

Kentucky State University
Student Government Association
Senate Handbook
2012-2013



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"Coming together is a beginning. Keeping together is progress. Working together is success."
Henry Ford

Introduction

Senators are the ones who operate the senate, serve on boards, serve on committees, and come to meetings to present ideas.

All members of the senate need to take their role very seriously. It is important for the betterment and advancement of the organization to engage all the members in active participation in all the functions of the organization.

For an organization to progress, to be successful, and to be truly democratic, all the talents of the members need to be recognized, cultivated and used. An organization shall recognize that everyone can be trained and cultivated for leadership roles in organizations.

Members shall attend meetings, be on time, dress business casual, as well as know the rules and parliamentary procedure. Both the chairman and members need to know the parliamentary rules. Senators need to prepare themselves for leadership roles.

Senators shall accept committee assignments and perform the tasks given to them in a timely manner. Senators need to work harmoniously with other senators even though they may disagree.

A great wise man by the name of Henry Ford once said "Coming together is a beginning, Keeping together is progress. Working together is success." Consider this expression when confronted with disruptive peers and colleagues. Often, the best solutions come from when members try to resolve problems first by talking. Let's attack the impossible together and be successful.

The Creed

I will be the change I wish to see in the world

I will be the leader I respect

I will be the follower that I admire

I will be the person I appreciate

I will be courageous, strong and compassionate

And I will inspire others to do the same

Because I Believe I Can

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Defining Quorum

Before an organization can legally transact any business at a meeting, a quorum must be present. Quorum is a Latin word meaning “of them,” as in “do we have enough of them, the members?”

A quorum is the minimum number of members who must be present in order to conduct business. Sixty percent of the total membership of the Senate shall constitute a quorum. If, as a member, you’re unsure whether a quorum is present, you may ask the presiding officer after he or she calls the meeting to order. To do this, stand and say the following:

Member: Mr. Chairman, I rise to a parliamentary inquiry.

Chairman: Please state your inquiry.

Member: Is there a quorum present?

If the Chairman says yes, then say “Thank you” and sit down. If the president says no, remind him or her:

Member: Mr. Chairman, we cannot conduct business without a quorum.

Never conduct a business meeting without a quorum present. If business is transacted without a quorum, it is null and void. It is also important that a quorum be present throughout the entire time that business transactions take place. If you notice that people have left the meeting and a quorum is no longer present, it is your duty to raise point of order by informing the presiding officer that a quorum is no longer present and any business transacted now will be null and void

Member: Mr. Chairmen, Point of Order.

Chairman: Please state your point.

Member: Members have left and there is no longer a quorum. Any further business transacted is now null and void.

Chairman: Thank you. Your point is well taken. Since there is no longer a quorum present, this meeting is adjourned.

If no quorum is present and there is no hope of getting one soon, the Chairman can call the meeting to order to satisfy the Constitution requirement that the meeting is held and then announce there is no quorum and adjourn the meeting. Or, the Chairman can call the meeting to order, announce to the membership that there is no quorum, and entertain a motion to recess which enables members to try to obtain a quorum.

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A Business Meeting in Action

The meeting begins when the Chairman calls the meeting to order. To call the meeting to order, the chairperson stands and calls the meeting to order.

After the opening ceremonies, the first order of business is reading the minutes. The chairman asks the secretary to read the minutes of the previous meeting.

Chairperson: Will the secretary read the minutes of the previous meeting.

Secretary reads the Minutes.

Chairman: Are there any corrections?

If there are no corrections, the president says "the minutes are approved as read"

If there is a correction, a member says " Mr. Chairman," and states the correction.

After the secretary reads the minutes, the next order of business is to hear the reports of officers. Officers gives reports in the order that the constitution list.

After the officers report, the next order of business is the reports of the committees.

After the committee reports, the next business in order is the unfinished business and general orders. This is business that was left undecided at the last meeting, or it is business that was delayed to the current meeting by making the motion to postpone to the next meeting.

