not be mounted more than eight (8) feet from the ground.
- 708.7.9.3** Billboards may be placed in Private Locations, Public Locations, or at assigned locations on campus. The use of all locations is up to the discretion of the property owner. Contracts for Private and Public Locations must be addressed, dated, and signed by the property owner or proper authority and approved the Director(s) of Elections. No location may be used for more than one billboard.
- 708.7.9.4** All billboards must be at least ten (10) feet from the nearest road to the billboard's closest point to that road. Billboards shall not be tied to other objects; billboards cannot be placed on or touching utility poles; and billboards that are free-standing must be secured with sand bags or appropriate weights.
- 708.7.9.5** Upon submitting the Declaration of Intent, all Candidates assume full responsibility for their Billboard and the placement thereof, along with any damage that may occur to or due to their Billboard and the property on which it rests or contacts in any way.
- 708.7.9.6** Billboards must be signed by the Director(s) of Election and/or the Assistant Director(s) of Elections at the Candidate's Campaign Kickoff before they are placed in their contracted location. The billboards shall be completely covered while in transit to its contracted location.

708.7.10 Conglomerate Posters

- 708.7.10.1** Conglomerate Posters apply to Major Candidates only.
- 708.7.10.2** Conglomerate Posters are printed by the Director(s) of Election for the purpose of identifying all major Candidates running for office; the cost associated with printing such posters is paid for by the SGA. Conglomerate picture positions will be determined by ballot position.
- 708.7.10.3** Each Major Candidate is responsible for having his or her photograph taken at Auburn University Photographic Services for the Conglomerate Poster and submitting the photograph in printed and digital format to the Director(s) of Elections with his or her Initial Campaign Material; all costs associated with this photograph are to be paid for by the Candidate and included in his or her Budget.
- 708.7.10.4** Each Major Candidate will be responsible for assisting in the distribution of all Conglomerate Posters, and each Candidate is responsible for returning all Conglomerate Posters administered to them for distribution.

708.7.11 Table Toppers

- 708.7.11.1** Table Toppers apply to Major Candidates only.
- 708.7.11.2** Each Major Candidate may place Table Toppers in campus buildings and local businesses with the permission of the building/business manager; Table Toppers must be made from one sheet of paper not exceeding eight and one-half (8 ½) inches by eleven (11) inches at largest horizontal and vertical dimensions.

708.7.12 Marquees

- 708.7.12.1** Marquees apply to Major Candidates only.
- 708.7.12.2** Each Candidate will have a specified number of Marquees to be determined by the Director(s) of Elections.
- 708.7.12.3** Marquees shall display only the name of the Candidate, position sought, and voting dates.
- 708.7.12.4** Marquee locations will be determined at a meeting specified by the Director(s) of Elections. Major Candidate Contract forms for all specified locations must be obtained by the Campaign and returned to the Director(s) of Elections.
- 708.7.12.5** Only one Major Candidate Contract will be accepted per position at each location.

708.7.13 Nametags

- 708.7.13.1** Nametags apply to Major Candidates only.
- 708.7.13.2** Each Candidate may have nametags printed for the purpose of Auburn University students and/or family members to wear during the Formal Campaigning period.
- 708.7.13.3** Nametags shall not exceed three (3) inches by five (5) inches at largest horizontal and vertical dimension and must be non-adhesive; both sides of the nametag may be used for printing purposes.

708.7.14 T-Shirts

- 708.7.14.1** T-Shirts apply to Major Candidates only
- 708.7.14.2** Each Candidate may have T-Shirts printed to be worn only during the Formal Campaigning period.
- 708.7.14.3** No Candidate may print or distribute more than four hundred (400) T-Shirts.
- 708.7.14.4** T-Shirts shall not be sold for more than the full unit price sold to the Campaign by the printer/manufacturer, unless the amount is recorded and donated to an approved charity. Information on T-Shirts given away as a Gimmick may be found in Chapter 709.5.
- 708.7.14.5** Pre-Order T-Shirt sheets shall contain only the Candidate's name and position sought and may be circulated in organizations (see Section 708.1.2).

708.7.15 Candidate Posters

- 708.7.15.1** Candidate Posters apply to both Major and Minor Candidates.
- 708.7.15.2** Each Candidate may have Candidate Posters printed to be displayed during the Formal Campaigning period only; Candidate Posters must not exceed eight and one-half (8½) inches by eleven (11) inches at largest horizontal and vertical dimension and must be non-adhesive; only one side of the Candidate Poster may be used for printing purposes.

708.7.16 Handbills

- 708.7.16.1** Handbills apply to both Major and Minor Candidates.
- 708.7.16.2** Each Candidate may have Handbills distributed during the Formal Campaigning period. Handbills shall not exceed eight and one-half (8 ½) inches by five and one-half (5 ½) inches at largest horizontal and vertical dimension and must be non-adhesive; both sides of the handbill may be used for printing purposes.

708.7.17 Gimmicks

- 708.7.17.1** Gimmicks apply to both Major and Minor Candidates.
- 708.7.17.2** Each Candidate may use only approved Gimmicks for the purpose of Campaigning during the Formal Campaigning period.
- 708.7.17.3** Gimmicks shall be included in the Budget.

708.7.18 Painted Windows

- 708.7.18.1** Painted Windows apply to Miss Auburn and Miss Homecoming Candidates only.
- 708.7.18.2** Each Candidate will have the choice to paint a specified number of business windows determined by the Director(s) of Elections.
- 708.7.18.3** Painted Windows are not to exceed four (4) feet by four (4) feet at largest horizontal and vertical dimension.
- 708.7.18.4** Major Candidate Contracts for all specified locations must be obtained by the Campaign and returned to the Director(s) of Elections.
- 708.7.18.5** Only one Major Candidate Contract will be accepted at each location.

708.8 Escorts

- 708.8.1** Escorts apply to Major Candidates only.
- 708.8.2** A Candidate may be accompanied by Auburn University students to serve as escorts to attend meetings, events, and other scheduled visits with them throughout the Campaign period; No Candidate shall have more than five Escorts with them at any time.

708.9 Eagle Eye Segment

- 708.9.1** Eagle Eye Segments apply to Major Candidates only.
- 708.9.2** Each Major Candidate may film a segment in the Eagle Eye studio to be broadcasted only on Eagle Eye Television not to exceed one minute. The scheduled times for Eagle Eye filming and broadcasting will be determined at a meeting specified by the Director(s) of Elections.
- 708.9.3** A script for each Candidate's personal presentation shall be included in the Campaign Material.

- 708.9.4** Each Candidate will have no more than twenty minutes to film their Eagle Eye Segment. Only the Candidate and their Campaign manager are allowed to attend the filming of the segment.
- 708.10** Concourse Time
- 708.10.1** Concourse Times apply to Miss Auburn and Miss Homecoming Candidates only.
- 708.10.2** Each Miss Auburn and Miss Homecoming Candidate will have the option of a Concourse Time; the scheduled times for concourse appearances will be determined at a meeting specified by the Board of Elections.
- 708.10.3** Final plans, including lyrics, decorations, costumes, etc., for a Candidate's Concourse Time shall be approved by the Director(s) of Elections.
- 708.10.4** Candidate's supporters shall not appear on the concourse until five minutes prior to their Candidate's scheduled Concourse Time.
- 708.10.5** No Candidate shall appear on the concourse until the exact time of their specified Concourse Time; each Candidate shall exit the concourse no more than five minutes after the start of their specified Concourse Time. No Candidate is allowed on the concourse during another Candidate's specified Concourse Time.
- 708.10.6** In the event of rain, the Concourse Time shall proceed as scheduled.
- 708.10.7** No debris or remains from a Candidate's Concourse Time shall remain on the concourse after their scheduled Concourse Time.
- 708.11** Mass Media
- 708.11.1** Campaigning by Mass Media shall not disturb classrooms, businesses, and/or the privacy of others. Forms of mass media include mailboxes, public address systems, newspapers, television, Electronic Mail (e-mail), the Internet, periodicals, newsletters, bulletins, personal websites, the radio, and other publications. No form of Mass Media shall be utilized to solicit votes or for other Campaign paraphernalia, except that which is defined in the Campaign Packet by the Director(s) of Elections.
- 708.11.2** No Campaign Material shall be placed in mailboxes; it must be received only via the United States Postal Service. Auburn University mail services shall not be used for Campaign purposes. Letters of endorsement and/or direct mail shall be postmarked by the United States Postal Service no sooner than the first day of the Formal Campaigning period, and no later than the third day prior to Election Day.
- 708.11.3** No Candidate or Political Party shall have paid or donated advertisements in any Mass Media.
- 708.11.4** Electronic Mail (e-mail)
- 708.11.4.1** A Campaign may contact only members of his/her staff via Electronic Mail (e-mail) for any purpose.
- 708.11.4.2** Campaigns may use Electronic Mail (e-mail) to contact non-staff members for administrative purposes only but not to Campaign in any way.
- 708.11.4.3** All Candidates are responsible for any Electronic Mail (e-mail) sent by a second party that Campaigns for that Candidate.
- 708.12** Major Candidates may not campaign door-to-door at any on-campus housing location, or at any off campus housing location which prohibits solicitation.
- 708.13** Platforms
- 708.13.1** All Candidates must submit the appropriate Platform Form on paper, along with two (2) electronic versions with Campaign Material.
- 708.13.2** Major Candidates Platforms must be five hundred (500) words or less. Minor Candidates Platforms must be one hundred (100) words or less.
- 708.14** Campaign Staff
- 708.14.1** Each Candidate must submit a list of Campaign Staff members along with Campaign Material.
- 708.14.2** It is strongly recommended that Candidates thoroughly review all Election Law with his/her Campaign, as Candidates are responsible and subject to sanctions for any Violation by his/her Campaign.

- 708.14.3** The Elections Board reserves the right to define Campaign Staff members.
- 708.14.4** Campaign Managers are responsible for all information provided and distributed at Campaign meetings.
- 708.14.5** Student shall only be allowed to serve on one Major Candidate's Campaign Staff for each elected position, unless otherwise approved by each Major Candidate and Campaign Manager for which the student is working.
- 708.15** The public Endorsement of any Candidate or Political Party shall be limited to persons eligible to vote in Auburn University SGA elections.
- 708.16** Major Candidates are allowed to appear before Auburn University campus organizations during Formal Campaigning with the approval of the organization president. Minor candidates shall be limited to speaking to their respective school/college School Council during meetings which occur during Formal Campaigning with the approval of the president of that school/college.

CHAPTER 709 – Budgets

- 709.1** Total Campaign expenditures are limited to:
 - President of the Student Government Association - \$1200
 - Vice President of the Student Government Association - \$1200
 - Treasurer of the Student Government Association - \$1200
 - Miss Auburn - \$800
 - Miss Homecoming - \$600
 - School/College Senator - \$125
 - At Large Senator - \$200
 - School/College Officer - \$100
- 709.2** All Candidates shall submit an itemized Budget Form to the Director(s) of Elections along with the actual receipts of expenditures by 4:00pm on the day proceeding the first day of Campaigns. No additional expenditures shall be recorded by any Campaign after Budget Record Forms have been submitted.
- 709.3** The Director of Elections may determine a set amount for certain items in the Budget. The estimated cost must be reasonable and based on fair market value.
- 709.4** The merchant from whom the materials were purchased including services obtained from a professional must date all receipts. Sales tax is to be included as a Campaign expense. Any materials purchased online must also include local sales tax.
- 709.5** The only item NOT required to be included in the Budget Record Form are T-Shirts, unless the T-shirt is given away as a Gimmick. If the T-shirt is given away as a Gimmick, it must be included at actual cost in the Budget. A list of all students who purchased T-shirts must be submitted with your Budget Record Form and include the buyer's name, phone number, and the quantity purchased.
- 709.6** The prices of Gimmicks are to be included in the Budget. If the Gimmick is a coupon on the back of a nametag or other printed material, the price of the coupon is included in the printing of that printed material.
- 709.7** All donated materials and or/professional services, whether offered or sought, related to a Candidate's Campaign, including previously owned material, must be declared at its present fair market value. Fair market value will be computed as follows: the Candidate must secure two (2) price estimates of the exact item to be used on the Campaign. These two estimates (with the names, addresses, and phone numbers of the companies and/or individuals furnishing these estimates) must be submitted with the Budget Record Form to the Director(s) of Elections. An average price shall be determined from these two estimates as the fair market value and should be included on the Budget Record Form. Personal discounts are not acceptable unless available to the general public. A Candidate is allowed to accept a discount for materials and/or services rendered; however, the Candidate is required to declare the expense at fair market value.
- 709.8** The Candidate will be held accountable for all declared and/or undeclared Campaign expenses in the Campaign Budget Form. Any Candidate that exceeds the set dollar amount for maximum Campaign expenditures for his or her desired office will be required to surrender Campaign Materials equaling the amount in which they exceeded their Budget. The use of the seized materials will be prohibited during Campaigns. Seized materials will be returned after all voting is completed and the Election has been certified.
- 709.9** Failure to comply with any of the above rules and regulations in Section 709 shall result in a violation or the disqualification of the Candidate by a majority vote of the Elections Board. If the Candidate is found to be in violation of these rules and regulations after he/she has been elected and certified, the Elections Board may make a recommendation to the SGA Student Senate for an impeachment process to begin.

- 709.10** All Budget Record Forms of every Candidate shall be made available to Auburn University students, staff, and faculty for inspection during normal SGA office hours with the Director(s) of Elections approval. Major Candidates' Budgets will also be published online at www.auburn.edu/elections.
- 709.11** All candidates must submit a Price Guarantee from the printing company used to produce his/her printed campaign material. The price guarantee must include:
- 708.11.1 A price schedule from the vendor listing prices for all materials sought for purchase at any given quantity.
- 708.11.2 A Price Contract Form signed by an authorized sales representative guaranteeing the listed price to that candidate and all candidates through the end of Campaign Preparation.

