

CHAPTER 1. STUDENT GOVERNMENT GENERALLY.

[This Chapter reserved for future codification purposes.]

CHAPTER 2. EXECUTIVE BRANCH.

Article 1. Executive branch generally.

Section 1. Student Body President.

- (a) The President shall have all powers and duties as specified in the Constitution.
- (b) Anything the President may do by simple declaration, they may do by executive order. Executive orders shall be considered formal, written documents containing orders based upon presidential powers. All Executive orders shall be public upon their promulgation and shall be numbered and archived.
- (c) The President may veto any legislation submitted to him or her by the Vice President within ten calendar days of the date of receipt. The veto shall be made a matter of public record immediately upon its receipt by the Vice President. Any legislation not vetoed shall be considered enacted ten calendar days after the date of receipt by the President.

Section 2. Student Body Vice President.

The Vice President shall have all the powers and duties as specified in the Constitution.

Section 3. Executive divisions.

- (a) Divisions are parts of the Executive branch empowered by statute or executive order to accomplish certain duties.
- (b) Each division shall be headed by Director. These positions shall be defined by statute or executive order.
- (c) Directors may appoint assistants with the concurrence of the President. These positions shall be defined by the appointing official.

Section 4. Monthly report.

Each Director shall be responsible for the production of a monthly report detailing the activities of their division, including objectives and timelines.

Section 5. Oversight.

The Student Assembly shall have general oversight of the Executive branch.

Article 2. Executive board.

Section 1. Powers and Duties.

The Board shall have such powers and duties as are specified in the Constitution.

Section 2. Membership.

The members of the Board shall be:

- (1) The Student Body President;
- (2) The Student Body Vice President;
- (3) The Director of Events and Activities;
- (4) The Director of Communications;
- (5) The Director of Outreach;
- (6) The Executive Manager; and
- (7) The Advisor to Student Government, *ex officio* non-voting.

Section 3. Officers.

The Board shall have the following officers, who shall have the powers and duties typical of their respective offices:

- (1) The Student Body President shall serve as chairman.
- (2) The Student Body Vice President shall serve as vice chairman.
- (3) The Executive Manager shall serve as the secretary.

Section 4. Meetings.

- (a) The Board shall meet at the call of chairman, provided it meets at least twice each month while the University is in session.
- (b) Two-thirds of the members of the Board shall constitute a quorum.
- (c) Except when in conflict with the Constitution or these Statutes, *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority of the Board.

Article 3. Division of Events and Activities.

Section 1. Purpose.

The Division of Events and Activities shall promote student opinion to the Student Activities staff, and shall promote student participation in the creation and execution of campus activities.

Section 2. Director of Events and Activities.

The Director shall:

- (1) serve as the Chief Officer of the Division and ensure its purpose is faithfully executed; and
- (2) plan and execute a campus events.

Article 4. Division of Finance and Administration.

Section 1. Purpose.

The Division of Finance and Administration shall manage the administration of the Association, including finance and record-keeping.

Section 2. Executive Manager.

The Executive Manager shall be the Director of Finance and Administration, and shall:

- (1) serve as the chief officer of the division, and make sure its purpose is faithfully executed;

- (2) manage the financial operations of the Association, including receiving money and receipts;
- (3) propose an annual budget for consideration by the Student Assembly; and
- (4) annually compile the records of the Association, including minutes of the Assembly and the Executive Board, legislation, executive officer reports, and the governing documents.

Article 5. Division of Community Outreach.

Section 1. Purpose.

The Division of Community Outreach shall promote student involvement in programs for the betterment of the University or the Winston-Salem community.

Section 2. Director of Community Outreach.

The Director shall:

- (1) serve as the chief officer of the Division and ensure its purpose is faithfully executed;

- (2) serve as the coordinator for all projects and initiatives involving the Winston-Salem community, including community service and fundraising; and
- (3) communicate with other Student Governments in the local community to foster friendly and cooperative relationships; and
- (4) plan and execute community events.

Article 6. Division of Communications.

Section 1. Purpose.

The Division of Communications shall promote Student Government and its programs, and shall generally be responsible for its public affairs.

Section 2. Director of Communications.

