ARTICLE I. UNDERGRADUATE HOUSE OF REPRESENTATIVES

Section 1. Definition
The Legislative Branch of the Student Government Association shall comprise of the Undergraduate House of Representatives, as defined by the Constitution of the Undergraduate Student Government Association, and shall be comprised of the elected Representatives of the Undergraduate Student Body and the officers of the House of Representatives.

Section 2. House Leadership
The standing officers of the House of Representatives, also to be known as House Leadership, shall consist of the Speaker of the House, the Speaker pro Tempore, the Secretary, the Treasurer, the Parliamentarian, the Sergeant at Arms, and the Membership Chair.

Section 3. Duties of House Leadership
A. The Speaker of the House shall
   1. Fulfill all duties specified in the Constitution;
   2. Be the chief officer of the Legislative Branch – Speaker of the House, responsible for presiding over and planning meetings, retreats, training sessions, and social functions of the Undergraduate House of Representatives, presiding over all other officers of the House and responsible for setting the general direction of the House;
   3. Be jointly responsible with the Graduate Student Government Executive Vice-President for the management and oversight of the joint bills;
   4. Produce a report to be included in the Annual Report;
   5. Appoint a Speaker Pro Tempore, Parliamentarian, Sergeant at Arms, and Membership Chair at their earliest convenience;
   6. Preserve order and decorum in debate, decide all questions of order in accordance with these Bylaws, refer all bills and resolutions to the proper committees;
   7. Order the call of the roll of members of the House should the absence of a quorum be suggested;
   8. Call and run meetings of House Leadership on a minimal biweekly basis;
   9. Establish, with the advice and consent of the House, ad hoc committees of the House, for the purpose of considering a specific issue and making recommendations to the House;
  10. Be considered an Executive Cabinet and fulfill the duties required therein at the discretion of the Executive Vice President;
  11. Consider with the Secretary and Membership Chair candidates to fill open seats in the Undergraduate House of Representatives.

B. The Speaker Pro Tempore shall
   1. Be appointed from the membership of the Undergraduate House of Representatives at the advice and consent of the Speaker;
   2. Serve as the principal advisor for House Leadership;
   3. Fulfill the duties of the Speaker of the House in their absence;
   4. Report to the Speaker of the House as a standing officer of the House and member of House
Leadership.

C. The Secretary shall
1. Be elected by the Undergraduate House of Representatives. This election shall take place in the same meeting the Speaker of the House is elected and this individual must be a Representative-elec for the following academic year;
2. Keep the roll and the minutes of meetings of the House and Advisory;
3. Record all points of order raised and their description;
4. Maintain a record of the progress of all bills presented to the House;
5. Sign and date each bill that is passed and then submit it to the President for their signature;
6. Send all appropriate bills and resolutions that have passed the House to the Secretary of the Graduate Student Senate within one calendar week of passage;
7. Retrieve, store, and research all records as requested by the Undergraduate Student Government, or appoint an archivist to fulfill this duty;
8. In any case where the House disagrees with the interpretation of the Joint Finance Committee Policy rendered by the Joint Finance Committee, the Secretary of the House shall make note of this in the minutes, including an explanation of the arguments in favor of the re-interpretation;
9. If there arises such need for the House to suspend the Joint Finance Committee Policy, the Secretary of the House shall make note of this in the minutes. The Secretary will also prepare a brief report explaining the reasons for the suspension. This report will be included in the minutes of the House as an addendum for the purposes of documentation;
10. Report to the Speaker of the House as a standing officer of the House and member of House Leadership;
11. Consider with the Speaker of the House and the Membership Chair candidates to fill open seats in the Undergraduate House of Representatives.

D. The Treasurer shall
1. Be elected by the Undergraduate House of Representatives. This election shall take place in the same meeting the Speaker of the House is elected and this individual must be a Representative-elect for the following academic year;
2. Prepare the annual budget for the Undergraduate Student Government Association;
3. Ensure a record is maintained of all Undergraduate Student Government Association financial transactions;
4. Submit a written monthly report to the House concerning the previous month’s finances at the first meeting of each month;
5. Submit an annual report to the President following the conclusion of the regular business of the Undergraduate House of Representatives;
6. Ensure that all account transfers, payments, and reimbursements of the Undergraduate Student Government Association are handled in accordance with proper procedure and policy;
7. Have general authority over the fundraising efforts of the Undergraduate Student Government Association;
8. Report to the Speaker of the House as a standing officer of the House and member of House Leadership;
9. Provide a report on all bills requesting funding from the Undergraduate Legislative Reserve.

E. The Parliamentarian shall
1. Be appointed from the membership of the Undergraduate House of Representatives at the advice and consent of the House;
2. Assist the Speaker and the House in all matters concerning Parliamentary Procedure
3. With the exception of the Speaker of the House, serve as the final authority on questions of parliamentary procedure;
4. Attend to any other duties as delegated to him/her by the Speaker related to Parliamentary
Procedure;
5. Present an overview of RONR at the beginning of each semester before the Undergraduate House of Representatives;
6. Report to the Speaker of the House as a standing officer of the House and member of House Leadership.

F. The Sergeant at Arms shall
1. Be appointed from the membership of the Undergraduate House of Representatives at the advice and consent of the House;
2. Set up the Undergraduate House of Representatives meetings prior to the meeting time;
3. Enforce disciplinary actions of the House;
4. Attend to any other duties as delegated to him/her by the Speaker to preserve order and professionalism at the Undergraduate House of Representatives Meetings;
5. Notify representatives in the event that their resignation or impeachment is necessary;
6. Assist the Secretary in the event that impeachment is necessary;
7. Present the expectations and professional communication of House Representatives;
8. Report to the Speaker of the House as a standing officer of the House and member of House Leadership.

G. The Membership Chair shall
1. Be appointed from the membership of the Undergraduate House of Representatives at the advice and consent of the House;
2. Foster a cohesive working unit within and among members of the Undergraduate House of Representatives;
3. Collaborate with the Director of Internal Affairs of the Executive Branch to create a plan for membership development across the Undergraduate Student Government Association;
4. Accept any additional responsibility for internal development seen as necessary by the Speaker of the House or by House Leadership;
5. Consider with the Speaker of the House and the Secretary candidates to fill open seats in the Undergraduate House of Representatives;
6. Report to the Speaker of the House as a member of House Leadership.

H. Each officer shall report all objectives and goals to the Undergraduate House of Representatives as needed.
I. All meetings of House Leadership shall be open to the undergraduate population of the Georgia Institute of Technology.

Section 4. Other Officers
A. The Student Organization Finance Office (SOFO) Representative shall
1. Advise the House concerning account totals and allocations from the Student Activity Fee budgeting process;
2. Advise the House on any other appropriate financial matters.

B. The Graduate Student Senate (GSS) Coordinator shall
1. Be selected by the Graduate Student Government and approved by the Speaker of the House;
2. Attend all meetings of the House and Graduate Student Senate;
3. Report to the House the events of the Graduate Student Senate meetings;

Section 5. Duties of the Representatives
A. Representatives shall
1. Attend all House meetings
   a. Any Representative who is absent from a House meeting shall submit an excuse to the Secretary no later than 48 hours after the missed meeting;
b. Any member of the Advisory who is absent from an Advisory meeting shall submit an excuse to the Secretary within one week of the missed Advisory meeting;

c. A Representative, Officer, or Advisory member missing the Undergraduate Student Government Retreat shall be assigned one (1) absence;

d. Each House member shall be absent from no more than three meetings for the fall semester and three meetings for the spring semester.

e. First consideration for any representative who fails to fulfill these attendance requirements may be grounds for impeachment.