CHAPTER 710 – Violations

- 710.1** Each Candidate must conduct his/her Campaign in accordance with the Election Law.
- 710.2** Any action by a Campaign that is not allowed in the Election Law or approved by the Director(s) of Elections is in violation of the Election Law and will result in sanctions imposed by the Elections Board.
- 710.3** Alleged violations must be submitted in writing on a Violation Form in a timely manner.
- 710.3.1** Violation Forms are due by 5:00 PM CST each day of Formal Campaigning to the Secretary of Political Affairs.
- 710.3.2** If a Violation Form is turned in after 5:00 PM CST, it will be heard at the following scheduled meeting of the Elections Board. Violations turned in after Voting has ended will not be heard by the Elections Board.
- 710.3.3** The Elections Board will make alleged infractions available in writing in the SGA office by 6:00 PM CST each day of Formal Campaigning.
- 710.3.4** It is the duty of all Campaigns to check the SGA office at 6:00 PM CST each day of Formal Campaigning to determine if that Campaign has any alleged infractions.
- 710.4** Alleged infractions of the Election Law submitted via Violation Forms submitted by 5:00 PM CST will be reviewed each night during Formal Campaigning at a standing Elections Board meeting at a specified time.
- 710.4.1** All Campaign Managers of Major Candidates are expected to appear nightly at the standing Elections Board meeting, unless otherwise notified by the Elections Board.
- 710.4.2** All Minor Candidates, if notified by the Elections Board, must also appear before the Elections Board at the nightly meeting if an alleged infraction has been submitted.
- 710.4.3** An Accused Party will have the opportunity to refute the alleged infraction at that time. If there is no rebuttal by the Accused Party, the Elections Board will rule based on existing evidence.
- 710.4.4** The Elections Board will then be dismissed to deliberations in order to render a decision based on the evidence presented, at which time all deliberations will be closed.
- 710.4.5** The decisions and violations will be made available as soon as possible but no later than 8:00 AM CST the following calendar day.
- 710.5** If an Accused Party is found to have been in Violation of the Election Law, the Elections Board shall reserve the right to act in any or all of the following ways:
- 710.5.1** Restrict a Campaign Staff from Campaigning in certain locations or for specified time periods. Candidates must notify the Elections Board of the time period they are not campaigning and they may not take the reduction of hours during class time. Violation hours must be taken between 8:00 a.m. and 9:00 p.m. of the following campaign day unless otherwise noted by the Elections Board.
- 710.5.2** Levy a monetary fine on the Campaign in Violation.
- 710.5.3** Disqualify the Candidate from the election.
- 710.5.4** Assign Community Service hours.
- 710.5.5** Take any other action deemed appropriate by the Elections Board and approved by the Dean of Students.

- 710.6** Failure to comply with the decisions of the Elections Board may result in further penalties and/or fines, or Disqualification.
- 710.7** Any decision(s) of the Elections Board may be appealed to the Jurisprudence Committee.
- 710.7.1** To appeal a decision by the Elections Board, an Appeals form must be submitted to the SGA office by 8:00 AM CST the following calendar day. The Candidate and Campaign Manager must contact the Secretary of Political Affairs within two (2) hours of receiving notice of the decision.
- 710.7.2** No member of the Jurisprudence Committee may be listed on a Candidate's Campaign Staff Form.
- 710.7.3** For procedure of the Jurisprudence Committee, see Article VI of the SGA Constitution and Title IV of the SGA Code of Laws.
- 710.8** No SGA Executive Officer may support any Candidate unless the situation arises that the officer chooses to run. Such action will constitute the Candidate receiving the maximum Violation as determined by the Elections Board.

CHAPTER 711 – Voting

- 711.1** Only undergraduate or graduate students currently enrolled in Auburn University in a given college/school may vote for candidates running for election to office in that college or school.
- 711.2** Student must be in good standing and have no holds in the Auburn University registration system in order to be eligible to vote.
- 711.3** No student shall vote or attempt to vote more than once in any given election.
- 711.4** Each voter shall identify himself/herself first with his/her global username and password, and secondly with the corresponding Student Identification Number and Personal Identification Number at the computer voting location.
- 711.5** There shall be no write in Candidates.
- 711.6** There shall be no voting by proxy.
- 711.7** There shall be no absentee voting.
- 711.8** Elections shall be conducted by an Internet voting system conducted through Auburn University's Tiger*i* system from 7:00 AM to 9:00 PM CST on the Voting Day(s) except in the case of a technical malfunction of the system.
- 711.9** If an unforeseen abnormality occurs with the Internet voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.
- 711.9.1** If deemed feasible by the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.
- 711.9.2** A paper ballot system to be determined by the Elections Board and the Office of Information Technology may be put in place.
- 711.9.2.1** If a paper ballot system is put in place, the ballot boxes shall not be opened once voting begins except in the presence of the Chair of the Elections Board, Secretary of Political Affairs, Director(s) of Elections, and representative from the Office of the Dean of Students.
- 711.9.2.2** If a paper ballot system is put in place the Director(s) of Elections or Dean of Students staff members shall serve as voting officials. Said officials are to be present at all times.
- 711.9.2.3** Voting officials shall not Campaign for or against any Candidate, including the wearing or display of any Campaign Material.
- 711.9.2.4** The Office of the Dean of Students and/or the Office of Information Technology will be responsible for the tabulating of all the paper ballots used in the election within six hours of the closing of voting tables.
- 711.10** At no time during the voting process can the numbers be viewed by anyone other than the Office of Information Technology employees responsible for running the voting program.
- 711.11** The Office of Information Technology shall be responsible for tabulating the results of all elections within 2 hours after the end of Internet voting.

- 711.12 The Office of the Dean of Students shall verify the final results by signing a document containing the date and the results of the election.
- 711.13 The Director(s) of Elections shall announce the number of votes cast for each candidate or set of candidates, except Miss Homecoming and Miss Auburn, and shall be prepared to issue a breakdown of the total number of votes casts for all positions, referendums, and surveys.
- 711.14 Questions or problems with the voting process shall be presented to the Elections Board for resolution.

CHAPTER 712 – Certification of Election

- 712.1 Three (3) working days after Election Results have been announced, the Elections Board shall certify the election results at a specified meeting time following the deadline for contesting the election.
- 712.2 If election results have been formally contested, the Elections Board shall conduct a hearing of the contesting of the election, and the Elections Board shall certify the election within three (3) working days after this contesting process has been completed and any other actions have been taken.
- 712.3 Unless disqualified, the Candidate who received the most votes for SGA President will be certified as elected provided that he/she obtained forty percent (40%) or more of the votes cast in the Presidential election.
- 712.4 Unless disqualified, the Candidate who received the most votes for SGA Vice President and SGA Treasurer will be certified as elected.
- 712.5 Apportionment for the Student Senate is determined by the Student Senate. Unless disqualified, Candidates will be certified as elected according to the number of votes they receive. The Candidates receiving the most votes will be certified until all seats are filled within a given School or College. In the event of a tie, the newly elected SGA President, Vice President, Treasurer, and SGA Advisor will conduct an interview of the tied Candidates and break the tie. The SGA Student Senate must then approve the appointment.

CHAPTER 713 – Run-off Election

- 713.1 In the event that a Presidential Candidate does not receive more than forty percent (40%) of the vote, a run-off election will be held between the two Candidates that received the most votes.
- 713.2 The Run-off Election will be structured as follows:
 - 713.2.1 Formal Campaigning will begin at 7:00 AM CST on the following day after the original Election results have been announced.
 - 713.2.2 Formal Campaigning will end at 9:00 PM Central Standard Time on the day of Voting.
 - 713.2.3 Voting will be held on the first (1st) day after the original Election results have been announced and will be conducted in the same manner as the previous Election as is outlined in Chapter 711.
 - 713.2.4 The Run-off Election results will be announced the same day that the Run-off Election voting took place.
 - 713.2.5 Timeline for Runoff Elections
 - Day 0: Elections results are announced.
 - Day 1: Formal Campaigning (Begins at 7:00 AM CST and ends at 9:00 PM CST on Voting Day). Voting (Begins at 7:00 AM and ends at 9:00 PM CST). Election results will be announced that evening.
- 713.3 Campaign Material
 - 713.3.1 No additional Campaign materials may be produced.
 - 713.3.2 All remaining material approved for use in the Candidate's Campaign may be utilized in the Run-off Election.
 - 713.3.3 The Director(s) of Elections will designate to each Campaign a certain number of Conglomerates Posters to be placed in locations.
 - 713.3.4 All Campaign Material must be down by 11:59 PM CST on Voting Day.
- 713.4 All other rules and regulations that apply to the Elections process will be applicable to the Run-off Election.

CHAPTER 714 – Contesting of Election Results

- 714.1 Election results may be contested by any student eligible to vote in SGA elections.
- 713.2 Grounds for Contesting Election Results

713.2.1 Any contest must be based on the grounds that the outcome of a given Election was consequentially altered by one or more of the following actions:

- 714.1.1.1** Misconduct and/or mistakes on the part of the Director(s) of Elections, Elections Board or Auburn University employees involved in the Elections process;
- 714.1.1.2** Misconduct and/or violation of Election Law by a Campaign;
- 714.1.1.3** Illegitimate candidacy;
- 714.1.1.4** Illegal votes received;
- 714.1.1.5** The rejection of legal votes;

713.3 Procedure for Contesting Election Results

713.3.1 In order to contest Election results, a Contest of Election form must be submitted to the SGA office by 4:00 p.m. on the third calendar day after results are announced. Evidence to be used for proof of grounds must be included. Evidence not submitted with the Contest of Elections Form shall be inadmissible unless otherwise allowed by Elections Board.

713.3.2 Elections Board shall hold a Contest Hearing on the third calendar day after a Contest of Elections Form is submitted.

713.3.2.1 The Contesting Party and Accused Party shall be given equal time to present and/or rebut evidence in a format determined by Elections Board.

713.3.2.2 In the event that a member of Elections Board is the Accused Party, he/she must recuse themselves from the Board and be replaced by the alternate member. If the Secretary of Political Affairs is the accused party, the Elections Board Chairman shall preside over the Contest Hearing.

713.3.3 Elections Board must render a decision within 24 hours after the conclusion of the Contest Hearing.

714.2 The Elections Board may take any or all of the following actions:

714.2.1 Uphold the election.

714.2.2 Disqualify the Candidate in question.

714.2.3 Call for a re-vote or run-off election.

714.2.4 Levy fines or other sanctions.

714.2.5 In the event of a Disqualification there will be an automatic re-vote except in the case where there is a two-Candidate election and the remaining eligible Candidate will be declared the winner of the election.

714.2.6 Refer a Candidate, Campaign Staff member, or Campaign Supporter to the Student Discipline Committee.

714.3 In order to overturn an Election and call for a re-vote or run-off, Elections Board must conclude that the grounds for contesting are true based on the evidence presented and that the action(s) taken by the Accused Party produced a different outcome through illegal means.

714.4 There shall be no Recount.

714.5 In the event of an appeal, the Jurisprudence Committee shall hear the case within five (5) working days.

Chapter 715 – Campaign Packet

715.1 All necessary forms and supplemental material that may assist students conducting a Campaign may be found in the official Board of Elections Campaign Packet. However, the Code of Laws overrules the Campaign Packet when there is a discrepancy.

CHAPTER 716 – Installation and Assumption of Office

716.1 The SGA shall provide for the appropriate installation ceremonies for students who have been certified as duly elected to office.

716.2 At said ceremonies, the President of Auburn University, or a named representative, shall administer the following oath to the newly elected President of the Student Government Association, Vice President of the Student Government Association, Treasurer of the Student Government Association, Senators, and School officers: "I do solemnly promise to support the Constitution and the Laws of the Student Government Association of Auburn University and to perform the duties of my office to the best of my ability. So help me God."

716.3 In the event of a contested election, installation ceremonies shall continue for all other certified officers.

716.4 In the event of a contested election, the remaining officers may then be installed after the contesting process has been completed and after any other course of action by the Board of Election has been properly carried out. This alternate installation ceremony shall be held in a timely manner.

CHAPTER 717 – Definitions

717.1 The definitions included below serve as a point of reference. For complete information on each definition/topic, Candidates should consult the applicable Election Law.

717.1.1 Accused Party (Accused Campaign) – Any Campaign reported in writing to have an alleged infraction of the Election Law. Also, may refer to any Candidate's Campaign that is the Accused Party in a Contest Hearing.

717.1.2 Appeal Form - An Elections Board form used by Candidate's in order to officially appeal a decision or ruling made by the Elections Board.

717.1.3 Ballot Position – The order in which Candidates' names are placed on the ballot.

717.1.4 Billboards – Signs that are painted or printed and used to promote a Candidate; are placed either in private locations such as a front yard or in the front of a local business.

717.1.5 Budget – An itemized summary of actual expenditures purchased or donated for the purpose of Campaigning.

717.1.6 Budget Record Form – A form used to report all actual expenditures purchased or donated for the purpose of Campaigning.

717.1.7 Campaign (noun) – The collective body including Campaign Supporters, Campaign Staff, and Candidate.

717.1.8 Campaign (verb) – To promote a Candidate or garner votes for the purpose of electing that Candidate.

717.1.9 Campaign Kick-off – Official start to the Formal Campaigning time period.

717.1.10 Campaign Manager – The sole spokesperson for a Candidate's Campaign who has submitted a Declaration of Intent and is responsible for the actions of the Campaign.

717.1.11 Campaign Materials – Any material approved by the Board of Elections designed to promote and publicize a Candidate for the purpose of Campaigning.

717.1.12 Campaign Organization – The initial organization of a Campaign including the selection of major Campaign Staff positions such as Campaign Manager and no more than five (5) committee heads.

717.1.13 Campaign Preparation – Time period of preparation after Campaign Organization and before Formal Campaigning begins.

717.1.14 Campaign Staff- Any Auburn University student who has a specific responsibility that works to promote a Candidate and/or garner votes for the purpose of electing that Candidate.

717.1.15 Campaign Staff Form – Form whereby Major Candidates list and make known the members of their Campaign Staff.

717.1.16 Campaign Supporters – Any Auburn University student who publicly promotes a Candidate by wearing a T-shirt or nametag for the purpose of garnering a vote. A Campaign Supporter has no designated responsibility to that Candidate's Campaign Staff.

717.1.17 Campaign Week – The time period delineated by the Director(s) of Election starting at Campaign Kick-off and ending on Voting Day(s); also known as the Formal Campaigning Period.

717.1.18 Campaigning – Any action by a Campaign Supporter, Campaign Staff member, or Candidate that seeks to promote that Campaign or garner votes for the purpose of electing that Candidate.

717.1.19 Candidate – Any person who has signed the Declaration of Intent making themselves available for campus and/or school wide elections. Refers to both Major and Minor Candidates.