The Director shall:

- (1) serve as the chief officer of the Division and ensure its purpose is faithfully executed; and,
- (2) be responsible for the creation and maintenance of the Association website.

CHAPTER 3. STUDENT ASSEMBLY.

Article 1. Standing Rules.

Section 1. Membership.

- (a) Pursuant to the Constitution, the membership of the Assembly shall be all students who have attended one previous meeting of the Assembly as an enrolled student. Students shall retain their membership from year to year.
- (b) The Secretary shall maintain the list of membership of the Assembly, and shall call the roll at the beginning and end of each meeting of the Assembly to establish attendance.
- (c) Members shall enjoy all the typical privileges, including debate, voting, and introduction of legislation.
- (d) Members shall be considered inactive if they miss four consecutive roll calls.
- (e) Members may reclaim their active status during any subsequent roll call.

Section 2. Meetings.

- (a) Pursuant to the Constitution, the Student Assembly shall meet at least once each month from September to May, excluding December. The Vice President shall publish a schedule of the regular meetings before the first meeting of the Assembly.
- (b) At their discretion and with at least two days' notice, the Vice President may call additional special meetings not on the published schedule.

Section 3. Order of business.

- (a) A quorum of the Student Assembly shall consist of one fourth of all active members.
- (b) After the call to order, calling the roll to establish the presence of a quorum, and approval of the minutes of the previous meeting, the order of business shall proceed as follows:
 - (1) Reports of the Executive officers;
 - (2) Reports of the officers of the Assembly;
 - (3) Comments and announcements;
 - (4) First reading of legislation;
 - (5) Second reading of legislation;
 - (6) Consideration of legislation;
 - (7) Miscellaneous business;
 - (8) Comments and announcements; and
 - (9) Adjournment and closing roll call.

Section 4. Voting.

- (a) When required by these rules, the Vice President shall cause the motion in question to be read and the question put to the Assembly.
- (b) Members may vote in favor or against, or may abstain from voting, on any question before the Assembly.
- (c) The Secretary shall record the results of every vote, and in the case of a roll call vote shall call the roll and record each member's vote.
- (d) When the question is on the adoption of legislation, votes shall be by roll call.

Section 5. Legislation generally.

- (a) The Assembly shall recognize two types of legislation, which shall be called Bills and Resolutions.
- (b) Any legislation creating or effecting a change in the Constitution or Statutes, or providing for the budgeting or appropriation of funds entrusted to the Association shall be in the form of a bill.
- (c) Any legislation advocating for a policy, or exercising a power of the Assembly, including creating or effecting a change in the Standing Rules and confirmation of officials shall be in the form of a resolution.

Section 6. Introduction and first reading of legislation.

- (a) Any member or executive officer may file legislation for introduction by submitting a copy to the Vice President in such form as he or she may require.
- (b) Legislation shall be scheduled for first reading at the first meeting more than one day after its introduction.
- (c) At the appointed time on the agenda, the Vice President shall read the legislation by title only, unless a vote of the Assembly requires a full reading.

Section 7. Second reading for certain legislation.

- (a) Bills amending the Constitution or Statutes and resolutions of impeachment shall require a second reading. After first reading, the Vice President shall schedule a second reading for these bills at the next meeting of the Assembly.
- (b) At the appointed time on the agenda, the Vice President shall read the legislation by title only, unless a vote of the Assembly requires a second reading.

Section 8. Consideration of legislation.

- (a) At the appointed time on the agenda, the Vice President shall separately state the question on the adoption of each bill or resolution that has been read before the Assembly at that meeting, or given second reading before the Assembly at that meeting if required.
- (b) After stating the question on the adoption of each bill or resolution, the Vice President shall recognize the sponsor of that legislation to explain that legislation and answer questions of the Assembly.
- (c) Following the sponsor's report, the Vice President shall open the floor for debate. When debate is exhausted or closed, the Vice President shall put the question to a vote.

Section 9. Officers of the Assembly.

- (a) The presiding officer of the Assembly shall be the Vice President, as duly elected by the student body. The Vice President shall be responsible for all duties prescribed by the Constitution and these rules, and all duties typical to the presiding officer.
- (b) The Assembly shall elect from its membership a Speaker *Pro Tempore*, who shall preside in the absence of the Vice President.
- (c) The Executive Manager shall serve as a Secretary who shall be responsible for all duties prescribed by the Constitution and these rules, and all duties typical to the secretary.