2. Not be permitted to serve in the Executive Cabinet of the Executive Branch

3. Any Representative elected to office and also receiving a nomination from the President to join his/her Cabinet shall to give up their seat in the Undergraduate House of Representatives if he/she accepts said nomination. The open seat shall go to the runner up candidate. In the event that no such candidate exists, the seat will be considered open and shall be eligible to the student body via application process.

4. Maintain contact with their constituencies during their term of office;
   a. Representatives, with the exception of Members-at-Large, shall provide monthly updates to their constituencies regarding the status of bills and all relevant issues before the House;
   b. Representatives shall provide a minimum of 1 hour biweekly in which they are available to meet with their constituents to discuss pending legislation and upcoming issues. All office hours must be filed with the appropriate Student Government Association calendar system.

5. First consideration for any representative who fails to fulfill these requirements may be grounds for impeachment.

Section 6. Committees of the Undergraduate House of Representatives

A. Ad Hoc Committees established by the Speaker of the House shall
   1. Serve the purpose or issue for which they were founded;
   2. Have a chairman appointed by the Speaker of House upon the inception of the committee. This chairman will then report to a member of House Leadership depending on the nature of the issue of the committee. At the discretion of the Speaker of the House, all ad hoc committees pertaining to issues of finance will report to the Treasurer, pertaining to issues of campus life will report to the Speaker Pro Tempore, and pertaining to internal issues of the House or the Student Government Association report to the Secretary. At the discretion of the Speaker of the House, all members of House Leadership shall serve as ex officio members on committees that pertain to their roles.
   3. Report all objectives and goals to the Undergraduate House of Representatives as needed;
   4. Maintain exact records of all committee business on file in the Student Government Office;
   5. Submit a written semester report by the end of the semester to the Secretary and the Undergraduate House of Representatives summarizing that semester’s activities;
   6. Submit a final report to the Secretary and the Undergraduate House of Representatives within two weeks of the adjournment of the committee, which shall include all semester reports and all records of committee business. All meetings of Ad Hoc Committees of the House shall be open to the general undergraduate student population.

Section 7. Meetings of the Undergraduate House of Representatives

A. Regular meetings of the Undergraduate House of Representatives shall be held Tuesday nights at 7:30 pm during Fall and Spring Semesters unless otherwise ordered by a two-thirds vote of the House members present;
B. The first meeting of each semester shall be the second full week of classes;
C. The last meeting of each semester shall be the week before the reading period begins;
D. Prior to the adjournment of each meeting, the date, time, and place of the next meeting shall be fixed if different from above.
E. The last regular House meeting of the Spring Semester shall be known as the Annual Meeting. This meeting shall be for the purpose of receiving annual reports of all members of Executive Cabinet and committee chairs and for the installation of the newly elected Representatives;
F. The Annual Meeting shall be for the election of the new:
   a. Speaker of the House;
   b. Secretary;
   c. Treasurer;
G. Special meetings of the Undergraduate House of Representatives may be called by the President and/or Speaker of the House at any time during the regular academic semester beginning with the first day of the academic semester and extending to the last day of classes under the following limitations:
   1. Each representative shall be notified at least 48 hours prior to the meeting;
   2. Each representative shall be informed of the reason for the meeting;
   3. Business transacted at the special meeting shall be limited to that mentioned in the notification.
H. The Order of Business shall be established by the Speaker with the advice and consent of the Undergraduate House of Representatives at the first meeting of the Fall semester.

Section 8. Procedure
A. The rules contained in the most current edition of Robert’s Rules of Order shall govern the Undergraduate House of Representatives, in all cases in which they are consistent with the Constitution and Bylaws;
B. The Undergraduate House of Representatives may, by a majority vote of the membership, waive this Section of the Bylaws to consider a specific question before the Undergraduate House of Representatives, with the exception of Part G, which may be waived only by a unanimous vote of the House. Once the Bylaws have been waived, the Undergraduate House of Representatives may consider no more than one bill or slate before the Bylaws are automatically reinstated;
C. The motion to Call the Previous Question will pass with a majority vote;
D. All matters being voted upon by the Undergraduate House of Representatives shall be classified as either motions or resolutions. Any main motion or resolution to be considered by the Undergraduate House of Representatives shall be designated as a bill;
E. All bills shall be submitted and signed by all necessary parties to the online bill system by 8 AM on the Monday morning preceding the Tuesday meeting at which the bill is to be introduced for the bill to be placed in new business of the Order of Business for that meeting, with the exception of bills introduced at a special meeting of the Undergraduate House of Representatives, which shall be presented to the Secretary before the special meeting is called to order.
F. Speaking Rights
   1. Each Representative will have the right to speak twice per motion, with a limit of two minutes per speech, unless changed by a majority vote of the members present.
   2. The Student Body President, Joint Vice President of Finance, and the Joint Vice President of Campus Organizations may speak at the discretion of the Speaker, following the same limitations of line 1.
G. The following procedure shall be observed for all bills:
   1. Consideration of all bills shall be postponed for at least one meeting unless otherwise motioned and accepted by a two-thirds vote of the members present;
2. The Speaker of the House shall refer all bills to the proper committee;
3. In order to be considered, all financial bills must stipulate the fund or account from which they are to be drawn;
4. The Undergraduate House of Representatives shall not consider any financial bill until the Joint Finance Committee has reviewed the bill and provided a recommendation to the House.
5. All financial bills must adhere to the guidelines set forth in the Joint Finance Committee Policy unless policy is waived by a two-thirds vote of all members present.
6. The President may veto any bill in accordance with the procedure set forth in the Constitution.

H. Each member of the Undergraduate House of Representatives shall have one vote, except the Speaker, who shall vote only in case of a tie.
   1. The Undergraduate House of Representatives shall prohibit the use of the secret ballot, except for the election of House Leadership and representatives.
   2. A voice vote will be used on simple majority votes and all subsidiary motions unless opposed by a member of the Undergraduate House of Representatives or if a vote cannot be decided by voice vote, in which case a hand vote shall be used.
   3. All voting requiring a consensus of two-thirds of the members present will be voted on by a recorded vote.
   4. All financial bills will require a recorded vote.
   5. The Secretary shall record the exact count of a recorded vote on bills.
   6. Upon the demand of one-third of the members present, the Speaker shall order the calling of the roll upon any questions before the House and shall announce the results of the vote. Members shall vote in order of the Secretary’s roll, and shall be allowed aye, nay, or abstain.
   7. The results of the vote on each bill shall be stated immediately after the vote is taken in order that, for non-joint bills, the President be given the opportunity to veto the bill during that meeting.
   8. At each meeting, the vote of each representative on each bill shall be accurately recorded;
   9. The voting record of each representative shall be made public on the Georgia Tech Student Government Association website and updated weekly to reflect the most up to date Undergraduate House of Representatives session;
10. If the Undergraduate House of Representatives wishes to change the procedures for gathering the voting data or the methods for publicizing the collected data, it may do so with a two-thirds majority vote, after a motion is made specifying the changes to be made. The motion shall be treated as a main question.