- 717.1.20** Candidates' Orientation – A meeting held after potential Candidates have submitted their Declaration of Intent but before the Candidate's Election Law Test. The purpose of this orientation is to review the rules and regulations governing the Election Process.
- 717.1.21** Candidates' Posters – A form of Campaign Material no larger than 8.5 inches by 11 inches printed by individual Candidates for the purpose of Campaigning.
- 717.1.22** Colors – The colors used on all Campaign Material.
- 717.1.23** Contest Hearing – A Formal Elections Board hearing established for the purpose of hearing and ruling on a formal complaint contesting the results of an SGA election.
- 717.1.24** Contesting Party -- Any Auburn University student, eligible to vote, who files a formal Contest Form.
- 717.1.25** Contest Form – An Elections Board form that states a formal contesting of the election results and provides the grounds and evidence with which the Contesting Party intends to use in the Contest Hearing.
- 717.1.26** Concourse Time – An Auburn University tradition for Candidates running for Miss Homecoming and Miss Auburn; the Candidates' Campaign Staff are given five minutes to perform a short routine and have the Candidate speak on the Concourse; [Concourse is defined as the area enclosed by Parker Hall, Thach Avenue, Cater Hall, and the east side of Haley Center.]
- 717.1.27** Conglomerate Posters - Posters that are printed by the Director(s) of Elections for Major Candidates that include a picture and the names of all Candidates.
- 717.1.28** Declaration of Intent – The official document prospective Candidates must sign to declare their candidacy, to agree to abide by the Election Law, and to release governing bodies from liability.
- 717.1.29** Debates – A time provided for Major Candidates to discuss their Platform and answer questions from constituents.
- 717.1.30** Disqualify – To render unqualified or unfit. To declare unqualified or ineligible. To deprive of legal rights, powers, or privileges. To remove Candidate from Election Process.
- 717.1.31** Disqualification – The act of disqualifying.
- 717.1.32** Donations – Any monies, supplies, food, or professional services offered or sought for use to a Campaign or Candidate, including previously owned material.
- 717.1.33** Door-to-door Campaigning – The process of distributing Campaign Material or Campaigning residence to residence.
- 717.1.34** Drawings – The process by which Candidates draw random numbers for selection of Ballot Position, Colors, Eagle Eye Appearances, Concourse Times, Marquee locations, Painted Window locations, and other items deemed necessary by the Director(s) of Elections.
- 717.1.35** Eagle Eye Appearance – A short spot on the campus television station, Eagle Eye, made by Major Candidates.
- 717.1.36** E-Board – An informal term often used referring to the Elections Board.
- 717.1.37** Endorse/Endorsement – The open and public support of a Candidate for the purpose of garnering votes or gaining influence for that Candidate. Endorsing a Candidate includes wearing T-shirts, wearing nametags, or distributing Campaign Material.
- 717.1.38** Election Law – Title VII of the SGA Code of Laws consisting of rules and regulations which govern the Election Process; official and most current version can be found online in the *Tiger Cub*.
- 717.1.39** Election Law Test – A test designed by the Elections Board and administered by the Director(s) of Elections to Candidates for the purpose of qualification.
- 717.1.40** Election Packet – A supplemental packet distributed by the Director(s) of Elections to assist Campaigns in the Election Process; does not contain rules and regulations.
- 717.1.41** Elections Process – The method by which a student is elected to a campus position.

- 717.1.42** Escorts – A group of no more than five Auburn University Students, eligible to vote, who attend various Campaign events and functions with a Major Candidate for the purpose of showing support for that Candidate.
- 717.1.43** Final Campaign Material Approval – Any Campaign Material that, after being submitted to the Board of Elections for Initial Campaign Material approval, is given final approval by the Board of Elections for actual use during Campaign Week.
- 717.1.44** Formal Campaigning – The time period during which Candidates may officially Campaign.
- 717.1.45** Gimmick – Anything unique or not specified as Campaign Material that the Candidate uses to distinguish themselves from other Candidates.
- 717.1.46** Handbill – A form of Campaign Material no larger than 8.5 inches by 5.5 inches printed by individual Candidates for the purpose of Campaigning.
- 717.1.47** Initial Campaign Material Approval – Any Campaign Material submitted to the Board of Elections for approval of use during Campaign Week; must be submitted in as close to actual form as possible without the production of material; ex. – actual proof of material from printer of what the Campaign Material will look like when printed.
- 717.1.48** Major Candidate – Any Candidate seeking election to one of three major Student Government Association executive positions (President, Vice President, or Treasurer) or the positions of Miss Homecoming and Miss Auburn.
- 717.1.49** Major Candidate Contract – Contract given to off-campus businesses and residents by Major Candidates to secure locations for Campaigning by way of Billboards and Marquees and Painted Windows.
- 717.1.50** Marquees – Signs of local businesses that may contain the names of individual Major Candidates, position sought, and voting dates for the purpose of Campaigning.
- 717.1.51** Mass Media – A term referring to the use of mailboxes, public address systems, newspapers, radio, television, electronic mail (e-mail), Internet, periodicals, newsletters, bulletins, personal websites, and other publications that address a large audience.
- 717.1.52** Minor Candidate – Any Candidate seeking election to a Student Government Association Senate or College/School President and Vice President position.
- 717.1.53** Nomination Form – An Elections Board form used by any campus organization, fraternity, sorority, or residence hall to nominate an Auburn student for the positions of Miss Auburn or Miss Homecoming.
- 717.1.54** Painted Windows – Windows of local businesses that are painted by the individual Major Candidates with a four (4) foot by four (4) foot design for the purpose of Campaigning.
- 717.1.55** Platform – A statement of purpose outlining a Candidate's reasons for running for office and their goals should they be elected.
- 717.1.56** Platform Form – Form turned in the Director(s) of Elections that contains a Candidate's platform.
- 717.1.57** Private Location – Locations for Billboards and Campaign Material that are privately owned residences.
- 717.1.58** Political Parties – A group of students organized under one group name as Candidates for Senate and/or School Officers. The Political Party name appears next to the name of the Candidates on the ballot, but does not affect the method in which votes are cast.
- 717.1.59** Public Location – Locations for Billboards and Campaign Material that are owned by the City of Auburn and its businesses.
- 717.1.60** Run-off Election – An election held if one presidential Candidate does not receive at least 40% of the majority of votes in the election; only held for presidential race.
- 717.1.61** Spring Elections Information Session – A meeting held prior to potential Candidates submitting their Declaration of Intent to inform Candidates about the various positions elected, the responsibilities of the positions, and general information running a Campaign.
- 717.1.62** SGA – Student Government Association.

- 717.1.63** Support -- To aid the cause, policy, or interests of a Candidates' Campaign. To argue in favor of; advocate.
- 717.1.64** Table Topper - A form of Campaign Material no larger than 8.5 inches by 5.5 inches printed by individual Candidates and placed on top of tables on campus or at local businesses for the purpose of Campaigning.
- 717.1.65** T-Shirts – A form of Campaign Material in which individual Candidates print a message on a maximum of 400 t-shirts for the purpose of Campaigning; may be utilized by all Major Candidates.
- 717.1.66** Violation - Any action by a Campaign that is not allowed in the Student Government Association Code of Laws or approved by the Elections Board is in violation of the Student Government Code of Laws and will result in sanctions imposed by the Board of Elections.
- 717.1.67** Violation Form – An official Elections Board form, submitted to the SGA office, that reports an alleged infraction of Election Law.
- 717.1.68** Voting Days – The day or days delineated by the Elections Board during which votes for Candidates are cast.
- 717.1.69** Withdrawal Form – Official form used to withdraw from the Elections Process and to remove ones name from the ballot.

Chapter 801 - Student Activity Fee Request Forms

- 801.1** The annual allocation of Student Activity Fees shall be conducted during the beginning of fall semester for the upcoming fiscal year. The fiscal year for approved activity projects shall be October 1 - September 30.
- 801.2** Any established student activity or organization (other than a sports club) that wishes to request an allocation of the Student Activity Fees shall obtain a budget request form from the SGA Treasurer. The activity or organization shall complete the request form and return it by the date specified by the Office of the Dean of Students, after consultation with the Vice President of the Student Government Association and the chairperson of the SGA Budget and Finance Committee. Any activity project that requests Student Activity Fee funding must conduct all monetary transactions using Auburn University Bursar procedures.
- 801.3** Sports clubs which desire a portion of student recreation fees shall obtain a budget request form from the Director of Recreational Services. The Director of Recreational Services shall direct all sports club requests to the Office of the Dean of Students. A sports club shall not receive more than 50% of its funding from student recreation fees.
- 801.4** All request forms shall include the following information:
1. A financial statement itemizing total income (in a form set by the SGA Treasurer) from the past year and total projected income and expenses for the coming year (statement shall include funds to be received from Student Activity Fees as well as those to be received from sources other than Student Activity Fees);
 2. An evaluation of the successes and failures of the activity project during the preceding year and estimates of the number of students affected by or involved in each of the activity project's events and activities during the preceding year.
- 801.5** The Treasurer of the Student Government Association shall be responsible for making sure that *The Auburn Plainsman* prints a notice informing student activities and organizations of the deadline for the submittal of Student Activity Fee Request Forms. This notice shall appear in at least two issues of *The Auburn Plainsman* before the deadline for submission of the Request Forms. The Treasurer of the Student Government Association shall send direct notice to current activity projects.

CHAPTER 802 - Addition of New Projects

- 802.1** To receive initial Student Activity Fee funding as a Student Activity Special Project, an established student activity or organization must receive a 2/3 vote of the Student Senate. If approved, the activity or organization shall be classified as a Student Activity Special Project for a maximum of two years and shall receive Student Activity Fee funding while remaining in good standing as such.

CHAPTER 803 - Deletion of Old Projects

- 803.1** To be deleted from its status allowing an allocation of the Student Activity Fees, a Student Activity Project must be rejected by a 2/3 vote of the Student Senate.
- 803.2** In its first year of Student Activity funding, a Student Activity Special Project's status shall be voted upon. If 2/3 of the Student Senate votes to fund the Student Activity Special Project, the Student Activity Special Project

shall remain as such for a second consecutive year and shall receive an allocation of Student Activity Fees. If the vote fails, the Student Activity Special Project shall be deleted as an activity project and shall not receive an allocation.

- 803.2.2** In its second consecutive year of Student Activity Fee funding, a Student Activity Special Project's promotion to a Student Activity Project status shall be voted upon. If 2/3 of the Student Senate votes to continue Student Activity Fee funding, the Student Activity Project shall be promoted to Student Activity Project status (as described in 800.1 and 803.1). If the vote fails, the Student Activity Special Project shall be deleted as an activity project and shall not receive an allocation of Student Activity Fees.
- 803.3.1** A Student Activity Project that has failed to meet any of the rules set forth in Title VIII Finance Law shall be placed on probation by a 2/3 vote of the Student Senate. If a motion to put a Student Activity Project on probation passes, the Student Activity Project shall be downgraded to a Probationary Student Activity Project.
- 803.3.2** In its first year on probation, a Probationary Student Activity Project's promotion to Student Activity Project status and/or deletion shall be voted upon. First, if 2/3 of the Student Senate votes to promote the Probationary Student Activity Project, the Probationary Student Activity Project shall regain Student Activity Project status. If the vote to promote fails, the Probationary Student Activity Project's deletion shall then be voted upon. If 2/3 of the Student Senate votes to delete the Probationary Student Activity Project, the Probationary Student Activity Project shall be deleted as an activity project and shall not receive an allocation of Student Activity Fees. If both votes fail, the Probationary Student Activity Project shall be allowed to remain as a Student Activity Fee-funded Probationary Student Activity Project for a second consecutive year.
- 803.3.3** In its second consecutive year on probation, a Probationary Student Activity Project's promotion to Student Activity Project status shall be voted upon. If 2/3 of the Student Senate votes to promote the Probationary Student Activity Project, the Probationary Student Activity Project shall regain Student Activity Project status. If the vote fails, the Probationary Student Activity Project shall be deleted as an activity project and shall not receive an allocation of Student Activity Fees.
- 803.4** Any established student activity or organization that has failed the initial vote to become a Student Activity Special Project or that has been deleted from Student Activity Project, Probationary Student Activity Project, or Student Activity Special Project status, shall be eligible to apply again for Student Activity Fee funding as soon as the next year.

Chapter 804 - Presentation of Activity Requests

- 804.1** Before the start of Senate Hearings, each activity project shall present its budget for the next fiscal year to its appropriate oversight (university) committee. The oversight committee shall review the budget for errors in a time frame set by the committee.
- 804.2** Each student activity or organization shall be allowed twenty minutes to make a presentation before the Student Senate at the first meeting of the Student Senate in the fall semester. Each member of the Student Senate shall also be provided with a copy of each request form.
- 804.3** The Budget and Finance hearings shall begin within two weeks of the last night of Senate Hearings. The Budget and Finance Committee shall review the activity projects' budgets and subsequently allocate Student Activity Fees according to the Committee's recommendations during the hearings. The result of the allocation process shall then be presented to the Student Senate for final approval.
- 804.4** Upon approval of the each Student Activity Project's budgets by the Student Senate, it is the responsibility of the SGA Treasurer and Budget and Finance Chairman to ensure that all Student Activity Project allocation sheets are posted online by the SGA Webmaster.

Chapter 805 - Senate Procedure

- 805.1** The Budget and Finance Committee of the Student Senate shall recommend a monetary allocation (not percentage) of the Student Activity Fees to the entire membership of the Student Senate within three weeks after the last oral presentation.
- 805.2** Student Activity Fees shall not be used for partisan political activities and/or denominational religious activities.
- 805.3** The Student Senate shall make a recommendation for the allocation of the Student Activity Fees to the President of Auburn University not more than two weeks after the Budget and Finance Committee presents its reports and recommendations to the Student Senate.

- 805.4** Each Student Activity Project shall submit to the Budget and Finance Committee in writing each semester any necessary changes that may occur within its allocated budget.

Chapter 806 - Student Activity Fee Reserve Fund

- 806.1** Any funds allocated to an activity project for a given fiscal year but not spent by the activity project by the end of the fiscal year shall be placed in the Student Activity Fee Reserve Fund. Any unused funds from deleted activity projects (Chapter 803) shall also be placed in the Student Activity Fee Reserve Fund.

806.1.1 The funds available for allocation for any given fiscal year shall be the sum of expected Student Activity Fees revenue to be collected during the year, unused funds from deleted activity projects, and any donations made for the purpose of project allocations (e.g. A.U. Bookstore donations).

806.1.2 All available funds for a given year which are not allocated to an activity project shall be placed in the Student Activity Fee Reserve Fund. All funds allocated to the Student Activity Fee Reserve Fund for a given fiscal year but not spent/allocated by the Budget and Finance Committee at the end of the fiscal year shall be made available (rolled over) to the Reserve Fund during the next fiscal year.

806.1.3 The Student Activity Fee Reserve Fund shall be used for special allocations to activity projects as approved by the Student Senate and the President of Auburn University. Requests for funding from this Fund shall be made to the Student Senate through the Budget and Finance Committee. In order for a request to be considered during a given semester it must be submitted to the Budget and Finance Committee at least three weeks prior to the final Senate meeting of that semester.