If there is no unfinished business or general orders, the chairperson goes on to the next business in order, which is new business. If there is no new business listed on the agenda, the chairman can ask:

Chairman: Is there any new business?

Members always have a right to bring forward ideas or business for the entire membership to discuss, which they do by making a main motion. Ideas are not discussed first and then a motion made, but rather a motion is made and then discussed. The principle of taking up one item of business at a time especially at a time especially applies to main motions. Members can present only one motion at a time. Members can continue bringing up new business by making motions, discussing them, and voting on them.

The next order of business is adjournment. Members can make a motion to adjourn unless there is a fixed time in which the meeting is to end.

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All About Resolutions

A resolution is a formal way of presenting a motion. It is a main motion, needs a second, and is handled like any other main motion except that it is always presented in writing. The name of the organization is mentioned in the resolution, and the word “resolved” is always italicized. A resolution can be as simple as:

Resolved, That the Behavior & Social Science Club sponsor a “Black History Expo” on February 21 to honor past African Americans.

Sometimes a resolution includes a preamble. A preamble enables members to give background information and to state the reasons why the motion should be adopted. However, a preamble to a resolution is usually not necessary. In fact, a preamble should be used only when the maker of the resolution wants to give little known information or wants to present important points regarding the adoption of the motion if there is some doubt about whether it will pass. A preamble contains whereas clauses that communicate the important background information to the assembly; the actual resolution then follows.

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Motion Etiquette & Debate Limitations

- 1. No motion is in order that conflicts with federal, state, or local law; with the rules of a parent organization; or with the organization's constitution or bylaws or other rules of the organization. Even if a unanimous vote adopts the motion, it is null and void if it conflicts with the previously mentioned rules.**
- 2. A motion that proposes action outside the scope of the organization's object is not in order unless the members vote to allow it to be considered. Doing so takes a two-third vote.**
- 3. A main motion is not in order if it conflicts with a motion that was previously adopted by the assembly and that is still in force. However, the assembly can decide to rescind the action or amend something previously adopted.**
- 4. A main motion is not in order when it presents substantially the same question as a motion that was rejected during the same session. However, members can bring up the motion at another meeting, and this is known as renewing the motion.**
- 5. A main motion is not in order if it conflicts with or presents substantially the same question as one that has been temporarily disposed of and is still within the control of the assembly.**

Before you present a motion, make sure that it contains all the pertinent information, including who, what, where, and when. Word the motion in the positive, not in the negative.

Member: Mr. Chairman or Mr. Vice President

Member: I move that... or I move to....

Another member seconds the motion by calling out:

Member: I second the motion... or Second

The chairman moves members to the option to have the motion debated or discussed. When the discussing is finished, the motion is put to a vote. The results of the vote are announced and the motion is adopted or carried out.

The person who makes the motion has the first right to speak to the motion. After the member is done, he or she sits down so that someone else can speak to the motion either for or against it. In discussing the motion everyone must wait his or her turn. A member can speak to a motion only when no one else is assigned the floor. The chairman designates who should speak.

In debate, members address all remarks through the chair. Cross talk between members is not allowed, and mentioning other member's names is avoided as much as possible. All remarks should be made in a courteous tone.

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Members can speak multiple times as long as someone who has not spoken is given a chance. A member is not permitted to speak against his or her own motion. However, if the member changes his or her mind after hearing the motion discussed, the member may vote against the motion. When speaking for or against the motion, start out stating:

I speak for the motion.....or I speak against the motion.

This way, the assembly knows which side of the issue you are supporting. It also helps the chairman keep a balance of the debate. In debate, everyone has the right to speak, and the chairman must be just and impartial in assigning the floor, allowing all sides of the issue to be heard.

Each member can speak for ten minutes on each turn. Debating must be germane (relevant) to the motion. In controversial issues, the discussion is focused on ideas, not on personalities. Member must not use inflammatory statements. Profane language is also prohibited. In debate, speakers refer to officers by title and avoid mentioning other members' names. Instead, they should refer to the members by identifiers.