I. Issue Meetings
   1. From time to time, the Undergraduate House of Representatives may wish to discuss, during regular meetings, pertinent issues on campus outside the bill process.
   2. The Speaker shall solicit issues from Representatives and set the Order of Business for issue meetings. This Order of Business may be amended by the Undergraduate House of Representatives by a simple majority vote.
   3. Issues shall be discussed under the title of “Special Topics,” which shall be inserted into the Order of Business prior to Old Business.
   4. Discussion of issues shall not last longer than 60 minutes, unless approved by a two-thirds vote of the House.
   5. Members of the Executive Branch may speak at the discretion of the Chair.

J. Summer
   1. Emergency legislation shall be defined as any bill, which, in the judgment of the Student Body President, must be acted upon during the Summer Semester.
2. A vote may be taken on any emergency bill by e-mailing a copy of the bill to each member of the Undergraduate House of Representatives. All of the votes are to be tallied one week after two-thirds of the representatives respond.
3. If a Bill must be considered over the Summer, it shall be considered by the Undergraduate House of Representatives members from the previous year who have not yet graduated and facilitated by the newly-elected Speaker of the House, Secretary, and Treasurer for the upcoming year.
4. During the Summer Semester, the Student Body President shall have the authority to approve allocations for student organizations from legislative appropriations up to the remainder of the ULR, but no more than $10,000.

Section 9. Student Organization Charters
A. The Undergraduate House of Representatives shall have the authority to review the constitutions of all chartered organizations, councils, governing boards, and commissions each year.
B. Any discrepancies between an organization’s activities and their constitution shall be brought before the Student Activities Committee of the Faculty Senate.
C. Authority to grant, revoke, and approve revisions to charters for all campus organizations is delegated to the Student Activities Committee and Student Engagement.
   1. The Joint Vice President of Campus Organizations or their designated representative will be a voting student member of the Student Activities Committee.

Section 10. Awards
A. The Undergraduate House of Representatives shall annually recognize members of the Georgia Tech community at a dinner, which shall be called the Annual Banquet.
B. The following awards shall be bestowed upon members of the Georgia Tech community by the consent of the majority of the House through secret ballot as selected in Executive Session:
   2. The “Dean James E. Dull” Administrator of the Year Award – awarded to an outstanding member of the Georgia Tech Administration.
   3. The “Dean George C. Griffin” Faculty of the Year Award – awarded to an outstanding member of the Georgia Tech Faculty.
   4. The “Sergeant Gary F. Beringause” Friend of the Student Award – awarded to an outstanding member of the Georgia Tech community.
   5. Student Council Member of the Year Award – awarded to the most outstanding member of the Undergraduate House of Representatives.
   6. Committee of the Year Award – awarded to the most outstanding Student Government committee, department, board, or commission.
   7. The “Georgia W. Braxton” Award – awarded to the most outstanding graduating student who has shown a career involvement within Student Government.

ARTICLE II. EXECUTIVE

Section 1. Officers
The standing officers of the Executive Cabinet shall consist of the Undergraduate Student Body President, the Executive Vice President, the Speaker of the House, the Chief of Staff, the Joint Vice President of Finance, the Joint Vice President of Campus Organizations, the Vice President of Campus Services, the Vice President of Student Life, the Vice President of Communications, the Vice President of External Affairs, the Vice President of Academic Affairs, the Joint Vice President of Information Technology, and the Vice President of Internal Affairs.
Section 2. Duties of Officers

A. All Executive Cabinet Officers shall
   1. Attend weekly Executive Cabinet meeting set by the Undergraduate Student Body President;
   2. Attend all Student Government Association retreats;
   3. Present weekly reports to the Undergraduate House of Representatives;
   4. Meet monthly with their respective Executive Committee Chairs;
   5. Abide by the expectations set by the Undergraduate Student Body President and Executive Vice President;
   6. Maintain an official record of all the reports and minutes of committees placed under their authority;
   7. Produce a report to be included in the Annual Report;
   8. Aid the President in administrative duties as necessary.

B. The Undergraduate Student Body President shall
   1. Fulfill all duties specified in the Constitution and the Bylaws;
   2. Be the chief executive of the Executive Branch—responsible for the organization and operations of the various boards and committees of the Undergraduate Student Government Association;
   3. See that an Annual Report, which shall include the President’s own report for the year, for the Undergraduate Student Government Association is published;
   4. Preside over the Advisory;
   5. Meet regularly with the Executive Cabinet;
   6. Perform all duties and responsibilities as outlined in documents superior in authority to the Constitution of the Undergraduate Student Government Association;
   7. Within Constitutional limits, write, amend, or retire Executive Orders as necessary to properly govern the operations of the Executive Branch:
      a. All newly written or modified Executive Orders are to be presented to the Undergraduate House of Representatives at their next meeting;
      b. Except for Executive Orders that are written to appoint students to standing positions or bodies, the Undergraduate House of Representatives may repeal any Executive Order by a simple majority vote;
      c. No Executive Order may be in conflict with the Bylaws or the Constitution;
      d. Executive Orders shall be valid for the duration of the President’s term in office, or until they are rescinded;
   8. Have the authority
      a. To establish and dissolve departments and committees of the Undergraduate Student Government Association with the consent of two-thirds of the membership of the Undergraduate House of Representatives;
      b. To establish by Executive Order, ad hoc committees to carry out such specific functions as he or she defines, which shall exist for the length of time necessary to carry out the charge issued by the President and submit a full report of the activities and findings to the President upon completion of the task;
      c. To appoint, by Executive Order, any number of Special Assistants;
      d. To appoint advisors to assist with the duties of the Undergraduate Student Body President;
      e. To award annually up to twenty-five (25) Presidential Honors to outstanding members and organizations of the Georgia Tech Community.

C. The Executive Vice President shall
   1. Fulfill all duties as specified in the Constitution and the Bylaws;
   2. Serve as the principal advisor to the President in administrative duties;
3. Serve as an ambassador in the President’s stead as necessary;
4. Preside over meetings of the Executive Cabinet;
5. Coordinate all efforts of the committees placed under their authority;
6. Coordinate the application process for student appointments, and maintain a record of the appointees and the position descriptions;
7. Assist the President in compiling and writing the Annual Report.

D. The Chief of Staff shall
   1. Represent the interests of the President and Executive Vice President both within and outside of the Student Government Association;
   2. Advise the President and Executive Vice President;
   3. Organize meetings, projects, and conversations with campus partners in conjunction with other members of the Executive Cabinet.

E. The Speaker of the House shall
   1. Fulfill all duties specified in the Constitution and the Bylaws;
   2. Be the chief executive of the Legislative Branch, responsible for the meetings, retreats, training sessions, and social functions of the Undergraduate House of Representatives;
   3. Be charged with fostering a cohesive working unit within the House with assistance from House Leadership and the Vice President of Internal Affairs;
   4. Be jointly responsible with the Graduate Student Government Executive Vice President for the management and oversight of joint bills;
   5. Appoint members of House Leadership, to be approved by the Undergraduate House of Representatives;
   6. Meet regularly with House Leadership;
   7. Be the authority in the Executive Branch on the interpretation of the Bylaws and Constitution of the Undergraduate Student Government Association;
   8. Be responsible for representing the opinion of the Executive Branch and Legislative Branch in all hearings of judicial bodies.

F. The Joint Vice President of Finance shall
   1. Serve as the Financial Advisor for the Undergraduate House of Representatives;
   2. Serve as Chairperson of the Joint Finance Committee.