Section 10. Confirmation of appointments.

- (a) The President shall give notice to the Vice President of the intention to present an appointment for confirmation at least one day before the meeting date.
- (b) Upon receipt of intent to present an appointment from the President, the Vice President shall place the appointee, with name and position of appointment, on the agenda in the form of a resolution, which shall be calendared for first reading.

Section 11. Matters regarding these rules and parliamentary authority.

- (a) The Assembly may, by two-thirds vote, temporarily suspend these rules or any part thereof. However, no section may be suspended that derives its authority from the Constitution, another part of these Statutes, or local, state, or federal law.
- (b) The Assembly may permanently amend these rules by the adoption of a resolution to that effect.
- (c) All matters not covered by these rules shall be governed by *Robert's Rules of Order, Newly Revised*.

Article 2. Punitive powers.

Section 1. Impeachment.

- (a) The Student Assembly may, by the adoption of a resolution, remove any official of the Association.
- (b) Resolutions of impeachment shall state the charges against the official in question.

Section 2. Formal charges.

Charges may include, but are not limited to:

- (1) Poor representation or misrepresentation of the Association or the University;
- (2) Criminal proceedings against the official; and
- (3) Failure to uphold the Constitution and Statutes of the Association, or the rules and regulations of the University.

Section 3. Confrontation of charges.

Impeached officials shall be allowed to speak on resolutions of impeachment to confront the charges against them.

Section 4. Standard for removal.

Resolutions of impeachment shall require a three-fourths vote of the Assembly.

CHAPTER 4. FINANCE.

Article 1. Finance generally.

Section 1. Expenditure of funds.

The Student Body President and the Executive Manager shall have the general authority to expend funds in a manner consistent with the Constitution, Statutes, and any relevant legislation.

Section 2. Appropriate use.

The Executive Manager shall ensure that all funds are faithfully used for their intended purpose and in a manner consistent with the interests of the student body.

Section 3. Financial reporting.

The Executive Manager shall report on the financial state of the Association at each meeting of the Student Assembly.

Section 4. Unauthorized expenses.

The Executive Manager shall seek to cancel or recoup any unauthorized expenditures from Association funds.

Article 2. Budget.

Section 1. Budget generally.

- (a) The budget shall provide for all Association revenues and expenditures for any given year, and shall be binding on the Association.
- (b) The budget shall be established and amended through the legislative process of the Student Assembly.
- (c) The budgeted expenditures shall not exceed the budgeted revenues of the Association.

Section 2. Budget timeline.

The Executive Manager shall propose a budget for the next fiscal year no later than February 15th.

Section 3. Organization

- (a) The budget shall be divided into revenue and expenditures.
- (b) The expenditures division of the budget shall be divided into categories.
- (c) The basic organization of the budget shall be into line-items, a specific itemized expenditure. The budget shall specify which official has the authority to expend each line-item. If no official is specified, the President and Executive Manager shall each have authority.

Section 4. Expenditure categories.

The budget shall include, but not be limited to, the following expenditure categories:

- (1) Compensation;
- (2) Operations;
- (3) Programs and initiatives; and a
- (4) Reserve fund.

Section 5. Compensation.

- (a) This category shall include all stipends and salaries.
- (b) The following officials shall receive compensation at the specified rates:
 - (1) Student Body President: \$675.00 annually.
 - (2) Student Body Vice President: \$525.00 annually.
 - (3) Executive Manager: \$435.00 annually.
 - (4) Directors of Events and Activities, Community Outreach, and Communications: \$300.00 annually.

Section 6. Operations.

This category shall include all the operational needs of the Association, including office supplies and publicity.

Section 7. Programs and initiatives.

This category shall include all monies for the purposes of funding a specific program or initiative of the Association.

Section 8. Reserve.

This category shall include any required reserve funds.

CHAPTER 5. ELECTIONS.

Article 1. Procedures and timeline.

Section 1. Elections officer.