During a debate, a member cannot talk against a previous action that is not pending, unless one of the motions to rescind, reconsider, or amend something previously adopted is pending; or unless the member concludes his or her remarks with one of these motions. During debate, members should take care not to disturb the assembly by whispering, talking, walking across the floor, or causing distractions.

Members can put limits on debates and even stop the debate altogether. To do so, members must make a motion. The chairman cannot cut off the debate as long as one member wishes to rise and speak.

Only the motion to limit debate can limit debate; and debate can be closed only by the limit debate motion or close debate motion. Both motions needs a second, are not debatable, and require two-thirds vote to adopt.

Not all motions are debatable. Some motions are debatable in some situations and not in others. The following is a list of debatable and no debatable motions.

Debatable Motions	Non Debatable Motions
Main Motion	Limit or extend the limits of debate
Postpone indefinitely	Previous question (close debate)
Amend	Lay on the table
Refer to committee	Take from the table
Postpone to a certain time	Call for the orders of the day
Appeal from the decision of the chair	Raise a question of privilege

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Rescind	Recess (as a privileged motion)
Amend something previously adopted	Adjourn
Reconsider	Fix the time to which to adjourn
Point of order	Point of order
Recess (as an incidental main motion)	Withdraw a motion
	Suspend the rules
	Object to consideration of the motion
	Division of the assembly
	Division of the question
	Dispense with the reading of the minutes

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Voting

In democratic societies, citizens have the right to assemble, the right to speak, and the right to vote. The right to assemble allows people of common interests to join together to accomplish a goal or common purpose. The right to speak allows members of that assembly to voice their opinions and concerns and to persuade others that their opinions and concerns are valid and to take action. The right to vote is the assembly's way of allowing all members to decide an issue, in a democratic manner, after they have assembled and heard their fellow members' opinions and concerns.

The right to vote is essential in preserving democracy in organizations. There are three principles that require consideration when a vote is taken:

- Is the vote taken in a fair and impartial manner?
- Does everyone who wants to vote get to vote?
- Do the announced results represent the way in which the members voted?

The Student Government Association uses both a Majority Vote and a Two-Thirds Vote depending on the matter at hand.

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The Majority Rules

A fundamental principle in democratic societies is that the majority rules, but the rights of the minority and individual members are also protected. A majority vote simply means that more than half of those voting approve a motion. More specifically, it means that more than half of the votes cast by persons legally entitled to vote at a properly called meeting with a quorum present approve a motion. Kentucky State University Student Government Association qualify a majority vote by adding the phrase in their constitution: “a majority of the entire membership”

The number of the entire membership determines the majority, not the number of members who vote or are present. Here is an example;

The senate membership is 40.

The majority is always 21 votes in the affirmative.

Examples of majority voting are listed below:

- Veto or override President

Two-Thirds Vote

In keeping with accepted parliamentary procedure, there are times when a two-thirds vote is required. This means that at a meeting where a quorum is present, it takes two-thirds of those voting in the affirmative to adopt a motion. Those who abstain are not counted. Examples of two-thirds voting are listed below:

- Limiting or closing debate
- Suspending or modifying a rule or order previously adopted
- Taking away a membership or office
- Establish and amend its constitution

The Tie Vote

A tie vote occurs when 50% vote in favor and 50% vote against. No one receives a majority vote. If there is no way to break the tie vote, the motion is lost.

If the presiding officer has not voted and is a member of the assembly, he or she can vote to make or break the tie.

There are numerous ways a vote can be taken: by voice, by show of hands, by standing, by ballot, by roll call, and by general consent. The chair or presiding officer decides on which method in taking the vote.

It is the presiding officer's duty to announce the results of the vote, and the way he or she announces it determines the action taken. If the members do not immediately doubt the results of the vote, the chair's declaration stands as the decision of the assembly. The members have the right to doubt the results of the vote until the chair states the question of another motion.

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If a member thinks that the vote is too close to call or that the noes have it, and the chair announces the ayes have it, the member can call out

Member: Division. Or

Member: I doubt the result of the vote.

This should not be used as a dilatory tactic to delay the proceedings when it is apparent which side has won.