G. The Joint Vice President of Campus Organizations shall
   1. Advise the Undergraduate House of Representatives concerning administration of campus organizations;
   2. Serve as Chairperson of the Joint Campus Organizations Board.

H. The Vice President of Campus Services shall
   1. Serve as the President’s advisor of campus services issues;
   2. Serve as Chairperson of the Campus Services Board and coordinate all the efforts of committees placed under their authority;

I. The Vice President of Student Life shall
   1. Serve as the President’s advisor of student life issues;
   2. Serve as Chairperson of the Student Life Board and coordinate all the efforts of committees placed under their authority;
   3. Receive all grievances concerning student life and channel them to the appropriate committees;

J. The Vice President of Communications shall
   1. Serve as the President’s spokesperson, and advisor on student body opinion;
   2. Serve as the Chairperson of the Communications Board and coordinate all the efforts of committees placed under their authority;
   3. Be responsible for regularly communicating the initiatives of the Student Government
Association to the student body, and for obtaining student feedback on all issues affecting student life;
4. Aid the President in communications duties as necessary.

K. The Vice President of Academic Affairs shall
1. Serve as the President’s advisor for the academic and educational environment of Georgia Tech;
2. Serve as the Chairperson of the Academic Affairs Board and coordinate all the efforts of committees placed under their authority;
3. Aid in the maintenance of the academic excellence and educational environment of Georgia Tech through advocacy to the Undergraduate Student Body President, campus administrators, and other concerned parties.

L. The Vice President of External Affairs shall
1. Serve as the President’s advisor on matters of external affairs;
2. Serve as the Chairperson of the External Affairs Board and coordinate all the efforts of the committees placed under their authority;
3. Aid in increasing Georgia Tech’s presence locally, regionally, nationally, and internationally through civic engagement, community service, and collaboration;

M. The Joint Vice President of Information Technology shall
1. Be responsible for any Information Technology initiatives, and perform necessary maintenance of the Student Government Association website;
2. Coordinate efforts to disseminate information through electronic means;

N. The Vice President of Internal Affairs shall
1. Advise the officers of the Executive Branch and the House on matters of internal interest, policy, and procedure;
2. Formulate a long-term plan for the Undergraduate Student Government Association;
3. Assist in the development of all Student Government Association members;
4. Manage all revisions to the Constitution and Bylaws, as well as all referenda for Constitutional amendments;
5. Collaborate regularly with the Faculty, Head, and Assistant Head Advisors of FreShGA to guide the organization’s programming;
6. Submit a written membership list, including membership requirements, organization of purposes, and objectives of each committee to the Undergraduate Student Body President and the House by the third Tuesday of each semester.

O. The Joint Vice President of Conference Funds shall
1. Be responsible for the approval and distribution of both the Graduate and Undergraduate Conference Funds;
2. Provide timely notice to applicants of approval or denial of submission;
3. Provide in a timely manner approval of reimbursements through the T&E System (found within TechWorks);
4. Submit updates no less than quarterly to both executive and legislative branches as to the state of the funds;
5. Communicate with SOFO to ensure fund balance is managed;
6. Be appointed by the recommendation of the Graduate Student Body President. The Graduate Student Body President shall submit a name to both legislative bodies for approval. Seeing as the majority of students using these funds will be graduates, this position is to be filled by a graduate student;
7. Be exempt from the responsibilities outlined in Section 2 Subsection A.
Section 3. Committees and Boards

A. The Campus Services Board shall be composed of the Vice President of Campus Services and all chairs of ad hoc or standing committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning campus service issues. The following standing committees shall be placed under the authority of the Vice President of Campus Services and may function solely as chairs or form committees as necessary:

1. Parking and Transportation shall ensure that the needs and interests of students pertaining to campus safety, construction, roads, transportation, and parking are conveyed to the Administration.
2. Campus Infrastructure shall ensure that the needs and interest of students pertaining to the planning of on-campus and off-campus services and buildings are conveyed to the Administration and other external entities.
3. Auxiliary Services shall convey the needs and feedback of the student body in reference to auxiliary services such as dining, retail, and bookstore services to the Director of Auxiliary Services and serve as the liaison between students and the administration.
4. Sustainability shall convey student desires regarding campus sustainability and environmental consciousness to the Administration and external entities, coordinate a sustainability policy and platform of the Campus Affairs Board committees, and facilitate communication with and between other student organizations dedicated to sustainability issues.

B. The Student Life Board shall be composed of the Vice President of Student Life and all chairs of ad-hoc or standing committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning student life issues. The following standing committees shall be placed under the authority of the Vice President of Student Life:

1. Athletics shall be responsible for representing student concerns regarding varsity athletics and campus recreation to the Administration and the Georgia Tech Athletic Association, and for coordinating available block seating for athletic events;
2. Cultural and Diversity Affairs shall seek to heighten the participation and inclusiveness of all parts of the Student Body, and to increase understanding within a diverse student population;
3. Wellness shall empower students to take control of their physical, mental, emotional, and spiritual well being, and work proactively with the Director of the Center for Community Health and Wellbeing to have a consistent definition of wellness specific to Georgia Tech’s campus.

C. The Communications Board shall be composed of the Vice President of Communications and all chairs of ad hoc or standing committees placed under their authority. It shall meet as needed for general organization and strategic planning. The following standing chair positions shall be placed under the authority of the Vice President of Communications and may function solely as chairs or form committees as necessary:

1. Graphic Design shall be responsible for all graphic design tasks for the Undergraduate Student Government Association.
2. Public Relations shall:
   a. Market the Undergraduate Student Government Association to the Georgia Tech community by publicizing its activities;
   b. Have general authority over all publications of the Undergraduate Student Government;
   c. Increase student awareness and understanding of Student Government by disseminating all official Undergraduate Student Government information to the
public.
3. **Special Events** shall coordinate annual campus-wide events hosted by the Student Government Association;
4. **Photographer** shall serve to document the activities of the Student Government Association through photography;
5. **Website Manager** shall be a member of the IT Development Board tasked with maintaining the content and functionality of the SGA Website in conjunction with the Communications Board

D. The Academic Affairs Board shall be composed of the Vice President of Academic Affairs and all chairs of standing committees or ad hoc placed under their authority. It shall meet as needed for general organization and strategic planning concerning academic and educational issues. The following standing committees shall be placed under the authority of the Vice President of Academic Affairs:

1. **Academic Support** shall coordinate with academic resources outside of the classroom on which students rely, including the registration system, tutoring and other support programs, the Library, and academic advising as needed for the initiatives of the Academic Affairs Board.
2. **Student-Faculty Development** shall be responsible for fostering a positive classroom culture and an improved student-faculty relationship by promoting better communication, respect, and mutual responsibility between students and professors.
3. **Curriculum and Institute Policies** shall represent the student body in all issues concerning the Georgia Institute of Technology’s policies concerning academics and the curriculum and will aid in the initiation, development, and refinement of such policies.
4. **Educational Enhancement** shall strive to enrich the Georgia Tech curriculum by developing educational opportunities for students beyond the classroom, such as undergraduate research, leadership development, professional experience, service-learning, and international programs.