806.2 Program Expansion Fund

806.2.1 The Student Activity Fee Program Expansion Fund shall be used for allocations to activity projects in order to allow for the expansion of current programming or to create new programming items. Requests for funding shall be made to the Student Senate through the Budget and Finance Committee Chair. A recommendation of the Budget and Finance Committee shall be made to the Student Senate Executive Committee. In order for a request to be considered during a given semester it must be submitted to the Budget and Finance Committee Chair at least three weeks prior to the final Senate meeting of that semester.

806.2.2 An increase of greater than twenty percent to a general budget line item of a Student Activity Project must be requested from the program Expansion Fund. Such a request will not be entertained during Budget and Finance hearings.

806.2.3 Any funds allocated to a Student Activity Project from the Program Expansion Fund must be used for the specific programming item that was originally presented to the Budget and Finance Committee. Any changes to the individual budget must be approved by the Chair of the Budget and Finance Committee Chair.

806.2.4 Any funds from the Program Expansion Fund that have not been expensed by the end of the fiscal year in which it was allocated will be returned to the program Expansion Fund, unless an exemption is granted by the Budget and Finance Committee.

806.2.5 The annual amount to be placed in the program Expansion Fund shall be determined by the Budget and Finance Committee prior to the Budget and Finance Hearing and approved by the Student Senate when considering the general budgets for the fiscal year.

806.2.6 The Program Expansion Fund will be available for requests on a needs basis. Upon receiving a request, the Budget and Finance Committee must take action within two weeks of the date the request was submitted. Any request must be made through the Budget and Finance Committee Chair and may include the need for accompanying documentation.

806.2.7 Each semester the Budget and Finance Committee will meet to review all completed programming items which were funded through the Program Expansion Fund. Criteria, which will be set by the Budget and Finance Committee, will be used to determine the success of a project. If the programming item is deemed successful, the approved item will be allowed to enter the Student Activity Projects general budget as an individual line item or an addition to a current line item. If the programming item is not deemed successful then it will not be allowed to be submitted in the Student Activity Project's general budget for the next fiscal year.

CHAPTER 807 - Auburn University Contingency Fund

807.1 Payments for unnecessary student damage to Auburn University or personal property, when individual liability cannot be determined, shall be approved from the Contingency Fund by the President of Auburn University and reported to the Student Senate.

807.2 All other requests for expenditures from the Auburn University Contingency Fund shall be made to the Budget and Finance Committee.

807.3 The Student Senate and President of Auburn University shall approve all expenditures, other than those provided for in 807.1, from the Auburn University Contingency Fund.

CHAPTER 808 - Project Requirements

808.1 Each activity project shall present a fiscal budget to the SGA Treasurer and to the Office of the Dean of Students prior to the beginning of each fiscal year.

808.2 Fiscal Year Requirements

808.2.1 Each activity project shall have a student treasurer to be responsible for recording and reporting expenditures of the activity project. If the activity project deems it necessary, an activity project may also have a financial manager to share the responsibilities of the student treasurer.

808.2.2 Each Student Activity Project shall present the SGA Treasurer with an electronic copy of its itemized monthly check register. This report shall exclude all secretary salaries. The previous month's report shall be due on the 15th of the current month. If the electronic copy of the monthly check register is not received by the 15th of the next month, section 803.3.1 of the SGA Code of Laws will be enacted automatically.

808.2.3 Each Probationary Student Activity Project shall make a financial presentation each semester at the Student Senate's second meeting of the semester, with the SGA Treasurer in attendance.

808.2.4 Each Student Activity Special Project shall make a presentation each semester at the Student Senate's third meeting of the semester, with the SGA Treasurer in attendance.

808.2.5 It is the responsibility of the SGA Treasurer to ensure that the SGA Webmaster places all monthly check registers on the SGA website, and to make all Student Activity Projects' financial reports available upon request.

808.3 Non-Financial Requirements to be Considered for Student Activity Fee Funding

808.3.1 All Student Activity Fee-funded activities shall be open to all Auburn University students.

808.3.2 The memberships of all activity projects with memberships shall be open to all Auburn University students.

808.3.3 At least 2/3 of the voting body that makes decisions on Student Activity Fee-funded activities shall be students.

808.3.4 The SGA Treasurer and the Chairperson of the SGA Budget and Finance Committee shall be allowed to require any activity project that has deviated from any of the rules set forth in Title VIII Finance Law to make a special financial presentation to the Student Senate, with the SGA Treasurer in attendance, within two weeks of the activity project's notification.

CHAPTER 809 - Approval of Student Government Association Budget

809.1 The President of the Student Government Association shall submit a final itemized Student Government Association budget to the Student Senate for approval prior to October 1st.

809.2 The Student Senate shall approve all changes in the Student Government Association budget.

809.3 The Treasurer of the Student Government Association shall be responsible to the Student Senate for enforcing the provisions of this chapter.

CHAPTER 810 - Organizations Fund

810.1 The SGA Organizations Fund will be established through a budget line in the SGA budget. The available funds in the Organizations Fund at the beginning of a fiscal year shall not be less than \$15,000. Monies will only be allocated during Fall and Spring Semester. There shall not be less than \$7,500 per Fall and Spring Semester in the Organizations Fund. Monies allocated cannot be received until after the beginning of the fiscal year and upon completion of the purpose for which the funds were requested. No transfers may be made during the fiscal year to/from the Organizations Fund from/to other SGA budget line items or the Student Activity Fee Reserve Fund. Should the Organizations Board deem more money is needed; a Program Expansion Fund Request can be made on their behalf by the SGA Treasurer to the Chairman of the Code of Laws Committee of the Student Senate

810.2 Only Chartered student organizations can apply for monies from the SGA Organizations Fund to aid in covering expenses of a non-recurring nature. Chartered student organizations may only request money one time during an academic year. There will be one Organization Fund Hearing per semester, during which organizations may request up to 40% of the organizations fund. Any organization requesting 5% or less of the organization fund may be heard at any regular Organizations Board meeting. Reimbursement can only be made to the student organization.

- 810.3** A Chartered student organization can apply for Organizations Fund monies by completing the application available to them through the Student Organizations Office. Completed applications must be turned in to the Student Organizations Office no later than one week prior to a scheduled Organizations Board meeting. The Student Organizations Office will contact the student organization requesting funds to set-up an appointment with the Board. The Organizations Board shall review the material and will then submit a recommendation to the Student Senate regarding the request. A vote of two-thirds of the membership of the Student Senate shall be necessary for approval
- 810.4** Once an Organizations Fund request is approved by the Student Senate and signed by the SGA president, the Student Organizations Office will contact the student organization requesting funds. The organization will have either one month following their request or one month following the date of the event for which funds were allocated to submit all receipts for reimbursement. The Student Organizations Office will contact the student organization once the check has arrived in the Student Organizations Office and the student organization will then have one month to pick up the check from the Student Organizations Office. If the money is not picked up during this time, the organization must re-apply for Organizations Fund money
- 810.5** The SGA shall not allocate more than 50% of the total Organization Fund monies ~~should be allocated for use~~ during the fall semester. The SGA shall not allocate more than 90% of the total Organization Fund monies before the end of spring semester (leaving 10% to allocate in fall semester before the new fiscal year).

CHAPTER 811 - Campus Solicitation Law

- 811.1** Campus commercial solicitation shall be defined as the promotion or sale of tickets, products, or services by individual students, chartered student organizations, Auburn University agencies, or non-Auburn University commercial concerns.
- 811.2** Commercial solicitations shall normally be allowed only during the University's regular business hours of 7:45 a.m. through 4:45 p.m., Monday through Friday. In the case of special events of Auburn University conducted outside regular business hours, including but not limited to varsity athletic events and commencement exercises, commercial solicitations shall be limited to those products or services specifically requested by the University.
- 811.3** Policies and procedures related to registration and approval of all campus commercial solicitations shall be adopted and monitored by the Director of Foy Student Union. Any and all persons or organizations desiring to commercially solicit on the Auburn University campus, except those desiring to solicit printed materials pursuant to Section 814.10, shall obtain a written permit to do so in advance from the Director of Foy Student Union and such permit will be granted so long as the applicant shall agree to conduct such solicitation according to procedures adopted by Auburn University.
- 811.4** All persons conducting commercial solicitations on the Auburn University campus shall conform to Auburn University's Advertising and Distribution Regulations.
- 811.5** Any individual student, faculty, staff member, or non-Auburn University commercial concern desiring to conduct a commercial solicitation shall provide appropriate credit references and shall pay a fee to Auburn University through the Director of Foy Student Union in accordance with the fee structure established and monitored by the Director of Foy Student Union. Prior to obtaining a written permit from the Director of Foy Student Union, such persons or concerns shall be required to purchase a City of Auburn Business License from the Department of Finance at City Hall.
- 811.6** Any commercial solicitation on campus conducted through a chartered organization or University agency shall adhere to the provisions of 814.2, 814.3, 814.4, and 814.5 above. In such situations an alternate fee structure may be established by the Director of Foy Student Union.
- 811.7** Commercial concerns invited to conduct a scheduled solicitation directly to membership of a chartered student organization or University agency shall adhere to the provisions of 814.3, 814.4, and 814.5 above. In such situations an alternate fee structure may be established by the Director of Foy Student Union.
- 811.8** Commercial solicitations shall be conducted only in campus areas as follows: Chartered student organizations and University agencies may use Foy Student Union and the areas adjacent to Foy Student Union, and the Haley Center Concourse. All others may use designated areas of Foy Student Union and designated areas adjacent to Foy Student Union. The Director of Foy Student Union will determine and maintain a list of such designated areas. No commercial solicitation may be conducted inside classrooms or administrative buildings under any circumstances.

- 811.9** The use of any Auburn University recreational facility for purposes of private instruction must first be approved by the Director of Recreational Services. Any such instruction for which a fee is received shall be considered a commercial solicitation and thus shall be under the jurisdiction of the Director of Foy Student Union and the provisions of the Campus Solicitation Policy.
- 811.10** Any and all persons or organizations desiring to distribute or solicit printed materials on the Auburn University campus are required to register with the Office of the Director of Student Activities in Cater Hall and to agree in writing to conduct such distribution or solicitation according to procedures adopted by Auburn University. Such distribution or solicitation shall be conducted in such a way as to not inhibit the flow of merchandising or pedestrian traffic. No kiosk, cart, table, wagon, vehicle, or merchandising obstruction may be used other than at designated areas of Foy Union or in designated areas adjacent to Foy Union.

TITLE IX STUDENT COMMUNICATIONS MEDIA LAW

CHAPTER 900 – Citation

- 900.1** This act shall be known as the Student Communications Media Law. There shall be a permanent board known as the Board of Communications which shall be composed of the following:
1. Dean of Students, or a representative appointed by him/her will serve as Chair;
 2. Chief Financial Officer of the University, or a representative appointed by him or her;
 3. The Chair of the Communication and Journalism Department, or a representative appointed by him or her;
 4. An English faculty member from the Professional and Technical writing program to be appointed by the Chair of the English Department;
 5. The Director of Communications and Marketing, or a representative appointed by him or her;
 6. President of the Student Government Association, or a representative appointed by him or her;
 7. A representative from the College of Business to be appointed by the Dean of the College of Business;
 8. Seven undergraduate students in good standing. One representative from each of the following groups: Black Student Union, International Student Union, Interfraternity Council, National Panhellenic Council, Panhellenic Council, Student Government Association, and Omicron Delta Kappa. The president of each organization will nominate the representative. The nominations must be submitted 14 days prior to the Student Senate consideration of University Boards and Committees appointments. In the event any of the said nominations fail to occur within the specified time, the SGA President, upon consultation from the Chair of the Board, shall make all remaining nominations. The candidates must appear before the Student Senate for the interviews prior to selection. The student member's term runs from fall to fall. If the Board meets during the summer semester and in the case the student member graduates the spring semester of his term, the SGA President will appoint a replacement for that position.
 9. One graduate student appointed by the President of the Graduate Student Council;
 10. Four professional representatives with a minimum of five years experience in their respective fields: one specializing in print media; one specializing in broadcast media; one specializing in either magazines, technical publications or scholarly journals; and one specializing in the business management of the aforementioned forms of media. The representatives shall be nominated by the student media leaders conjunction with their media/publications advisors and appointed by the President of the University.

CHAPTER 901 – Meeting Times, Quorum, and Voting

- 901.1** Meetings of this Board shall be held on the first or second Thursday of each month. Due notice of all meetings shall be given by the chairperson at least 48 hours before the time of the meeting. A special meeting of the Board may be called by the President of the Student Government Association or the Chairperson of the Board.
- 901.2** The presence of ten voting members shall constitute a quorum. Board decisions shall be by a majority vote. The chairperson shall only vote to make or break a tie. No meeting of the Board will be considered to have a quorum unless over half of those attending are standing, voting members of the Board.
- 901.3** All proxies must meet the criteria established in 900.1 for membership on the Board. Any faculty or staff proxy must be appointed by the specific Board member that he or she is to represent and meet the criteria of that Board member's position. Any proxy for the President of the Student Government Association must be a member of the Student Senate in good standing and must be at least a senior. In cases where a proxy represents a student member of the Board, the proxy should be any student who meets all criteria for standing

student membership with the exception of election by the Student Senate. The Secretary of the Board must be notified of the use of any proxy within a reasonable time prior to the scheduled meeting.

- 901.4** Before the start of each new academic year, the University shall sponsor a workshop for the new voting members of the Board, editors, business managers, and station managers of student publications or broadcast stations that fall under the jurisdiction of the Board. The workshop shall include briefings on professional ethics and business practices in print and broadcast communications from faculty and professionals in those fields. Attendance shall be required before a new member, editor or officer may begin his or her term of service - this requirement may be waived on an individual basis for cause by majority vote of the other members of the Board. To organize the workshop, the Board shall solicit the assistance of the Journalism and Communications department, the Alabama Press Association, the Alabama Broadcasters Association and/or such relevant academic units and/or professional associations as the Board deems appropriate. The Board shall establish a budget for the seminar and determine sources of revenue in consultation with the Office of the Dean of Students of the President, participating academic departments and participating associations. All Board members are required to attend an on-site workshop at the beginning of the academic year in order to become familiar with all the student media and publications programs. Workshops will be conducted by the Chair of the Board.