A division is an incidental motion: it deals with a procedural question relating to a pending motion or business. It does not need a second and is not debatable. One member can ask to retake the vote, and the vote is never taken in the same way.

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Committees

The purpose of a committee determines its size as well as who is appointed to serve on it. Committees are created to investigate a question, it is important that all the different views of the membership be reflected in the committee members. The practice allows many differences to be resolved in the committee instead of at the assembly meeting where they take up a lot of time.

The committee chairman is the most important member of a committee. He or she is responsible for calling the committee meetings, overseeing all the work, and completing the work.

- Executive
- Student Publications
- Fiscal Affairs
- Student Empowerment
- Student Center
- Student Organizations
- Food Service
- Community Service
- Election
- Impeachment

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Motions

Motions are tools that enable an organization to accomplish business efficiently and smoothly. They are the means of bringing business before the assembly, disposing of it quickly, and resolving matters of procedure and urgency. Motions help the members accomplish what they come to the meeting to do. There are five classes of motions:

- I. Main
- II. Subsidiary
- III. Privileged
- IV. Incidental
- V. Motions that bring a question again before the assembly

Main Motions

The first classes of motions are main motions used to present new business. The secondary motions are subsidiary, privileged, and incidental motions can either help adopt the main motion or help business move forward according to the members' wishes. The last class of motions returns a motion the assembly for reconsideration. Each class of motions has a certain purpose and is assigned an order in which it can be brought up in the meeting. These assigned orders are called ranking motions and follows the principle of taking up business one item at a time.

There are two forms of a main motion. The first form introduces new business to the assembly. The other form is the incidental main motion, which deals with procedural questions arising out of the pending motions or business; it does not introduce a new topic.

A main motion that brings new business before the assembly is made while no business is pending. It needs a second, is debatable and amendable, and takes a majority vote to adopt. A main motion is phrased in the positive. Usually when the members don't want to do something, making a motion is not necessary. For example, if an organization received a request to donate money to the parade fund, and the members don't want to do this, they don't make a motion.

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Only one main motion can be pending at a time. A main motion is the lowest ranking of all the motions. This means that any secondary motion is discussed and voted on before a pending main motion. An important point to remember in presenting business and making a main motion is that of the ownership who owns the main motion. When a member makes a main motion, it belongs to the maker of the motion until it is repeated by the chairman and placed before the assembly. Before the chair repeats the main motion, the person making the main motion can withdraw it or modify it without asking permission to make any changes.

An incidental main motion is also made while no business is pending, but it does not introduce new business. Instead, it deals with procedure. An example of an incidental main motion is "I move that the Finance committee be in charge of purchasing the furniture for the SGA office." This incidental main motion is debatable and amendable. It is related to the main motion because it deals with who is going to carry out the adopted action of the main motion. Therefore, the motion is incidental to the motion from which it arises. Key words to use to identify incidental main motions include ratify, adopt, limit, and recess. For example, a member may make an incidental main motion to adopt proposals made in a committee report, ratify action taken in the absence of a quorum, or recess when no business is pending.

The motion to ratify is a useful motion when the assembly has to confirm action taken when there was no quorum present; when the assembly has to take emergency action without a quorum present; when officers, committee members, or delegates have acted in excess of their instructions; or when a local unit needs the approval of the stage or national organization before something can be done. A motion to ratify needs a second, is debatable, and needs a majority vote to adopt. The assembly can only ratify what it would have the right to do in advance. It can ratify something that goes against the bylaws or constitution.

The motion to ratify can be amended by substituting the motion to censure. Censure is a way for the members to show displeasure with a member's or officer's conduct. Instead of ratifying an action, members can censure officers or committee members for taking action without getting prior approval. Censure shows the assembly's indignation without going so far as expulsion or removal from office. The motion to censure is debatable. The person being censured can debate the motion but cannot vote on the motion.