E. The External Affairs Board shall be composed of the Vice President of External Affairs and all chairs of standing committees or ad-hoc committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning external affairs issues. The following standing committees and individuals shall be placed under the authority of the Vice President of External Affairs:

1. **Government Relations** shall be charged with representing the interests of the student body and the Institute to all governmental and regulatory bodies external to the Georgia Institute of Technology.
2. **Community Relations** shall be charged with working on initiatives to expand opportunities for Georgia Tech students to get involved in our surrounding communities.

F. The following standing committees shall be placed under the authority of the Vice President of Internal Affairs:

1. **Leadership Development** shall be charged to create leadership development opportunities for all members of the Student Government Association and to fully utilize the leadership endowment fund
2. **Alumni Relations** shall maintain all communications with Undergraduate Student Government Association alumni, and accrue funding for the Endowment Fund
3. **FreshShGA** shall be the Freshman Leadership Organization sponsored and maintained by the Undergraduate Student Government Association with the intent of developing future SGA and campus leaders.
   a. FreshShGA will follow its Constitution and coordinate with the Vice President of Internal Affairs and Faculty Advisor for all programming and activities. Any
The changes to the Constitution of FreShGA shall be agreed upon by its members and approved by the organization’s Faculty Advisor, the Vice President of Internal Affairs, and the Undergraduate House of Representatives.

G. The Information Technology Board shall be composed of the Joint Vice President of Information Technology and all chairs of standing committees or ad hoc placed under their authority. It shall meet as needed for general organization and strategic planning concerning information technology issues. The following standing committees or chair positions shall be placed under the authority of the Joint Vice President of Information Technology:

1. Development Board shall design, create, and maintain information technology systems and products to serve the larger needs of the student body and the internal needs of Student Government.

2. Website Manager shall be a member of the IT Development Board tasked with maintaining the content and functionality of the SGA Website in conjunction with the Communications Board.

H. Committees of the President:

1. Sexual Violence Advisory Board shall be challenged with creating a campus where all students, faculty, and staff are protected and supported on all matters related to sexual and domestic violence. They will ensure that both students and faculty are actively working to create a campus that is safe for all Tech students in matters relating to sexual and domestic violence.

2. Institute Wide Committee Coordinator shall coordinate the student membership of bodies external to the Student Government Association with and the advice and consent of the Undergraduate House and Executive Branch.

I. Undergraduate committees may be added, removed, changed, or consolidated at the discretion the President and Executive Vice President until the committee chair appointments are confirmed by the Undergraduate House of Representatives.

Section 4. Joint Standing Committees

A. The Joint Finance Committee shall review and recommend to the Undergraduate House of Representatives and the Graduate Student Senate the annual Student Activity Fee Budget. The Committee shall, upon review, make recommendations to the Undergraduate House of Representatives and the Graduate Student Senate concerning all financial bills and any special allocations of the Student Activity Fee.

1. The Joint Finance Committee shall have ten members;

2. The Joint Finance Committee shall be apportioned in the following manner:

   - The number of seats on the committees multiplied by the fraction of total Student Activity Fees paid by Undergraduates shall be the number of Undergraduate seats on the Committee.
   - In performing this calculation, figures of exactly one-half or higher shall be rounded up, while figures lower than one half shall be rounded down. The remaining seats shall be the number of Graduate Seats;

3. The Chairperson of the Joint Finance Committee shall hold one of the possible seats within their classification as Undergraduate or Graduate;

4. The Treasurer of the House shall hold one of the Undergraduate seats;

5. All other Undergraduate members of the Joint Finance Committee shall be appointed by the Undergraduate Student Body President with the advice and consent of the House;

6. The Joint Finance Committee shall meet within seven (7) days after a financial bill has been introduced in the House for the purpose of reviewing the bill.

B. The Joint Campus Organizations Committee shall be responsible for supporting the administration of
the chartering, review, and necessary revocation of student organizations alongside the Student Activities Committee of the Faculty Senate and Student Engagement within the Division of Student Life. The committee shall be charged with maintaining all Student Government policies concerning student organization charters, and shall serve as an initial means for resolving disputes concerning the interpretation of any student organization constitution, with the exception of the Constitutions of the Graduate and Undergraduate Student Governments.

1. The Joint Campus Organizations Committee shall have a minimum of eleven members.
2. The Joint Campus Organizations Committee shall be apportioned in the following manner:
   a. A minimum of seven (7) members shall be Undergraduate students;
   b. A minimum of three (3) members shall be Graduate students;
   c. One (1) member shall be the Vice President of Campus Organizations, who may be either an Undergraduate or a Graduate student.
3. All Undergraduate members of the Joint Campus Organizations Committee shall be appointed by the Undergraduate Student Body President with the approval of the House.
C. The Joint Information Technology Committee shall be a Joint Standing Committee of the Student Government Association.
D. The policies and procedures of all Joint Standing Committees may not be changed without the consent of a two-thirds vote of the membership of the House.

Section 5. Joint Governing Boards
A. Joint Governing Boards established by the Undergraduate House of Representatives and the Graduate Student Senate shall function as independent organizations from these bodies.
B. The chair of each Joint Governing Board shall submit a written report to the Undergraduate Student Body President each semester concerning the activities, operations, and financing of the Board.
C. The following are established Joint Governing Boards:
   1. Board of Student Publications is charged with the control of student publications that are supported directly by appropriations of the Student Activity Fee.
   2. Campus Recreation Center Governing Board is charged with the responsibility for the development, financing, and administration of Campus Recreation Center programs that serve the athletic, recreational, and social interests of the Georgia Tech community.
   3. Greek Programming Board shall
      a. Have the power to mandate and coordinate scholastic, social, and recreational activities and standards among the Georgia Tech fraternities, and Greek oversight organizations;
      b. Represent the fraternity and sorority systems at Georgia Tech to the administration, faculty, and the entire Georgia Tech community.
   4. Radio Communications Board shall be charged with the control of the Georgia Tech student FM radio station, WREK.
   5. Residence Hall Association shall provide the cultural and social atmosphere beneficial to those who reside in Georgia Tech Housing, encourage participation in extracurricular activities, assist the Housing Department in improving living conditions, and represent the interests of Georgia Tech Housing residents.
   6. Sports Club Council shall represent student interests and recommend guidelines for the efficient operation of sports clubs at Georgia Tech.
   7. Student Center Governing Board charged with the responsibility for the development, financing, and administration of Student Center programs that serve the cultural, recreational, and social interests of the Georgia Tech community.
D. One student shall be appointed, under the procedure for appointment of Joint Standing Committee Chairperson, to serve as a Governing Board Liaison to and a voting member of the Radio Communications Board for one full academic year or until they are removed or their successor
chosen.
E. The Undergraduate Student Body President shall appoint, with the advice and consent of the
Undergraduate House of Representatives, the following students to serve as Governing Board
Liaisons for one full academic year or until they are removed or their successors chosen:
1. Liaisons who shall be voting members of their respective Boards:
   a. Board of Student Publications: One (1) student;
   b. Campus Recreation Center Governing Board: One (1) student;
   c. Student Center Governing Board: Two (2) students;
2. Liaisons to other Boards:
   a. InterFraternity Council: One (1) student;
   b. Panhellenic Council: One (1) student;
   c. Residence Hall Association: One (1) student;
   d. Sports Club Council: One (1) student;
3. Students appointed as Governing Board Liaisons are expected to foster communications between
Undergraduate Student Government Association and their respective Boards by keeping both
groups updated on the others’ important activities and announcements.
F. Additional Joint Governing Boards established by the House shall be included in these Bylaws.