CHAPTER 902 – Duties of the Board of Communications

- 902.1** The Board of Communications shall have the following duties:

1. To be responsible for recommending and documenting the broad policy guidelines affecting the six current, and any future, Student Media and Publications;
2. To review annual budgets of the student media departments;
3. To review all proposed constitution and bylaw changes of student publications and broadcast departments receiving monies from Auburn University;
4. To declare and fill, for sufficient reasons, all vacancies in the offices of editor, business manager, and station manager under the supervision of this Board;
5. To recommend the salaries of the editor, business manager, and station manager under the supervision of this Board;
6. To reprimand, suspend with or without pay, or remove from the offices of editor, business manager, and station manager, under the supervision of the Board. Removal from office shall include violation of the published policies of the Board, violations of departmental or University policies and violations of the Code of Student Discipline. An editor, business manager, and station manager so removed may appeal the removal to the President of the University within seven (7) calendar days; and
7. To conduct a selection process for the position of the Editors of *The Auburn Plainsman* and *The Glomerata*, *Auburn Circle* and *the Tiger Cub*. To conduct a selection process for the position of station manager for Eagle Eye and WEGL. To conduct a selection process for the position of Business Manager for *The Auburn Plainsmen* and Publication group. All positions require an interview by the Board. The Plainsmen and Glomerata position also require a proctored test. If there are less than three candidates for the Plainsmen of Glomerata, the Chair of the Board has the discretion to waive the Advisory Board and allow the test results to be brought directly to the Board for an interview and vote.

Chapter 903 - Selection of the Editor of *The Auburn Plainsman*

- 903.1** The Board shall conduct a selection process to determine the Editor of *The Auburn Plainsman* to be held during the period of campus Spring General Elections.

- 903.2** To be eligible for the position of Editor of *The Auburn Plainsman*, the candidate must meet the following requirements:

1. a cumulative GPA of 2.25 or higher;
2. enrollment in, or successful completion of coursework in Newspaper Fundamentals, News writing, Reporting, Newspaper Editing and Design, Press Law and Ethics;
3. two or more years working for *The Auburn Plainsman* with at least one year being on paid staff;
4. equivalent professional experience will be considered.

- 903.3** The selection process will consist of the following steps:

1. an appointed Advisory Board will evaluate each candidate's technical skills and journalism knowledge;
2. the Board will approve the eligibility of each candidate and evaluate each candidate's vision and goals for the paper as outlined in Section 903.6;
3. an Independent Proctor will compile the results and return them to the Board.

903.4 The Independent Proctor will be the Secretary of the Board or a representative appointed by the Chair of the Board, and will have the following duties:

1. to administer the objective examinations provided by the Board that are to be evaluated and graded by qualified journalism faculty.
2. to return the results of the process to the Board for final approval.

903.5 The Advisory Board

903.5.1 The Advisory Board shall contain the following seven (7) members:

1. the Chair of the Board;
2. a member of the Journalism faculty, appointed by the Chair of the Communication and Journalism Department;
3. *The Auburn Plainsman* advisor;
4. two print media professionals external to the University. These appointments shall be made by the President of the University, upon the recommendation of the Board;
5. two student members of the Board nominated by and selected from the Board.

903.5.2 The duties of the Advisory Board shall be:

1. to evaluate and grade a portfolio from each candidate as outlined by the Board. This will constitute twenty-five percent (25%) of the final grade for each candidate from the Advisory Board;
2. to evaluate established objective evaluations performed by the candidates as predetermined by the Board. This will constitute fifty percent (50%) of the final grade for each candidate from the Advisory Board;
3. to conduct an interview with each candidate which shall last a maximum of sixty (60) minutes. The interview will constitute twenty-five percent (25%) of the final grade for each candidate from the Advisory Board.
4. to tally the scores for each candidate, and place the top three qualified candidates in rank order. These results shall be transferred to the Chair of the Board.

903.6 Duties of the Board of Communications

903.6.1 Three quarters (3/4) of the voting members of the Board must be present for this process to constitute a quorum.

903.6.2 The Board will evaluate the following required materials from each candidate prior to the individual interview:

1. an official university transcript to ensure candidate eligibility as defined in section 903.2;
2. a completed resume outlining experience and qualifications for the position;
3. two (2) letters of recommendation, one being from a faculty member in the student's academic major or a faculty member in the Department of English, Communication and Journalism, or Art.
4. a vision statement and individual goals for *The Auburn Plainsman*;
5. the tallied scores from the Advisory Board, consisting of each Advisory Board member's score for each of the top three qualified candidates.

903.6.3 The Board will then conduct an interview with all candidates referred after reviewing the required materials. The Chair of the Board will randomly draw the order of the interviews. Interviews shall last a maximum of forty-five (45) minutes each, with a maximum fifteen (15) minute break for discussion between each.

903.6.4 On the basis of evaluation of the Advisory Board scores, test results, materials described in 903.6.2 and interview performance, the members of the Board shall vote to approve the candidacy of each candidate for Editor of *The Auburn Plainsman*. These votes shall be counted and recorded by the Independent Proctor. A seventy-five percent (75%) shall be necessary for the candidate to be eligible for final selection.

903.6.5 Upon receiving certification of the final candidates from the Independent Proctor, the Editor will be selected by a plurality from the Board.

CHAPTER 904 – Selection of the Editor of the *Glomerata*

904.1 The Board shall conduct a selection process to determine the Editor of *The Glomerata* to be held during the period of campus Spring General Elections.

904.1 To be eligible for the position of Editor of the *Glomerata*, the candidate must meet the following requirements:

1. a cumulative GPA of 2.25 or higher;
2. enrollment in, or successful completion of college-level courses in graphic design, editing, creative writing, journalism, technical writing, photography, and/or management;

3. one or more years working for *The Glomerata* as staff or staff experience of another college-level annual.
- 904.2** The selection process will consist of the following steps:
1. an appointed Advisory Board will evaluate each candidate's technical and publication knowledge;
 2. the Board will approve the eligibility of each candidate and evaluate each candidate's vision and goals for the annuals as outlined in 904.6.2;
 3. an independent Proctor will compile the results and return them to the Board.
- 904.3** The Independent Proctor will have the duties as outlined in 903.4
- 904.4** The Advisory Board
- 904.5.1** The Advisory Board shall contain the following members:
1. The Chair of the Board;
 2. A continuing member of the Board nominated and selected by the Board;
 3. A member of the English faculty approved by the Board;
 4. The student media group advisor, or designee;
 5. One annual professional advisor or publisher, external to the University;
 6. Two student members of the Board nominated and selected by the Board.
- 904.5.2** The Duties of the Advisory Board shall be the same as outlined in 903.5.2
- 904.5** Duties of the Board
- 904.6.1** Three quarters (3/4) of the voting members of the Board must be present for this process to constitute a quorum
- 904.6.2** The Board will evaluate the following required materials from each candidate prior to the individual interview:
1. an official university transcript(s) to ensure candidate eligibility as defined in section 904.2;
 2. a complete resume outlining experience and qualifications for the position;
 3. two letters of recommendation, one being from a faculty or staff member in the English Department or the Communication and Journalism Department;
 4. a vision statement and individual goals for *The Glomerata*;
 5. the tallied scores from the Advisory Board, consisting of each Advisory Board member's scores for each of the top three qualified candidates.
- 904.6.3** Interview requirements are the same as in 903.6.3
- 904.6.4** Voting requirements are the same as in 903.6.4
- 904.6.5** Final selection criteria are the same as outlined in 903.6.5

CHAPTER 905 - Sunshine Law

905.1 Definitions

- 905.1.1** Organization – a group of people with a common interest; this includes the Judicial, Executive, or Legislative Branch of the Student Government Association, Student Activity Projects, chartered Organizations of the SGA, and any Committees thereof.
- 905.1.2** Meeting – when an Organization comes together with Quorum to conduct business, change policy, and/or allocate funds.
- 905.1.3** Committee – a subdivision of any Organization.
- 905.1.4** Quorum – a majority of the members of an Organization.
- 905.1.5** Good Name, Character, and General Reputation – the estimate the public places on a person, his or her reputation (good or bad), and the personal attributes of an individual; such personal traits may include honesty, loyalty, integrity, reliability, and other such characteristics (good or bad) which make-up one's individual personality.
- 905.2** Any official Meeting of an Organization shall be made open to the public, except in cases when a Meeting is held when one's Good Name, Character, or General Reputation is discussed. In such cases of a closed Meeting, all persons are excluded from attendance. This includes the media and the person whose Good Name, Character, or General Reputation is being discussed. If a vote is taken at a closed Meeting only the numbers shall be released.
- 905.2.1** All voting records must be public and cannot be conducted by mail or email.
- 905.3** All documents, minutes, and rulings of Meetings shall be made public. Complete and accurate minutes must be kept of Meetings. Minutes shall include motions made and seconded (and by whom), as well as the number of votes for and against matters put to a vote. Minutes shall not be taken at or during portions of Meetings when one's Good Name, Character, or General Reputation is discussed.

- 905.4** It is the responsibility of the individual Organization to determine how the public shall be notified, and make the public aware of how this shall be done. The Organization shall give reasonable opportunity to the public to be aware of the time, place, and date of a Meeting. There after it shall be the public's responsibility to remain informed.
- 905.5** In the case that an emergency Meeting is called for truly emergency purposes, the Organization that holds the Meeting should give such notice as is reasonable under the circumstances, unless the giving of such knowledge is impractical or impossible.

TITLE X STUDENT DISCIPLINE LAW

CHAPTER 1000 - Citation

- 1000.1** This act shall be known as the Student Discipline Law.

CHAPTER 1001 - University Discipline Committee

- 1001.1** There shall be one University Discipline Committee appointed by the President of Auburn University.

CHAPTER 1002 - Purpose of the University Discipline Committee

- 1002.1** The purpose of the University Discipline Committee shall be to hear cases involving students of Auburn University as submitted to the Committee by the office of the Dean of Students. Actions of the Committee shall be in the form of recommendations to the President of Auburn University.

CHAPTER 1003 - Committee Structure

- 1003.1** At each session of the Committee there shall be three students and four faculty members chosen from a pool of ten undergraduate students, recommended by the President of the Student Government Association, and two graduate students, recommended by the Graduate Student Organization, and twelve faculty members. Each year, one of the twelve faculty members of the Committee shall be appointed chairperson by the President of Auburn University.
- 1003.2** The students shall be appointed for one-year terms by the President of Auburn University. The students shall be of at least junior standing and shall be recommended to the President of Auburn University by the President of the Student Government Association with the concurrence of the Student Senate.
- 1003.3** Faculty members shall be appointed for three-year staggered terms by the President of Auburn University following standard university committee-appointment procedures.
- 1003.4** Should a member of the Discipline Committee be involved in a violation to be heard by the Committee, the Office of the Dean of Students shall appoint a temporary committee, composed of a quorum as outlined in 1003.5 below, excluding the original membership, to hear the case.
- 1003.5** A quorum of committee meetings shall be five members, of whom three must be faculty, including a chairperson, and two students.
- 1003.6** Committee recommendations shall be by a simple majority vote. The chairperson shall only vote to make or break a tie.

CHAPTER 1004 - Administrative Responsibility

- 1004.1** The Office of the Dean of Students shall be responsible for the administration of the Discipline Code, including the provision of information for faculty, staff, and students, the preparation of materials for hearings, the maintenance of confidential files regarding violations of the Discipline Code, and adherence to the procedures specified in the Discipline Code.
- 1004.2** The Office of the Dean of Students shall be responsible for making a decision based on recommendations from the University Discipline Committee.
- 1004.3** The Office of the Dean of Students, acting on the recommendation of the University Discipline Committee, shall decide each case.
- 1004.4** Appeals shall be made directly to the President of Auburn University.

TITLE XI ADDITIONAL BOARDS AND COMMITTEES

CHAPTER 1100 - Campus Concessions Board

- 1100.1** The purpose of this Board shall be the recommendation to the President of Auburn University of policy upgrading the conduct of commercial solicitations and the sale of concessions on Auburn University property (excluding the Athletic Department, the Auburn-Opelika Airport, and the Cooperative Extension Service) and the allocation of income derived there from.
- 1100.2** The Campus Concessions Board shall have the following duties:
1. to coordinate all related procedures and policies with the Director of the University Bookstore;
 2. to determine adequate concessions service to all areas of Auburn University facilities and to the widest possible coverage of faculty, students, and staff;
 3. to consider requests for allocation of concession income.
- 1100.3** Membership of the Board shall be appointed by the President of Auburn University and shall be composed of:
1. four members of the faculty along with a member from A&P and a member from the staff with terms of three years each on a staggered basis, one of such members serving as Chairperson of this Board;
 2. Director of the University Bookstore;
 3. five students recommended by the President of the Student Government Association, with concurrence of the Student Senate, as follows:
 1. one male selected at large;
 2. one female selected at large;
 3. two graduate students;
 4. Chairperson of the Budget and Finance Committee of the Student Senate.
- 1100.4** Meetings of this Board shall occur not less than once each month during the academic year (October through May), excluding December and March. Notice of all meetings shall be given in writing by the chairperson to the members not less than 48 hours prior to the scheduled date and time of the proposed meeting. The presence of five voting members shall constitute a quorum for the transaction of the business of the Board.
- 1100.5** A semiannual (June 30 and December 31) financial statement of concessions income and disbursements shall be available to the Board as prepared by the manager of such funds, who is the Director of the University Bookstore.
- 1100.6** The procedure for submitting requests for allocations of concessions income from the Board shall be as follows:
1. eligibility for concessions funds shall be limited to student organizations officially recognized by Auburn University and/or chartered by the Student Senate, the University Senate, the University Faculty Club, the Staff Advisory Council, and university departments for capital outlay or equipment purposes affecting the widest possible coverage of students, faculty, and staff; out-sourced agencies on the Auburn University campus shall not be eligible for concession funds.
 2. all requests shall be made in writing to the Chairperson of the Board;
 3. all requests shall be considered by the Board at its next meeting, where possible. Persons making such requests shall be invited to the meeting to discuss the issues involved;
 4. decisions on all requests shall be in the form of recommendations to the President of Auburn University. Following review and action by the President of Auburn University, those submitting the requests will be notified in writing.
- 1100.7** Policies and procedures for the conduct of commercial solicitations under the responsibility of the Board shall be governed according to the provision of Chapter 1206.

CHAPTER 1101 - Charter of the Auburn University Traffic Appeals Board

- 1101.1** There shall be established a Traffic Appeals Board which shall have jurisdiction over traffic and parking violations which occur on the Auburn University campus and which are assigned to it by the University Traffic and Parking Committee and approved by the President of Auburn University.
- 1101.2** The Charter of the Auburn University Traffic Appeals Board shall apply to any and all Traffic Appeals Boards which may be created. Each Board shall have identical jurisdiction, sanctions, structure, and duties.
- 1101.3** The Traffic Appeals Board shall have jurisdiction over the following traffic and parking violations:
1. all traffic and/or parking violations issued by the University Police Department which may be appealed by a student, faculty or staff member, or employee of Auburn University within one calendar week of the violation;
 2. all cases referred to it by the Chief of the Auburn University Police in which ten violations have been issued to an individual in one calendar year (September 1 - August 31);
 3. cases whereby a person is found to be in contempt of court for failure to exercise proper conduct before the Board.