- (a) The Student Body President shall be generally responsible for conducting elections according to the provisions of this Chapter.
- (b) If the Student Body President is a candidate in the elections, the President shall instead appoint another individual to serve as elections officer subject to confirmation by the Student Assembly.

Section 2. General election.

- (a) There shall be a general election held each spring, during which the student body shall elect the Student Body President and Vice President.
- (b) The general election shall proceed according to the following timeline:
 - (1) Filing for candidacy shall begin twenty-one (21) days before the date of the election and end fourteen (14) days before the date of the election.
 - (2) All candidates shall attend a mandatory meeting fourteen (14) days before the date of the election.
 - (3) Candidates shall be allowed to campaign following the mandatory candidates meeting.
 - (4) Seven (7) days before the election, the elections officer shall hold a debate between all interested candidates.
 - (5) If a run-off is necessary pursuant to Article 2, Section 5 of this Chapter, it shall be held seven (7) days after the general election.

Section 3. Special elections.

Special elections shall be held as necessary and proceed according to the same timeline as general elections.

Section 4. Run-off elections.

Run-off elections shall be conducted by majority vote and be subject to the same rules and regulations as general elections.

Section 5. Mandatory candidates meeting.

The mandatory candidates meeting shall be conducted by the elections officer and shall explain the rules, regulations and procedures governing the election.

Section 6. Filing for office.

Candidates for Student Body President and Vice President shall file an intent to run form jointly declaring their candidacy, or ticket.

Section 7. Certifying candidacy.

- (a) The elections officer shall certify the candidacy of each ticket and release a list of tickets following the mandatory meeting.
- (b) Only candidates that both filed an intent to run form and attended the mandatory meeting shall be certified.

Section 8. Withdrawal from candidacy.

Candidates may withdraw their candidacy at any point before the general election.

Section 9. Officials impartial.

No Association official shall endorse or assist any candidate for office. This section should not be interpreted to prevent officials from campaigning on their own behalf.

Section 10. Matters regarding these rules.

When these rules do not provide for any matter, it shall be subject to the discretion of the elections officer how to proceed. The elections officer shall rely on past precedent, feasibility of the decision, and personal judgment to make any such decision.

Article 2. Balloting.

Section 1. Method of election.

All regular and special elections shall be conducted by Instant Runoff Vote as described in Section 4 of this Article.

Section 2. Form of ballots.

- (a) Ballots shall consist of a list of each certified ticket with an opportunity to rank each ticket in order of preference.
- (b) Ballots shall allow voters to write in one write-in ticket.

Section 3. Definitions.

A “round” is a complete set of vote allocations created in the process of determining the final allocation of votes.

Section 4. Instant Runoff Vote.

- (a) In the first round, each vote shall be allocated to the highest preference on each ballot. If no candidate has a majority of all votes cast at the end of this round, the votes will be reallocated.
- (b) Reallocation shall proceed by determining the candidate with the least number of votes as currently allocated, and then reallocating each of that

candidate’s votes to the next highest preference on each original ballot.

- (c) Reallocation shall be repeated until a candidate has a majority of all votes cast at the end of a round.
- (d) When a candidate has a majority of all votes cast at the end of a round, they shall be declared the winner.

Section 5. Resolution of ties.

In the event of a tie during the allocation of votes, the following procedures shall be attempted in sequence until the tie is resolved:

- (1) The tie shall be resolved by comparing the votes allocated to each of the tied candidates in the most recent round in which they were not tied, with the candidate with the most number of votes winning the tie.
- (2) The tie shall be resolved by lot. In the event such a resolution decides the last elimination of an election, the losing candidate may demand a run-off election be held at any point before the result is certified.

Article 3. Campaign regulations.

Section 1. Campaign conduct.

Campaigns shall generally conduct themselves in a manner that is representative of and consistent with the standards of the University.

Section 2. Expense limits.

Each ticket shall be subject to an expense limit of \$50.00. Each ticket shall retain receipts for seven (7) days after the election to verify their expenditures in the case of controversy.

Section 3. Limits on campaign advertisements.

The elections officer shall have the authority to impose limitations on campaign advertisements or strategies, provided that any limitations are announced at the mandatory candidates meeting and approved by the Executive Board.