Section 6. Institute Wide Committees and External Bodies
A. Any student shall be eligible for membership on a body external to the Student Government
Association provided he or she meets the requirement for student membership on the committee as
specified in the Statutes of the Georgia Institute of Technology.
B. The Institute Wide Committee Policy Coordinator shall, in accordance with the Statutes of the
Georgia Institute of Technology, appoint all undergraduate representatives to bodies external to the
Student Government Association.
C. The Institute Wide Committees Governing Policy enumerates the activities and responsibilities of
the standing members of the IWC and their appropriate appointment proceedings.
   1. The Institute Wide Committees Governing Policy shall specify the structure, regulations and
   policies for the Institute Wide Committees.
   2. The Institute Wide Committees Governing Policy shall be included in the Bylaws as an
   addendum under Article II, Section 3, E, subsection 3.
   3. Any changes to the Institute Wide Committee Governing Policy shall be submitted to the
   Undergraduate House of Representatives and considered as an undergraduate bill for
   approval before becoming effective as outlined by the Institute Wide Committees Governing
   Policy.
D. First consideration for any student member of a judicial body external to the Student Government
who neglects their duties, is convicted of a violation of the Student Conduct Code, or is accused of
action which is detrimental to the interests of the Student Body, shall be grounds for impeachment. If
impeachment charges are brought against said official, a hearing shall be held by the Undergraduate
House of Representatives. The Executive Vice President shall chair the hearing proceedings, and a
three-fourths vote of the entire Undergraduate House of Representatives shall be necessary to
remove said official from office. This paragraph shall apply to the following judicial bodies:
   1. Student Grievances and Appeals Committee of the Academic Faculty;
   2. Student Honor Committee of the Academic Faculty;
   3. Intellectual Property Committee of the Administration;
   4. Parking Appeals Board.

ARTICLE III. JUDICIARY
Section 1. Selection of Undergraduate Justices
A. A list of suggested Justices will be forwarded to the Undergraduate Student Body President based on the recommendations of the Justices of the Undergraduate Judiciary Cabinet, otherwise referred to as the Student Conduct Panel in the Georgia Tech Student Code of Conduct. The Undergraduate President will assist in the formation of this list.

B. All Justices must be approved by the Undergraduate House of Representatives before judging a case.

C. A bill for approving the new Justices must be presented to the Undergraduate House of Representatives at least three weeks prior to the last meeting during any semester in which selections take place.

D. A selection for Chief Justice of the Undergraduate Judiciary Cabinet will also be formulated by the Justices of the Undergraduate Judiciary Cabinet and approved by the Undergraduate House of Representatives by a majority vote.

1. In the case that impeachment charges are brought against the Chief Justice of the Undergraduate Judiciary Cabinet, and the Chief Justice is successfully impeached, the remaining Justices of the Undergraduate Judiciary Cabinet shall vote and propose a Justice to assume the position of Chief Justice of the Undergraduate Judiciary Cabinet, and shall be confirmed by the President of the Undergraduate Student Government Association.

Section 2. Code of Ethics

A. A Justice's official behavior should be beyond reproach and free from impropriety. No case or pending case before any court should be mentioned, commented upon, or discussed in any manner by any Justice (or by anyone under their direction or authority) except when the court itself is sitting to consider the case.

B. A Justice should only judge a case or pending case when sitting as a member of a court to hear and consider the case.

C. A Justice should be fair and just, and should not be swayed by partisan demands, public outcry or consideration of a person's popularity.

D. A Justice shall recuse himself or herself from a case which might justify the inference that a party could improperly influence him or her to unduly rule in that party’s favor.

E. A judiciary body may give an advisory opinion, at its sole discretion, on issues not before any other judicial body. Such opinions should not be binding on the party making the request.

F. Proceedings of the courts by the Undergraduate Judiciary Cabinet should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.

G. Any justice who is accused of any action that is detrimental to the Student Body must be reported to the Undergraduate House of Representatives.

H. No Justice participating as a candidate or member of a campaign team may hear or discuss any cases or matters involving the Elections Code.

I. Justices who wish to run for an elected position within SGA during their tenure shall step out of their position for the duration of that election.

Section 3. Composition of Joint Judiciary Cabinet

A. For appeals cases, the Chief Justices of the Undergraduate and Graduate Judiciary Cabinets shall assemble a hearing panel consisting of six (6) members and a chair who shall not vote except to break a tie. The number of hearing panel members selected from the Graduate Judiciary Cabinet shall be determined by multiplying the fraction of student activity fees paid by graduate students by six (6) and rounding up if the fractional part is greater than one-half. The remainder of the six (6) hearing panel members shall be selected from the Undergraduate Judiciary Cabinet. The chairmanship of hearing panels shall alternate between the Chief Justices.

B. The JJC may be used as a Student Conduct Panel at the discretion of the Institute. The hearing panel shall be formed according to a procedure established by the Office of Student Integrity and JJC. The
Section 4. Committees of the Undergraduate Judiciary Cabinet
A. Elections Committee
1. Shall be placed under the authority of the Chief Justice.
2. Shall announce, organize, and carry out Student Government elections, and shall annually review the Elections Code and all other documents pertaining to elections and submit necessary amendments to the House for approval before the end of the Fall Semester;
3. Shall calculate the apportionment of the House in accordance with these Bylaws and the Elections Code. Once the apportionment calculation has been completed for an election, the Elections Committee shall inform the House of the positions available;
4. Shall collect the names of all candidates for any elected office and submit this list to the House before the election;
5. Shall provide an annual verbal explanation of the Elections Code to the Undergraduate Judiciary Cabinet and the Undergraduate House of Representatives, or whenever the Code has been modified.
6. Shall conduct investigations into Elections Code violations:
   a. In cases brought before the Elections Committee, the accused may unseat as many as two (2) voting members; however, a quorum of five (5) voting members and the Chair must remain;
   b. The committee shall hear cases involving minor violations and pass judgment on the accused;
   c. A major violation or disqualification decision may be appealed to the Dean of Students;
   d. Cases involving minor violations of the Elections Code or major violations not resulting in disqualification shall be handled solely by the Elections Committee;
   e. Cases involving major violations of the Elections Code resulting in disqualifications shall be handled by the Undergraduate Judiciary Cabinet for consideration;
   f. Prior to each hearing, the Elections Committee shall send updates regarding all recently submitted violations to the Undergraduate Judiciary Cabinet;
   g. The Elections Committee shall send minutes of each hearing and a copy of the current Elections Code to the Undergraduate Judiciary Cabinet as soon as they are produced;
   h. The Elections Committee shall consist of seven (7) voting members and a Chair. The Chair shall be non-voting and shall have no voice in discussion in cases concerning elections code violations, unless there is a tie, in which case the Chair shall vote to break the tie. The voting members of the Elections Committee shall be selected by the Chair during the committee selection process with the advice and consent of the House.

1. Voting members appointed to the Elections Committee for the Spring Elections shall not be eligible to run for any position in the Undergraduate Student Government Association with the exception of Member-at-Large for a period of one year following the beginning of their term on the Elections Committee. Voting members appointed to the Elections Committee for the Fall Elections will be eligible to run for a position in the following Spring Elections conditional on their resignation from the committee immediately upon the installation of the Freshman Representatives.