1101.4 The Board shall be empowered to issue the following sanctions:

1. to sustain a citation and fine;
2. to sustain a citation but suspend fine;
3. to forbid a person from operating a vehicle on Auburn University property for a designated period of time not to exceed one calendar year.

1101.5 The Board shall be composed of:

1. two undergraduate students, recommended by the President of the Student Government Association, and one graduate student recommended by the Graduate Student Organization, with at least junior standing, appointed by the President of the Student Government Association with concurrence of the Student Senate;
2. three faculty representatives, one representative from A&P and one representative from the staff, appointed by the President of Auburn University. The President of Auburn University shall appoint the chairperson;
3. a vice chairperson, who shall preside in the absence of the chairperson, shall be elected by the Board members from among the Board members at its first session;
4. a secretary shall be appointed by the Auburn University Police Department.

1101.5.1 The presence of four members, one of which must be a student shall constitute a quorum.

1101.6 Duties of the Board Members

1101.6.1 The Chairperson of the Board shall have the following duties:

1. to preside at each session of the Board;
2. to call special sessions of the Board when deemed necessary;
3. to vote to make or break a tie

1101.6.2 The Vice Chairperson shall, in the absence of the Chairperson, have the same duties, powers, and be subject to the same restrictions as the Chairperson. Otherwise, he or she shall perform the duties of a Board member.

1101.6.3 The Secretary shall have the following duties:

1. to obtain the appellant's traffic record from the Auburn University Police Department prior to each session;
2. to obtain each week a list of new appeals filed with the Auburn University Police Department and present them to the chairperson;
3. to notify all members of upcoming meetings;
4. to notify all violators of their upcoming hearing by letter;
5. to produce a typewritten record of the Board's proceedings in duplicate, one copy to be placed in a file in the Office of the Dean of Students and one copy to be placed in the Board's files in the Student Government Association office;
6. to keep a record of the absences of Board members.

1101.6.4 The Board shall have the following duties:

1. to hear the evidence;
2. to discuss, and vote on each case brought before the Board.

1101.6.5 Disqualification from a hearing by a Board member on a specific case may be made by the individual or by a majority of other Board members on the basis of a personal conflict of interest.

1101.7 The term of office for membership of the Board shall be from September 1 through August 31 of each year.

1101.8 The Board shall implement the following procedures:

1. the Board shall convene upon request of five appeals; at no time shall the Board meet less than once a month;
2. each case brought before it shall be separately heard;
3. the chairperson shall read to the appellant the alleged violation and any other information presented to it by the Auburn University Police Department;
4. the appellant, if present, shall be asked to make any statement of defense in his/her own behalf;
5. members of the Board may question the appellant for clarification;
6. after the appellant is excused, the Board shall then determine the disposition of the case according to those sanctions stated in 1101.4;
7. a copy of the Board's decision shall be forwarded to the Auburn University Police Department and to the appellant.

1101.9 Should the Board sustain the citation and fine, the fine must be paid within seven calendar days from the date of judgment. Should the fine be suspended, proper notification shall be given the Auburn University Police Department within seven calendar days from the date of judgment.

1101.10 The appeals are considered using the following process:

1. upon notification of the Board's action, the person has the privilege of re-appeal, within five class days, to the Board. The appeals process shall be limited to one appeal and one re-appeal for the same offense;
2. the person must issue said re-appeal through the Auburn University Police Department;
3. failure of the person to appeal before the Board after having been so requested may result in a default judgment against the individual.

1101.11 The following process is used to remove someone from the Board:

1. Any member of the Board shall automatically be removed from office for any one of the following:
 - a. having more than three absences in one semester;
 - b. having any disciplinary action taken against him/her by Auburn University;
 - c. failure to fulfill the duties as set forth in this code.
2. Any member removed from the Board shall be replaced by appointment of the President of Auburn University in accordance with the procedure established in 1101.5.
3. An acting Board member may be appointed by the President of Auburn University in the event a regular member is neither enrolled as a full time student nor employed by Auburn University for one semester or less.

CHAPTER 1102 - Charter of the Social Life Committee

1102.1 The name of this committee shall be the Social Life Committee.

1102.2 The purpose of the Committee shall be to promote the welfare of the Auburn University Student Body and the greater Auburn Community by means of a well planned and coordinated program of entertainment and social activities.

1102.3 The membership of the Committee shall be composed of:

1. Dean of Students or his/her chosen representative, Chairperson;
2. President's Office Coordinator of Special Events;
3. Director of Foy Student Union/Student Activities or his/her representative;
4. Director of University Relations or his/her representative;
5. One faculty member appointed by the President of Auburn University;
6. Director of Beard-Eaves - Memorial Coliseum;
7. President of the Student Government Association or his/her representative;
8. Representative of Greek Life student organizations (IFC, Panhellenic, NPHC);
9. President of the University Program Council;
10. Graduate School Council or his/her representative;
11. President of the Black Student Union or his/her representative;
12. Representative from the Office of Multi-cultural Affairs;
13. President of the International Student organization or his/her representative;
14. Advisor to the University Program Council, non-voting;
15. Treasurer of the University Program Council, non-voting.

1102.4 The Committee shall have the following duties:

1. to supervise the expenditure of funds from the University Program Council Account for events in which admission is charged. Any profit made from ticket sales to any event sponsored by the University Program Council shall be deposited in the University Program Council Account. Likewise, any loss on any concert sponsored by the University Program Council for which admission is charged shall be absorbed by the University Program Council Account. Events sponsored by the University Program Council or campus groups, for which admission is charged, shall be subject to the approval of the Social Life Committee as deemed necessary by the chairperson;
2. to approve, disapprove, or when appropriate, recommend to the President of Auburn University, requests from non-university parties for the use of Auburn University facilities in which to sponsor any entertainment event which shall be campus-wide in scope. Any request made by outside parties and approved by the University Program Council shall be presented in writing by the Coordinator of the University Program Council and shall specify: the name of the proposed activity; date, time, and place of event; proposed ticket prices; terms of contract to include division of profits or liability for loss; and other information which the Committee needs in order to make a decision;
3. to establish and review as necessary policies for use of Auburn University facilities for entertainment events which shall be campus-wide in scope. Such policies shall be in keeping with Auburn University

- regulations, state laws, and specific building regulations. Rules and regulations for use of facilities shall be available in the Foy Student Union Building Office or the University Program Council Office. Reservations for use shall be made in the above offices;
4. to insure that entertainment events sponsored in Auburn University facilities are arranged through the proper office in accordance with the following requirements:
 - a. all requests for chartered student organizations or officially recognized Auburn University organizations to hold campus-wide entertainment events or dances in any Auburn University facility must receive majority approval of the University Program Council. Such request shall be made in writing to the Coordinator of the University Program Council, who shall call a meeting of the University Program Council Executive Council at the earliest possible time, but within two weeks of any school semester;
 - b. events with amplified sound outside shall be permitted Monday through Friday 7:00 p.m. to 12:00 midnight, Saturday 11:00 a.m. to 12:00 midnight, and Sunday 1:00 p.m. to 9:00 p.m.
 - c. events with amplified sound may be sponsored only by a chartered student organization or officially recognized university organization, provided the date and activity are approved through the University Program Council and provided the student organization can give evidence to the Office of the Dean of Students of ability to manage the event, according to the following requirements:
 - i. sponsor will consult with the Chief or Captain of Operations of the Auburn University Police Department concerning the use of Auburn University Police Officers as security; sponsor will provide the necessary fee for a determined number of Auburn University Police Officers to be present;
 - ii. sponsor will present evidence of sufficient personnel to provide internal control and security to adhere to campus and state rules and regulations;
 - iii. sponsor will maintain responsible volume levels;
 - iv. sponsor will be charged for maintenance and clean up or shall pay the Auburn University Physical Plant for actual cost of cleaning;
 - v. sponsor will be charged for any damages to the facility or equipment unless individual responsibility can be determined;
 - vi. sponsor will make arrangements for any necessary chairs, tables, or public address systems and will pay all expenses for such equipment;
 - d. donations may be taken or admission charged by chartered student organizations or officially recognized agencies in accordance with the Campus Solicitation Law;
 - e. appeal of refusal of request or for modification of any provisions for entertainment shall be made to the Student Social Life Committee, through the chairperson within ten days of the University Program Council decision on the event;
 - f. any non-university organizations wishing to sponsor an entertainment event on campus must receive approval from the President of Auburn University and meet all requirements herein contained;
 - g. failure to abide by these regulations will prevent the organization from being able to use the aforementioned facilities as stated in 1102.4 for a period of time to be determined by the Student Social Life Committee;
 5. enact and revise all Auburn University Social Regulations;
 6. hear violations of social regulations committed by student organizations. (This clause does not apply to fraternities or sororities which are responsible to the Inter-fraternity Council, Panhellenic, or the Committee on Fraternities and Sororities.)
 7. to meet once a month to evaluate the University Program Council's previous month's programming and budget and to approve the upcoming programming and proposed budget.

1102.5 All amendments to the bylaws of the University Program Council shall be subject to the majority approval of the Social Life Committee.

1102.6 Meetings of this committee shall be held at the request of the Coordinator of the University Program Council, at the call of the chairperson, at the request of at least three members of the Committee, or at such other times as may be necessary to perform the duties of the Committee.

CHAPTER 1103 - Charter of the Recreational Services Committee

1103.1 The name of this committee shall be the Recreational Services Committee.

1103.2 The Committee shall have the following duties:

1. to acquire and maintain an accurate account of the various recreational services available to the students, faculty, and staff;
2. to make recommendations concerning existing and future needs relevant to the recreational offering;
3. to formulate suggestions concerning policies and procedures for all recreational services conducted by and/or in conjunction with Auburn University;
4. to assist with the coordination and cooperation between the various entities providing campus recreation in order to assure optimum benefits to the campus population;
5. to assist with communication efforts to assure that students, faculty, and staff are aware of the recreational services available;

6. to assist the professional recreational staff in any manner feasible to assure continued growth and strengthening of recreational services to meet the needs of the campus population;

1103.3 The Committee shall be composed of the following:

1. Dean of Students or his/her representative;
2. Director of Recreational Services, non-voting *ex officio*;
3. Chairperson of the Campus Concessions Board or his/her representative;
4. A member of the Student Senate who is not a member of the Senate Budget and Finance Committee, elected by the student Senate.
5. Four at-large student members, two of whom must be Graduate Students, appointed by the President of the Student Government Association with concurrence of the Student Senate;
6. Three faculty or staff members appointed by the President of Auburn University.

1103.4 Committee Operating Procedure

1103.4.1 No voting member of this committee may be an employee of the Department of Recreational Services.

1103.4.2 All student members must have participated in intramural sports.

1103.4.3 The Director of Recreational Services shall serve as the Secretary of the Committee.

1103.4.4 Faculty and staff members shall be appointed for three years staggered terms following standard University committee-appointment procedures. Each year one of the returning faculty or staff members shall be appointed Chairperson by the President of Auburn University.

1103.4.5 Regular meetings of the Committee shall have at least 48 hours notice and shall be held at least once a semester. Meetings shall be held at the request of the Chairperson, Director of Recreational Services, or at the request of three members of the Committee members.

1103.4.6 The presence of six Committee members shall constitute a quorum.

CHAPTER 1104 - Charter of The Alpha Phi Omega Student Book Exchange

1104.1 The name of this book exchange shall be the Alpha Phi Omega Student Book Exchange, or abbreviated BX.

1104.2 The management of the BX shall be under the supervision of the BX Board, subject to the approval of the Student Senate. The BX Board shall appoint or remove a Book Exchange Vice President for the BX from among the membership of Alpha Phi Omega. Any additional labor shall be from the members of Alpha Phi Omega.

1104.3 The membership of the BX Board shall consist of:

1. the President of Alpha Phi Omega;
2. past Book Exchange Vice Presidents of Alpha Phi Omega;
3. the Dean of Students or an appointed representative;
4. a representative appointed by the President of the Student Government Association with concurrence of the Student Senate.

1104.4 The BX shall be open a minimum of four days at the end of each semester and a minimum of four days at the beginning of each semester. The exchange may be kept open longer at the discretion of the Book Exchange Vice President.

1104.5 Students shall set the price for their own books, except when a book is part of a special program as determined by the current Book Exchange Vice President.

1104.6 The BX shall occupy space furnished by the Student Government Association.

1104.7 In as much as the purpose of the BX is to allow students to buy and sell books in the most economical manner, the percentage retained by the BX may be lowered or raised by the BX Board whenever feasible, provided that at no time may the processing fee exceed 15%. All excess revenue from the Student Book Exchange shall be retained by Alpha Phi Omega for charity and service projects as appropriated by the Service Vice President of Alpha Phi Omega.

CHAPTER 1105 - Foy Student Union Board

1105.1 The Board shall have the following duties:

1. to be responsible for making recommendations to the President of Auburn University for building services, space allocations and long-range planning related to Foy Student Union;

1105.2 The Board shall be composed of:

1. Dean of Students, Chair;
2. Coordinator, Foy Union Building Operations and Services, Secretary;
3. President of the Student Government Association or his/her representative;
4. Coordinator of University Program Council or his/her representative;
5. Graduate Student Council President or his/her representative;
6. Vice President for Business and Finance or his/her representative;
7. Faculty member to be appointed by the President of Auburn University;
8. Representative from the Center for Diversity and Race Relations;
9. Two students recommended by the President of the Student Government Association with concurrence of the Student Senate;
10. One student representative from among the leaders of the student media, appointed by the Board of Communication;
11. One student representative appointed by the Greek Life Office.

1105.3 The Board shall have no financial or managerial responsibilities for the building.

1105.4 All actions of this Board must be approved by the President of Auburn University.

CHAPTER 1106 - Student Activity Committee

1106.1 Purpose

The purpose of the Student Activity Committee shall be to supervise the management practices of those activity fee projects which are not otherwise governed by duly established boards or committees, in an effort to serve the best interests of both Auburn University and its student body.

1106.2 **Membership**

Membership shall be composed of:

1. Dean of Students or his/her representative, chairperson;
2. Vice President of the Student Government Association;
3. an SGA Senator, who is not a member of the Budget and Finance Committee, elected by the SGA Senate;
4. three faculty members;
5. three undergraduate students at-large;
6. SGA Treasurer, non-voting ex officio;
7. one graduate student appointed by the President of the Student Government Association with the concurrence of the Student Senate.