Secondary Motions

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In the five classes of motions, three are considered secondary motions: subsidiary, privileged and incidental. Secondary motions help the assembly to decide what to do with the main motion or how to get things done in the meeting. Secondary motions enable more than one motion to be pending at a time, but still follow the principle of taking up business one item at a time. While a main motion is pending, a member can propose a secondary motion. Secondary motions are taken up in the order that they are made. As each secondary motion is proposed, it is considered the immediately pending motion. The assembly discusses the most recently proposed secondary motion instead of the main motion or a previously pending secondary motion.

Secondary motions are assigned an order, called a ranking of motions, in which they are proposed, discussed, and voted on. Members can make motions of higher rank while a motion of lower rank is pending; but members can't make a lower ranking motion while a motion of higher rank is pending. As each higher- ranking motion is proposed, members stop discussing the lower-ranking motion and immediately discuss the higher-ranking motion, which now becomes the pending motion. The following explains how the subsidiary, privileged, and incidental motions fit into this hierarchy of motions.

Subsidiary

Subsidiary motions help the assembly dispose of the main motion. Adopting a subsidiary motion always does something to the main motion. Subsidiary motions are assigned an order of precedence or rank so that the organization can take up business one item at a time. The following list shows subsidiary motions ranked from top to bottom.

- Lay on The Table-set aside temporarily
- Previous Question-stop debate
- Limit Or Extend Limits of Debate- shorten or lengthen debate
- Postpone to a Certain Time-put off to another time
- Refer to a Committee-let a committee investigate
- Postpone Indefinitely- kill a motion

Privileged

Privileged motions do not relate the pending main motion. Instead, they relate to special matters of immediate importance that may come up in the business meeting. Because these are usually urgent matters, the organization must take them up immediately. Thus, privileged motions are of higher rank and take precedence over subsidiary motions. They are un-debatable, but some are amendable. After they have

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been made and seconded, the chair takes a vote without discussion. Like subsidiary motions, privileged motions are assigned an order in which they can be made and voted on. When a motion of lower rank is pending, only a higher-ranking motion can be made. As the following list shows, the highest ranking privileged motion is *fix the time to which to adjourn*. If this motion is made while any other subsidiary motion or privileged motion is pending, the member must vote on it first. The following list shows privileged motions ranked from top to bottom.

- Fix the Time to Which to Adjourn- set another time to continue the meeting
- Adjourn- end meeting now
- Recess- take a break
- Raise a Question of Privilege- welfare of individual/assembly
- Call for the Orders of the Day- stick to the agenda

Incidental

Incidental motions deal with questions of procedure arising from the pending business, but they do not affect the pending business. Examples of rising a question about parliamentary procedure in the meeting, asking a question about the motion under discussion, or pointing out that a very important rule was broken or ignored. Incidental motions are usually not debatable and must be decided upon immediately. They have no rank because they are taken up immediately when made. The purpose of Incidental motions is to bring a motion back before the assembly for its consideration. The following list shows incidental motions ranked from top to bottom.

- Point of Order- that's against the rules
- Appeal- disagree with the chairs ruling
- Division of the Assembly- doubt the result of the vote
- Requests and Inquires- I have a question
- Suspend the Rules- temporarily put aside a rule
- Division of the Question- divide a motion into two or more questions

The Ranking of Motions

FIX THE TIME TO WHICH TO ADJOURN
ADJOURN
RECESS
RAISE A QUESTION OF PRIVILEGED
CALL FOR THE ORDERS OF THE DAY

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LAY ON THE TABLE
PREVIOUS QUESTION
LIMIT OR EXTEND DEBATE
POSTPONE TO A CERTAIN TIME
REFER TO A COMMITTEE
AMEND
POSTPONE INDEFINITELY
MAIN MOTION

Discipline

Every organization has the right to enforce its rules and expect ethical and honorable conduct from its members. Most organizations have discipline problems from time to time. A discipline problem may be something as simple as a member misbehaving at a meeting or an officer overstepping the boundaries of his or her office. If the problem is not corrected when it arises, it can escalate into something more serious, requiring that someone be removed from office or membership. However, the organization can often solve discipline problems by taking the member or officer aside and talking with him or her about it, which saves both the member and the organization embarrassment. Many problems that cause difficulties in organizations are the result of inflated egos, personality conflicts, or ignorance of proper procedures. If egos or personalities are the root cause, it takes diplomacy, patience, and skill to solve the problems.