ARTICLE IV. APPEALS

Section 1. Standing for Appeals
Any student has standing to appeal any decisions regarding allocations he or she believes to be made in an unfair or biased manner by the Student Government Association according to the procedure set forth
Section 2. Appeals Procedure by the Undergraduate Judiciary Cabinet
A. Complaints to be heard by the Undergraduate Judiciary Cabinet shall regard non-joint decisions of the Undergraduate House of Representatives or of the Undergraduate the Student Government Association. These complaints shall be documented communication sent to the Chief Justice of the Undergraduate Judiciary Cabinet.
B. For complaints regarding legislative action(s), the Chief Justice shall notify the Speaker of the House, and he or she shall serve as an advocate to represent the legislature before the Undergraduate Judiciary Cabinet. For all other complaints regarding the Student Government Association, the President shall appoint an advocate who shall represent the Student Government Association before the Undergraduate Judiciary Cabinet. The advocate shall submit a written response to the complaint to the Chief Justice of the Undergraduate Judiciary Cabinet.
C. For each complaint, the Undergraduate Judiciary Cabinet shall conduct all hearings under procedures established by the Undergraduate Judiciary Cabinet and may, at its discretion, dismiss a complaint upon the basis of written arguments alone.
D. The Undergraduate Judiciary Cabinet shall have the authority to overturn a final decision on an allocation bill from the Undergraduate Legislative Reserve if it has been demonstrated by a preponderance of the evidence that the decision was made in a biased manner. The Undergraduate Judiciary Cabinet may modify the allocation to comply with the established policies of the Student Government Association or precedents set by the Undergraduate House of Representatives.

Section 3. Appeals Procedure by the Joint Judiciary Cabinet
A. Complaints to be heard by the Joint Judiciary Cabinet shall regard joint decisions of the Undergraduate House of Representatives and Graduate Student Senate or of the Undergraduate and Graduate the Student Government Association. These complaints shall be submitted in writing to the Chief Justice of the Undergraduate Judiciary Cabinet and Graduate Judiciary Cabinet.
B. For complaints regarding legislative action(s), the Chief Justices shall notify the Speaker of the House and the Graduate Executive Vice President, and the Undergraduate House of Representatives and the Graduate Student Senate shall each elect an advocate to represent the legislature before the Joint Judiciary Cabinet. For all other complaints the Undergraduate and Graduate Student Body Presidents shall designate advocate(s) to represent the Student Government Association before the Joint Judiciary Cabinet. The advocate(s) shall submit written response(s) to the complaint to the Chief Justices of the Undergraduate Judiciary Cabinet and Graduate Judiciary Cabinet.
C. For each complaint, the Chief Justices shall assemble a hearing panel which shall conduct all hearings under procedures established by the Joint Judiciary Cabinet.
D. The hearing panel may, at its discretion, dismiss a complaint upon the basis of written arguments alone.
E. The Joint Judiciary Cabinet shall have the authority to overturn a final decision on a joint allocation bill if it has been demonstrated by a preponderance of the evidence that the decision was made in a biased manner. The Joint Judiciary Cabinet may modify the allocation to comply with the established policies of the Student Government Association or precedents set by the Undergraduate House of Representatives and the Graduate Student Senate.

ARTICLE V. ADVISORS
Section 1. Legislative and Executive Branches
The Dean of Students of Georgia Tech shall be the ex-officio faculty advisor of the Undergraduate House of Representatives and the Executive Branch.
Section 2. Judicial Branch

The Chief Student Judicial Officer of Georgia Tech shall be the ex-officio faculty advisor of the Judicial Branch.

ARTICLE VI. ADVISORY

Section 1. Purpose

A. The purpose of the Advisory is to foster communication between the highest officers of the three branches of Student Government, to advise the President, and to formulate strategic plans for the Student Government.

B. The Advisory shall

1. Review upcoming legislation and make recommendations to the President concerning such legislation as appropriate;
2. Advise each other on matters to particularly affected by any specific legislation;
3. Discuss the plans and goals of both branches, and formulate necessary action to reach these goals.

Section 2. Organization and Membership

A. The Undergraduate Student Body President shall organize and chair the meetings of the Advisory.

B. The following students shall be members of the Advisory:

1. Standing officers of the Executive Branch;
2. Secretary and Treasurer of the House;
3. Member-at-Large Representatives;
4. President of the Residence Hall Association;
5. President of the Collegiate Panhellenic Council;
6. President of the Interfraternity Council;
7. President of the Student Center Programs Council;
8. President of the Presidents' Council Governing Board;
9. Other members at the discretion of the President and Executive Vice President

C. The following students shall be non-voting ex-officio members of the Advisory:

1. Members of the House Leadership Committee;
2. Chief Justice of the Undergraduate Judiciary Cabinet;
3. Other members at the discretion of the President and Executive Vice President.

D. In the event that a person becomes eligible to fill two or more positions on the Advisory, that person shall choose which position to represent and the Undergraduate Student Body President shall decide how the remaining position will be represented.

E. The Advisory shall meet at the discretion of the President and Executive Vice President.

ARTICLE VII. EQUAL OPPORTUNITY

No person shall be denied the rights and privileges of membership in the Undergraduate Student Government Association, including, but not limited to, access, representation, participation, and membership within any committee, board, council, student or campus organization, department, or any other organization established by and affiliated with the Undergraduate Student Government, on the basis of race, color, gender, gender identity, sexual orientation, nationality, ethnicity, age, religion, disability, political affiliation, and veteran status, except when prohibited by law. It shall be the accepted practice of the House of Representatives to represent the majority opinion of the Undergraduate Student Body while providing fair consideration of the views of all undergraduate students, and to ensure fair and unbiased access to activities funded by the Student Activity Fee. This includes, but is not limited to, applications for any appointed position in the Undergraduate Student Government Association.
ARTICLE VIII. ELECTIONS

Section 1. Schedule
A. Elections for academic department representatives, class representatives (excluding Freshman representatives), the Executive Ticket (Undergraduate Student Body President and Executive Vice President), and Speaker of the House shall be held during the Spring Semester. A detailed Elections Schedule, which shall specify the period of voting, campaigning, and all applicable deadlines, shall be submitted to the Undergraduate House of Representatives for approval before an election may begin.
   a. Elections for Speaker of the House shall be held at the Annual Meeting of the Spring Semester immediately before the new House is sworn in;
   b. Elections for Freshman Representatives shall be held in the Fall. All rules, schedules, and other regulations pertaining to Freshman Representative elections shall be included in the Spring Elections Code.
B. In the event a tie vote prevents the installation of any Representative, the House shall hold a runoff vote within eight (8) days. Any election with two consecutive ties shall be resolved by a majority vote of the Undergraduate House of Representatives.
C. The Members-at-Large shall be elected by majority vote of the House as follows:
   1. Nominations for the positions shall be opened immediately after the new House is sworn in;
   2. Elections for these positions will be held at the first meeting of the Fall Semester.
D. The Treasurer, Secretary, and Speaker of the House shall be elected by majority vote of the House as follows:
   1. Elections for these positions will be held at the last meeting of the Spring Semester;
   2. The results of each election shall be announced before the nominations are closed for the next position.
E. In the event that any representative positions must be filled by appointment, the appointed representative shall be selected using the following procedure:
   1. The Speaker of the House and Membership Chair shall notify the President and the body;
   2. The Speaker and the Vice President of Communications shall advertise the open position and collect applications for at least one week;
   3. Qualified candidates shall be interviewed by at least two members of House Leadership Committee, who shall submit a report to the Membership Chair for consideration;
   4. The applications and interview reports shall be reviewed by the Speaker and one member of House Leadership who will vote to select the representatives;
   5. If any of these three officers believes they present a bias toward one or more of the candidates, they may select another member of House Leadership Team to review the candidates and vote in their stead;
   6. No more than six affiliates of the same Greek-letter organization may be appointed to the House each year;
   7. All vacancies shall be filled no later than four weeks from the time the vacancy occurs unless there are no applicants for the position.
   8. Interviews for open positions after elections will take place before the end of the election semester.