1106.3 Duties

The committee shall have the following duties:

1. to insure compliance with both SGA Code of Laws and University policies and procedures;
2. to review plans for programs and activities each semester;
3. to review each semester's expenditures;
4. to approve all budget line-item changes;
5. to review and approve all constitution and bylaw changes;
6. to recommend communication/coordination efforts with other student interest groups, programs, and/or activities on campus.

1106.4 **Meetings**

The committee shall meet at least twice per semester throughout the academic year. In addition, the Chairperson shall call special meetings of the committee as needed.

1106.5 Procedures established by the committee shall be subject to approval by a majority vote of members present.

1106.6 The presence of five voting members shall constitute a quorum.

1106.7 The chairperson shall appoint a secretary.

1106.8 The SGA Executive Council shall nominate six faculty members - defined in this context as either administrative-professional staff or teaching faculty and submit their names to the Dean of Students, who shall

recommend three nominees to the University President. The appointed faculty shall serve for three-year staggered terms.

- 1106.9** Each faculty member shall recommend two students of senior-level in good standing for a total of six nominees, who shall be submitted to the SGA President. During spring semester, the Student Senate shall select three students from among the six nominees for approval by the University President.
- 1106.10** Each project shall present its program and activity plans for the following semester at the last committee meeting each semester. The committee shall review each project's plans and make recommendations.
- 1106.11** The SGA Treasurer shall present each project's previous semester's expenditures for review at the first committee meeting each semester.
- 1106.12** Each project shall present its budget request proposal to the committee for approval at the last meeting of the fall semester. Any revisions recommended by the committee shall be made prior to Budget and Finance hearings. The chairperson shall call additional meetings of the committee to review such revisions if deemed necessary.
- 1106.13** Recommendations or actions of the committee may be appealed to the Dean of Students. Law changes will be proposed to the Student Senate.

CHAPTER 1107 - Club Sports Council

- 1107.1** The name of this council shall be the Club Sports Council
- 1107.2** The purpose of this council shall be to define, direct, and promote the Club Sports program of Auburn University; voice points of interest regarding the Club Sports teams; and, to recommend to the Director of Recreational Services the allocations of funding for the Club Sports teams of Auburn University.
- 1107.3** The Club Sports Council shall be comprised of the following:
 - 1. The Director of Club Sports as a representative of Recreational Services
 - 2. A representative from Office of the Dean of Students
 - 3. The SGA Director of Club Sports
 - 4. Two members representing the Indoor Club teams
 - 5. Two members representing the Outdoor Field teams
 - 6. Two members representing the Other Outdoor teams
 - 7. Two members representing the Club Sports Team as a whole defined by 500.7.
- 1107.4** The Club Sports Council shall have the following duties:
 - 1. To work with the Student Government Association to promote, publicize, and advise club sports teams;
 - 2. To define which sports shall be considered a club sports team;
 - 3. To facilitate communication with the appropriate channels of authority to increase their awareness of the concerns and interest of club sports teams;
 - 4. To consult with Recreational Services in matters concerning club sports facilities, regulation, and funding;
 - 5. To make preliminary written recommendations to the Office of the Dean of Students for the request allocation of Resources from Recreational Services among the club sport teams in accordance with 801.3

CHAPTER 1108 – Student Insurance Committee

- 1108.1** The name of this committee shall be the Student Government Association Student Insurance Committee.
- 1108.2** The purpose of the Committee shall be to supervise the management practices of the Student Accident and Sickness Insurance Plan, in an effort to serve the best interests of the student body and make recommendations to the administration concerning the Plan.
- 1108.3** The membership of the Committee shall be composed of:
 - 1. Dean of Students, or his/her chosen representative, Chairperson;
 - 2. one representative from the Auburn University Executive Vice President's Office, appointed by the Executive Vice President of Auburn University;
 - 3. one faculty member appointed by the President of Auburn University upon nomination by the University Senate Rules Committee;
 - 4. the Director of the Auburn University Medical Clinic, or his/her chosen representative, shall serve as an ex-officio, non-voting member;
 - 5. the Director of the Auburn University Pharmacy Center, or his/her chosen representative, shall serve as an ex-officio, non-voting member;
 - 6. one representative from Auburn University Risk Management, appointed by the Director of the Office of Risk Management;

7. the President of the Student Government Association, or his/her chosen representative;
8. the Treasurer of the Student Government Association, or his/her chosen representative;
9. the president of the Graduate School Council, or his/her chosen representative;
10. three undergraduate students, appointed by the President of the Student Government Association;
11. one representative from Auburn University Montgomery (AUM), appointed by the AUM Dean of Students will be invited to participate;
12. the President of the AUM Student Government Association or his/her chosen representative will be invited to participate;

1108.4 The Committee shall have the following duties:

1. to routinely monitor implementation of the Student Accident and Insurance Plan and make recommendations to the Administration concerning the Plan;
2. to assist in the development or Requests for Proposals as appropriate and to solicit, review, recommend and select a broker/agent to the Administration;
3. to make recommendations to the Administration for all changes/modifications including benefits and premiums in the Student Accident and Sickness Insurance Plan;
4. to receive and review quarterly and year-end reports submitted by the broker/agent responsible for the Student Accident and Sickness Insurance Plan;
5. to asses on a regular basis student-customer satisfaction with the Student Accident and Sickness Insurance Plan and make recommendation to the Administration concerning the Plan.

TITLE XII STUDENT ACADEMIC HONESTY CODE

CHAPTER 1200 - Definition

1200.1 This act shall be known as the Student Academic Honesty Code. The Student Academic Honesty Code applies to all students taking classes at Auburn University. Students in either the College of Veterinary Medicine or the School of Pharmacy, while taking classes in these schools, shall be subject to honesty codes published and distributed within each school. The following regulations are designed to support the interests of Auburn University, its students and faculty, in maintaining the honesty and integrity essential to and inherent in an academic institution.

CHAPTER 1201 - Violations

1201.1 Violations of the Student Academic Honesty Code are:

1. the possession, receipt, or use of any material or assistance not authorized in the preparation of any essay, laboratory report, examination, or class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement. The possession, receipt, or use of unauthorized material while an exam or quiz is in progress, or cheating, will be a violation of the Code;
2. knowingly giving assistance to another person in such preparation;
3. selling, giving, lending, or otherwise furnishing to any other person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor;
4. the submission of themes, essays, term papers, design projects, theses and dissertations, similar requirements or parts thereof that are not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged. Plagiarism is a violation. In starkest terms, plagiarism is stealing - using the words or ideas of another as if they were one's own. For example, if another person's complete sentence, syntax, key words, or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes;
5. altering or attempting to alter an assigned grade on any official Auburn University record. This violation may also be subject to review and action by the University Discipline Committee;
6. an instructor may delineate in advance and *in writing* other actions he or she considers a violation of the Code. For example, the teacher may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code;
7. altering or misusing a document (e.g., university forms, infirmary or doctor's excuse) for academic purposes. Associated violations may be referred by the Associate Provost for additional review and action by the University Discipline Committee;

8. knowingly submitting a paper, report, examination, or any class assignment which has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor;
9. serving as or enlisting the assistance of another as a substitute in the taking of examinations.

CHAPTER 1202 - Sanctions

1202.1 The following sanctions may be imposed for violation of the Student Academic Honesty Code by the Provost upon recommendation of the Academic Honesty Committee:

1. a grade of F in the course in which the violation occurs, with the notation "assigned for academic dishonesty" being placed on the transcript for a designated length of time, and the grade of F being reported to both the dean of the college or school in which the student is registered and the Office of the Provost;
2. a zero grade on the examination, project, paper, etc. with written notification to the dean of the college or school in which the student is registered;
3. suspension from Auburn University for a stated period of time during which the student will not be allowed to take any courses at Auburn University either in residence or by correspondence. Auburn University will not accept any credit for work earned at another institution during suspension. If the student has previously been subjected to sanctions for violations of the student academic honesty code, the minimum sanction will be suspension;
4. expulsion from Auburn University.

CHAPTER 1203 - Rights and Responsibilities of the Student

1203.1 A student has the right to a hearing for any charge of academic dishonesty. If a student desires a hearing, his/her written request must be delivered to the Provost's Office within five class days after receipt of the Provost's notification of the charge and the right to a hearing. Otherwise, the right of the student to be heard will be waived.

1203.2 The notation "assigned for academic dishonesty" will remain on the student's transcript for not less than two academic semesters in residence. Suspension for academic dishonesty shall be noted on the student's transcript for the period of suspension. After expiration of a sanction, it shall be the responsibility of the student to request removal of the sanction to the Office of the Provost after expiration of the sanction. Expulsion from Auburn University for academic dishonesty shall be permanently noted on the student's transcript. Students accused of academic misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice pending action by the committee.

CHAPTER 1204 - Academic Honesty Committee

1204.1 The Academic Honesty Committee shall have the following structure:

1. there shall be an Academic Honesty Committee appointed by the President of Auburn University. The Committee shall consist of two undergraduate students, recommended by the President of the Student Government and one graduate student appointed by the Graduate Student Organization and four faculty members. One of the faculty members shall be appointed Chairperson by the President of Auburn University;
2. the students shall be appointed for one-year terms by the President of Auburn University. The students shall be of at least junior classification and shall be recommended annually by the President of the Student Government Association with the concurrence of the Student Senate. Four undergraduates and one graduate alternate member shall be appointed through the same appointment procedure;
3. faculty members shall be appointed for three-year staggered terms by the President of Auburn University following standard University Committee appointment procedures. Three alternate faculty members shall be appointed through the same appointment procedure;
4. should a member of the Committee be involved in a violation to be heard or reviewed by the committee, that member should be *replaced by an alternate*. If the Chairperson excuses him or herself, the Provost will appoint a temporary chairperson;
5. a quorum for committee hearings will be five members, of whom three must be faculty and two students. *The Chair may form part of the quorum, but may replace a faculty member only, not a student member;*
6. Committee recommendations shall be made by a simple majority vote of the committee. *Abstentions on a vote of guilty/not guilty will be counted as votes for acquittal.* The Committee chairperson shall only vote to make or break a tie or when functioning as part of a quorum.

CHAPTER 1205 - Administrative Responsibilities

1205.1 The Administration shall have the following responsibilities:

1. the Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the provision of information for faculty, staff and students, the preparation of materials for hearings, and the maintenance of confidential files regarding violations of the Student Academic Honesty Code;

2. the Provost will be responsible for making a decision based on recommendations from the Academic Honesty Committee;
3. appeals are made directly to the President of Auburn University.

CHAPTER 1206 - Rights of the Accused Student

1206.1 A student accused of violation of the Student Academic Honesty Code has the following rights:

1. to be informed, in writing, of the charge of academic dishonesty made against him/her and of any sanctions recommended by the charging party;
2. to be informed, in writing, of the right of hearing, the procedures involved, and the names of any known witnesses;
3. the right to receive written notice of the time and place of a hearing regarding the charges at least 48 hours in advance of the hearing, if a hearing is requested by the student;
4. to present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the hearing, if a hearing is requested by the student and to examine the evidence to be submitted by the charging party during the three days prior to the hearing or review;
5. the right to have sanctions deferred until completion of the process described herein, including any appeal to the President of Auburn University;
6. the right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1207 - Rights and Responsibilities of the Faculty, Staff, and Students

1207.1 Faculty, staff, and students have the following rights and responsibilities:

1. faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly;
2. faculty, staff, and students have the responsibility to help enforce the Student Academic Honesty Code;
3. the instructor in charge of the class in which the alleged violation occurred and the person charging a violation of the Student Academic Honesty Code has the right to be informed of Committee procedures and to be present throughout the presentation of witnesses and evidence at any Committee hearing requested by the accused student;
4. the instructor of the class in which the alleged violation occurred and the person charging a violation have the right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1208 - Procedure

1208.1 The procedure for filing charges is listed as follows:

1. a faculty member, staff member or student who charges a student with a violation of the Student Academic Honesty Code shall first make a reasonable attempt to meet with the student and then shall give the student a written notice of the charge and any recommended sanctions. Such recommended sanctions shall not be construed as binding upon the committee, and may be increased or decreased. A copy of the written notice shall be forwarded to the Office of the Provost, the dean of the college or school in which the student is registered, the instructor in charge of the course in which the alleged violation occurred, and the instructor's dean and department head. The written notice of the charge and any recommended sanctions shall be sent to the student within fifteen working days after detection of the alleged violation;
2. a person other than the instructor in charge of the course in which the alleged violation occurred, and who is charging a student with a violation of the Student Academic Honesty Code, would normally consult with that instructor, but is not required to do so.

1208.2 The procedure for processing charges is listed as follows:

1. when the Office of the Provost receives written notice of the alleged violation of the Student Academic Honesty Code, that Office shall give written notice to the charged student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the student's right of hearing, the procedures involved, and the names of known witnesses. This Office shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures;
2. if the charged student desires a hearing, his/her written request for a hearing must be delivered to the Office of the Provost within five working days after receipt of notice of right of hearing. This request should include any response the student wishes to make to the charges, as well as the names of known witnesses. The Office of the Provost shall send a copy of the request for a hearing and the response of the student to both the charging party and the other persons who received a copy of the charge;
3. the Office of the Provost shall refer all cases to the Committee. If the charged student fails to request a hearing within the time allowed, the Committee will consider the case based on the evidence available and will submit its findings and recommendations to the Provost. If a hearing is requested by the accused student, a date shall be set for a hearing, and the parties shall be notified by the Committee of the time, date, and place no less than ten working days between the date of notification and the date of the hearing, unless there is mutual agreement between the student and the Committee to schedule the hearing at an earlier date;

4. if the student, after requesting a hearing and receiving written notification of the hearing date, fails to attend the hearing without good cause as determined by the Committee, or if the student has made it impossible to deliver the notification of hearing despite diligent efforts, the Committee's recommendation shall be based on the evidence available;
5. the Committee shall make every effort to hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course. If the Committee deems that suspension is warranted, the suspension will begin the semester immediately following the semester in which the sanction was determined, unless the Committee recommends otherwise and the Associate Provost concurs;
6. in the case of a student who has, or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed;
7. expulsion shall become effective on the date of the student's notification of the final action.

1208.3 The procedure for the hearings is listed as follows:

1. each party shall have the right to present witnesses and evidence at a hearing and to be present during the presentation of other witnesses and evidence;
2. each party shall arrange for the attendance of their own witnesses. The Office of the Provost shall assist in securing the attendance of witnesses, if a written request for assistance is made to that office a reasonable time in advance of the hearing date. When either party requests that additional witnesses be present, the Committee may, after determining good cause, defer the hearing until such time that the witnesses may appear and be questioned;
3. the Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information. A witness who feels a need to be excused should, in advance of the hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the Committee;
4. when a witness fails or refuses to appear, the Committee shall decide whether or not to proceed on the basis of other evidence available. If the decision is in favor of proceeding, the Committee shall disregard the challenged portions of any written statements that may have been made by the absent witness;
5. the charged student is encouraged to give a statement and to cooperate with the Committee in processing his/her case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence;
6. a student's prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt. However, the prior record must be considered by the Committee in determining the appropriate sanctions;
7. the burden of proof rests with the charging party and shall be satisfied by any clear and convincing evidence in the record considered as a whole;
8. the hearing shall be recorded by tape recorder or other mechanical means, and a copy shall be made available to each party upon request. Committee deliberations shall not be mechanically recorded; the Committee shall conduct its deliberation in close and confidential session and shall submit findings and recommendations to the Provost.

1208.4 The procedure for any action taken against the student is as follows:

1. the Provost shall receive and consider the report of the Committee, and shall determine the action to be taken when the decision of the Provost differs from the Committee's recommendation, the Committee chair shall be consulted before the charged student is officially notified;
2. if, after the Committee hearing, additional evidence not presented in the hearing which could affect the decision of the Provost comes to his/her attention, the Provost shall return the case to the Academic Honesty Committee for consideration of additional evidence;
3. the Provost shall notify the charged student in writing of findings and sanctions to be imposed. Copies shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor, and the person who initiated the action. The Registrar shall be notified in writing by the Office of the Provost when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Probation shall be monitored by the dean of the college or school in which the student is registered or to which he or she transfers, with the assistance of the Office of the Provost. No action shall be taken by any of the parties above for five class days after notification of the decision by the Provost or the completion of any appeal to the President of Auburn University, whichever is later;
4. when the period of a sanction has expired, the student shall be responsible for requesting in writing for the removal of notation of sanction from his/her record;
5. a student returning after completion of a suspension shall follow the same procedure for registration as any other returning student;
6. if the course ends before final action has been taken, the instructor shall assign the student a grade of incomplete.

1208.5 Upon notification of action, either party may appeal to the President of Auburn University. The appeal must be made in writing within five class days after receipt of notification of the action of the Provost and must include a full statement of asserted facts and argument concerning the appeal. The appealing party shall send a copy of the appeal to the Office of the Provost, which shall send a notice of the appeal to all parties who received notice

of findings and sanctions. The party which is not appealing may submit a written response within five working days of receipt of the appeal. Prior to any change in the sanctions, the President of Auburn University shall confer with the Provost and the Academic Honesty Committee. He/She shall then respond in writing to the appealing party. Notice of the action shall be sent to the parties that received notice of the appeal. The President of Auburn University's decision shall constitute the final action of Auburn University.

- 1208.6** Records of proceedings of Academic Honesty cases shall be considered confidential and shall be filed in the Office of the Provost for a period of six years following the hearing of the case. Access to these records shall be limited as indicated by applicable law and Auburn University policy concerning student records as outlined in the *Auburn University Bulletin* and *Tiger Cub*.

TITLE XIII Auxiliary Groups

CHAPTER 1300 - Selection of Auburn University Co-ed Cheerleading Squad

- 1300.1** Tryouts for Auburn University Cheerleader and Mic-Person shall be arranged by the Athletic Department. The tryouts shall be held during the spring semester. It shall be the duty of the Athletic Department to see that tryouts are given adequate advance publicity which must include publication of dates and times of tryouts in at least two editions of *The Auburn Plainsman*, and that a complete list of cheerleader and mic-person requirements is published and distributed at clinic.
- 1300.2** A student must be enrolled at Auburn University as a full-time student and have completed at least one semester at Auburn University to become a candidate for cheerleader. A student must also have at least a 2.0 overall grade point average at Auburn University or at least a 2.5 grade point average achieved for the previous semester at Auburn University to become a candidate for cheerleader. It shall be the duty of each candidate to see that a statement of his or her grade point average, which will be validated by the respective dean's office, is submitted to the Athletic Department at least one week prior to the announced beginning date of tryouts.
- 1300.3** The Cheerleader/Mic-Person Selection Committee, upon approval of Dean of Students, in consultation with the Director of Athletics, shall be composed of:
1. Representative of the Athletic Department
 2. Faculty/Staff representative appointed by the Office of the Dean of Students
 3. Universal Cheerleaders Association (UCA) Cheerleader Representative
 4. Student Government Association President
 5. Outgoing Head Cheerleader
 6. Former Cheerleader at least 5 years Removed
 7. Cheerleading Expert (UCA, Former Cheerleader, or Collegiate)
- 1300.4** It shall be the responsibility of the Cheerleader/Mic-Person Selection Committee to select the most qualified students to be Cheerleaders and Mic-Person. The committee shall use the following guidelines:
1. The total number of cheerleaders shall consist of ten men and ten women, with a Mic-Person comprising the 21 members of the squad. The Mic-Person is subject to the criteria contained in 1300.5.
 2. Those students who have served as cheerleaders the previous year and who wish to be candidates for cheerleader again are required to enter tryouts. However, in the event that a cheerleader is placed on medical exemption (injury or illness) by the athletic physician, the cheerleader shall be exempt from physical tryouts, but not the interview.
 3. Once selected, he or she will only have four years of eligibility.
 4. The cheerleading season shall be defined as the time period beginning immediately after spring semester selections and continuing through spring semester selections the following year, which includes football, men's basketball, women's basketball, and any community service appearances.
- 1300.5** Tryouts for Mic-Person will be held in conjunction with Cheerleader tryouts. Candidates wishing to be considered for the Mic-Person must meet all classification and academic requirements specified for any cheerleader in the Student Government Association Code of Laws. Candidates shall agree in writing to the same set of rules outlined in 1300.10.
- 1300.6** The cheerleaders shall be selected from those students trying out through a technical competition followed by an interview process. The Cheerleader/Mic-Person Selection Committee shall first name semi-finalist from the technical competition (a total no less than one and one-half times the number of cheerleaders to be selected and nor more than two times the number of cheerleaders to be selected). The semi-finalists for Mic-Person shall not exceed eight. The final cheerleading squad shall then be selected by interview with the Cheerleader/Mic-Person Selection Committee from these semi-finalists.
- 1300.7** The Director of Spirit shall designate a standard tryout uniform to be worn by the candidates, and all candidates shall be required to wear an assigned number while trying out.
- 1300.8** The requirements for both male and female candidates will be available via the cheerleading website following the interest meeting.

- 1300.10** The Chairman of the Cheerleader/Mic-Person Selection Committee shall create standardized evaluation forms to be used during the technical competition and interview selection process. During the technical competition and interview selection process, judges' scores shall be submitted to an auditor(s) who along with the Chairman of the Cheerleader/Mic-Person Selection Committee shall determine the natural break in scores. Auditor(s) must be at least one, but no more than two Student Affairs Professionals or Athletic Department Professionals, who serve as auditor(s) or a runner throughout the entire technical competition and interview process. Names shall not be disclosed to the judges during any portion of the technical competition. Any discussion among judges throughout the technical competition should be limited to discussion of technical skills only. No discussion shall be held following the submission of the final interview scores.
- 1300.11** The Head Cheerleader or Co-Head Cheerleaders will be selected prior to tryouts by an application and interview process. The Head Cheerleader or Co-Head Cheerleaders must have served at least one year as an Auburn University Cheerleader.
- 1300.12** The selected cheerleaders shall agree in writing to a uniform set of rules and regulations for the administration and operation of the squad. This set of rules and regulations must be approved by the Cheerleader Coordinator.
- 1300.13** In the event of a breach of the rules set forth by 1300.10 by any member of the squad, the Cheerleader Coordinator shall have the authority to take appropriate disciplinary action. This decision may be appealed to the Cheerleader Disciplinary Committee, which shall consist of the SGA Director of Spirit, Dean of Students, and the Athletic Director.
- 1300.14** An Auburn University Faculty/Staff person shall be chosen as the Cheerleader Advisor. This Advisor shall be approved by a 2/3 vote of the membership of the Cheerleaders. The term of the advisor shall be one year. The Advisor may succeed himself/herself if approved by a 2/3 vote of the membership of the Cheerleaders. The Cheerleader Coordinator is an employed university staff member of the Auburn University Athletic Department.

CHAPTER 1301 - Selection of the Auburn University Mascot

- 1301.1** Tryouts for mascot shall be arranged by the Director of Aubie. The tryouts shall be held at such a time and arranged in such a manner that the final selections will be made by the end of spring semester. It shall be the duty of the Director of Aubie to see that tryouts are given adequate advance publicity, which must include publication of dates and times of the clinic and tryouts in at least two editions of The Auburn Plainsman, and that a complete list of mascot requirements, outlined by the Director of Aubie and approved by the Aubie Advisor, is published, distributed, and enforced. During the orientation session, everyone trying out for mascot shall be given a set of rules which the people chosen for mascot must follow.
- 1301.2** Students must be undergraduates and have at least a 2.0 overall grade point average at Auburn University or at least 2.5 grade point average achieved for the previous semester at Auburn University to become a candidate for mascot. It shall be the duty of each candidate to see that a statement of his/her grade point average, which shall be validated by the respective dean's office, is turned into the Director of Spirit on the first day of the mascot clinic.
- 1301.3** Upon selection as mascot, a mascot may not make below a 2.0 cumulative grade point average any one semester in the same mascot year (spring, summer, and fall) in order to stay as mascot. All mascots must be full time students as defined by the Auburn University catalog for fall and spring semesters of the mascot year.
- 1301.4** The Mascot Selection Committee shall be composed of:
1. Dean of Students or representative, Chairperson;
 2. Head Cheerleader or Co-Head Cheerleader as approved by a majority vote of the cheerleaders for that purpose;
 3. a student appointed by the Dean of Students;
 4. a faculty member of the Theater Department;
 5. the current Head Aubie. In the event that the Head Aubie is trying out again, the Director of Aubie shall choose one of the remaining Aubies to replace the Head Aubie. If all three Aubies are trying out again, the Director of Aubie shall choose a former Aubie still enrolled at Auburn to serve on this committee;
 6. a past Aubie, at least five years removed and not currently enrolled at Auburn University;
 7. Vice President for Alumni, Development and University Relations, or representative;
 8. a representative from Athletic Marketing, non-student.
- 1301.5** It shall be the responsibility of the Mascot Selection Committee to select the most qualified students to fill the position of "Aubie" at Auburn University. The Committee shall also name the Head Aubie. The three chosen mascots shall work together to fulfill all the responsibilities required of the mascot. The Committee shall use the following criteria when selecting the new mascots:
1. the students who served as mascots the previous year are eligible to serve as Mascot the following year, with a maximum of two years of service;

2. any student who has served as Director of Aubie at any time during the preceding years is ineligible to try out for mascot;
3. the students chosen as Mascots shall be required to reside in Auburn during the summer term immediately following selection.

1301.6 In the event that one of the Aubies cannot perform his/her duties, the replacement will be selected from the remaining finalists by a committee composed of the Director of Aubie, the Aubie Advisor, and an SGA Advisor. This Committee may choose not to select a replacement if the remaining finalists are not of adequate quality. This committee shall have the final authority in governing the matters involving the mascots. It shall be up to a 2/3 vote by the three friends of Aubie, the Aubie Advisor, the Director of Aubie, and the SGA Advisor to determine whether the Friend of Aubie in question can/cannot perform his/her duties.

1301.7 There shall be no more than eight candidates selected for the interview, from which the selection committee will choose three mascots.

1301.8 Aubie Committee

1301.8.1 The Aubie Committee shall be composed of:

1. Dean of Students or representative, Chairperson;
2. Director of Aubie, nonvoting member;
3. the current Aubies having one vote collectively;
4. Faculty Advisor;
5. a former Aubie;
6. President of the Student Government Association or representative;
7. an alumni representative, nonvoting member.
8. an athletic department representative.

1301.8.2 The Aubie Committee shall be responsible for developing and maintaining the policies of the mascot. These policies must be approved by a 2/3 vote of the Aubie Committee. The mascots shall agree in writing to these rules and regulations.

A Chartered student organization can apply for Organizations Fund monies by completing the application available to them through the Student Organizations Office. Completed applications must be turned in to the Student Organizations Office no later than one week prior to a scheduled Organizations Board meeting. The Student Organizations Office will contact the student organization requesting funds to set-up an appointment with the Board. The Organizations Board shall review the material and will then submit a recommendation to the Student Senate regarding the request. A vote of two-thirds of the membership of the Student Senate shall be necessary for approval.

TITLE XIV

Student Activity Projects

CHAPTER 1400 - Mission Statements of Student Activity Projects

1400.1 WEGL/Campus Radio Station - The campus radio station's purpose is to provide the University Community with diverse radio programming to appeal to a wide range of interests.

1400.2 The Glomerata - The Glomerata is the Auburn University yearbook published during spring semester each year. Its objectives are to present an accurate collection of articles, pictures, and names of persons involved in activities or organizations recognized by the University, to especially recognize seniors and all other students selected for honors, titles, and other achievements contributing to the University, and to provide journalistic experience for any Auburn University student wishing to become involved with publication.

1400.3 The Auburn Circle - The Auburn Circle is a literary magazine published once each semester and serves as a forum for the artists, writers, and photographers within the community of Auburn University.

1400.4 Tiger Cub - The Tiger Cub is the official handbook of Auburn University and is published in June of each year. Its primary purpose is to provide information on the University's services, policies, and regulations; the Student Government Association Constitution and Code of Laws; the University Program Council's Constitution and Bylaws; and information on each of the chartered organizations on campus.

1400.5 Impact - The mission of Impact is "to serve the Auburn Community by being a resource for students who wish to volunteer, promoting volunteerism on Auburn campus, and strengthening ties between the campus and the community."

1400.6 The Black Student Union - The purpose of the Black Student Union is to establish and strengthen bonds of friendship among the members of the African-American race, and individuals interested in the African-American culture who are living in the Auburn Community. Also, the Black Student Union will promote social movements and affairs related to the African-American culture, provide public services among its members, and stimulate social activities and communication between its members.

1400.7 The International Student Organization - The purpose of the International Student Organization is to establish and strengthen bonds of friendship among the International Students enrolled in Auburn University and individuals interested in the culture of International Students who are living in the Auburn Community. Also, the International Student Organization will promote social movements and affairs related to International Students' culture, provide public services among its members, and stimulate social activities and communication between its members.

1400.8 University Program Council - see the following

1400.9 The purpose of Eagle Eye News is to provide a quality news magazine show to Auburn University and its surrounding community, while giving students the opportunity to gain practical hands-on experience in the field of television. Eagle Eye focuses on teaching valuable skills and learning the intricate aspects of television that cannot be found in the classroom, while preparing its members for successful careers in television after graduation.