Section 2. Apportionment of the House
A. Representatives shall be apportioned and elected from the various academic units of the
B. Institute as follows:
   1. Each degree-granting school or college shall elect representatives based on the fall semester enrollment figures prior to the election according to the following formula, ignoring any remainders and rounding down:
2. Each degree-granting school, as defined by the Provost of Georgia Tech, shall elect at least one (1) representative;
3. Each degree granting college shall elect at least two (2) representatives;
4. A new degree granting school established after the apportionment of the house shall be offered one (1) appointed position for the following school year;
C. Representatives shall be elected from the Freshman, Sophomore, Junior, and Senior Classes. Each class shall elect four (4) representatives.
D. Two (2) representatives shall be elected Members-at-Large from the Student Body by the House.
E. Two (2) representatives may be elected from the varsity athletes: One (1) student to serve each semester (Fall or Spring) during which their athletic schedule would allow him or her to meet the attendance requirements of the House. If their schedule permits, one representative may serve both semesters.
F. Two (2) representatives may be elected from the cooperative education program: One (1) student from each rotation to serve the semester (Fall or Spring) during which they were not on work semester. If their schedule permits, one representative may serve both semesters.

Section 3. Eligibility
A. Candidates for the office of Representative and all Officers of the House shall
1. Be in good standing as defined by the Registrar and the Dean of Students Office;
2. Be a full-time undergraduate student, as defined by the Registrar, with the exception of Student Activity Fee-paying in-town Co-ops and graduating seniors;
3. Comply with all regulations as established by these Bylaws.
B. Candidates for the office of Academic Unit Representative shall also
1. Be a declared major, as defined by the Registrar, in the Academic Unit they represent;
2. Have completed or be currently enrolled in at least 2 declared major classes as defined by the Registrar;
3. Have obtained at least Sophomore standing, as defined by the Registrar;
4. Have completed at least one (1) full-time semester at Georgia Tech.
C. Candidates for Class Representative additionally must have completed the number of years of full-time enrollment in college corresponding to their office before the first the Undergraduate House of Representatives meeting of the fall semester of the year they take office.
D. Candidates for the office of Member-at-Large shall have completed at least 12 resident credit hours as defined by the Registrar.
E. To be eligible to run for, or to hold, an office in the Executive Branch, a student must
1. Remain an undergraduate student throughout their term of office, with the exception of the Vice President of Finance or Vice President of Campus Organizations;
2. Be enrolled as a Student Activity Fee paying student or in-town co-op during every semester except Summer Semester;
3. Be in good standing, as defined by the Student Rules and Regulations of the Georgia Institute of Technology.
F. To be eligible to run for the office of Undergraduate Student Body President or Executive Vice President, in addition to the qualifications listed in Part E, a student shall
1. Have been enrolled as a full-time student for at least three (3) semesters during the two years previous to their campaign for either office;
2. Have reached junior standing as defined by the Registrar’s Office.
G. To be eligible to run for the office of Speaker of the House, in addition to the qualifications listed in Part E, a student shall
1. Have been enrolled as a full-time student for at least three (3) semesters during the two years
previous to their campaign for either office;
2. Have reached junior standing as defined by the Registrar’s Office.

H. Persons found by the Elections Committee to be guilty of elections tampering shall be permanently ineligible to hold office in any branch of the Undergraduate Student Government Association.

Section 4. Electorate
A. The Undergraduate Student Body President and Executive Vice President shall be elected by the undergraduate Student Body.
B. The Speaker of the House shall be elected by a majority vote of the Undergraduate House of Representatives in office during the Spring Semester.
C. Members At-Large shall be elected by a majority vote of the Undergraduate House of Representatives in office during the Fall Semester.
D. Representatives for Academic Units or Programs shall be elected by students enrolled in that unit or program, as defined by the Registrar.
E. Representatives for Classes shall be elected by the electorate as determined by the following procedure:
   1. Voters shall determine number of semesters completed by the following criteria:
      a. Students who entered the Institute as “Freshmen” students, as defined by the Office of Admissions, shall determine the number of semesters they have completed at the Institute, for the purpose of elections, by totaling the number of semesters they have received credit for classes at the Institute.
      b. Students who entered the Institute as “Transfer” students, as defined by the Office of Admissions, shall determine the number of semesters they have completed at the Institute, for the purpose of elections, by the following:
         i. The number of transfer hours divided by 15, ignoring remainder, shall correspond to the number of semesters the student has completed prior to entering the Institute.
         ii. The previously calculated number of semesters, plus the number of semesters completed at the Institute, as defined in (i), shall determine the number of semesters the student is considered to have completed at the Institute.
   2. Voters shall determine the representatives for whom they may vote by the following criteria:
      a. The Freshman Class Representative shall be elected by those who entered the Institute in the Fall or Summer immediately preceding freshmen elections as “Freshmen” as defined by the Office of Admissions.
      b. The Sophomore Class Representative shall be elected by those who have not yet completed three semesters of study at the Institute.
      c. The Junior Class Representative shall be elected by those who have completed at least three, but no more than six semesters of study at the Institute.
      d. The Senior Class Representative shall be elected by those who have completed at least six semesters of study at the Institute.

Section 5. Assuming Office
A. To assume any elected or appointed office in the Undergraduate Student Government Association, the following oath of office shall be verbally affirmed:
   “I, [full name of member] do solemnly affirm that I will uphold the Constitution of the Undergraduate Student Government of the Georgia Institute of Technology, faithfully serve my constituents to the best of my abilities, and execute the duties of the office of [name of position] to the best of my abilities.”

Section 6. Elections Code
A. The Elections Code shall specify regulations and procedures for student elections.
B. The Elections Code shall include all necessary sections of the Constitution and Bylaws that pertain to student elections, as well as all effective legislation passed by the Undergraduate House of Representatives that pertains to student elections.
C. The Elections Code shall be approved by the Undergraduate House of Representatives before becoming effective.

ARTICLE IX. FINANCE POLICY

Section 1. Joint Finance Committee Policy
A. The Joint Finance Committee Policy shall specify standards and regulations for the recommendation on allocation of Student Activity Fee funds by the Joint Finance Committee.
B. Any changes to the Joint Finance Committee policy shall be submitted to the House and Senate and considered as a joint bill for approval before becoming effective as outlined by the JFC policy.
C. The final version of all financial bills will conform to the Joint Finance Committee Policy.
D. Article IX, Section 1, Subsection D may be waived by a majority vote of the House.

Section 2. Undergraduate Legislative Reserve Policy
A. All bills requesting funding from the ULR account shall require a treasurer’s report;
B. The final version of all undergraduate financial bills will conform to the ULR policy;
C. Article IX, Section 2, Subsection C may be waived by a majority vote of the House.