Penalties

The chair cannot impose a penalty for misbehavior, only the assembly can do so. A member can raise and make a motion proposing a penalty, or the chair can ask, "What penalty should be imposed on the member?" Possible motions that the assembly can make include:

- A motion that the member must apologize
- A motion that the member must leave the hall during the remainder of the meeting
- A motion to censure the meeting

If the assembly wants the member to leave the hall while they discuss the penalty, someone must present this option in the form of a motion, which takes a majority to adopt. If the assembly does not ask the member to leave during the discussion, it should allow that person to speak briefly in his or her defense. Any penalty other than expulsions requires a majority vote to adopt; expulsions takes a two-thirds vote.

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Removing an Offender from the Assembly Hall

Anyone attending a meeting can be removed from the assembly hall. The chair has the power to remove a nonmember at any time during a meeting, and this person has no right to appeal the chair's decision. However, a member can make an appeal on behalf of the nonmember. If a person is asked to leave the assembly hall and refuses, the chair should take the steps necessary to see that order is enforced.

Making a Motion to Censure

To censure a member or a class officer is to warn him or her that if a certain behavior continues, the next step is removal for the duration of the meeting. This is an incidental main motion and can be made only when no business is pending. The member or officer being censured may come to his or her own defense during the debate, but we cannot vote.

Members can be censured for misconduct at meetings, violating confidentiality, moral misconduct outside the meeting, absenteeism, bribery, fraud, lying, disloyalty, working against the organization, conspiracy, and violating other values of the organization.

Officers can be censured as well for behavior such as not performing duties, doing things beyond what the constitution has assigned, and fraud. A presiding officer can also be censured for not following parliamentary rules in meetings, and for denying members their basic rights to make motions, participate in debate, and vote.

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A. Student Court

1. A Student Court having authority specified under the “Student Judicial Review Process Hearing Procedures” *Section 2* is established.
2. The Student Court will be composed of seven students appointed by the President of the Student Government Association and confirmed by the Student Senate. The students appointed by the President of the Student Government Association must have been in full time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.
3. A chairperson, with the right to vote, will be elected by the student body of the University. This chairperson will be called the Chief Justice. The person selected for this office must receive a simple majority of the votes cast even (if running unopposed). The Chief Justice shall automatically be reappointed as a member of the Student Court from among the members appointed by the President of the Student Government Association. The Vice President for Student Affairs will designate an Ex- Officio Administrative Secretary to the Student Court, without the right to vote. A hearing will not be valid unless the Ex Officio Administrative Secretary is present.
4. A member of the Student Court will automatically vacate his/her office if he/she fails to maintain cumulative and semester grade-point averages of 2.5, if he/she is found guilty in a disciplinary action or if he/she ceases to be a full-time student. The Student Government Association President shall appoint persons to fill such vacant office.
5. The term of office for members of the Student Court will be one year, commencing with the first Student Legislature meeting of the academic year and terminating immediately prior to the first Student Legislature meeting the following academic year.
6. A quorum will consist of at least six voting members of the Student Court. Decisions will be reached by majority vote of those members present.
7. A special Student Court may be appointed by the Office for Student Affairs for the summer session. The Student Court will be composed of seven students appointed by the President of the Student Government Association and confirmed by the Office of Student Affairs. The students appointed by the President of the Student Government Association must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct

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record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.

8. The Student Court shall serve as the judicial branch of the Student Government Association.
9. The Student Court shall have the power to interpret the Student Government Association Constitution.

B. Chief Justice of the Student Court

1. The Chief Justice serves as the general Administrative Officer for the Student Court. His/her duties include but are not necessarily limited to the following: a He/she will advise students of their rights when they have been charged with an offense
2. He/she will evaluate the judicial system at least once each semester.
3. He/she will recommend to the Student Court that a member of the court be removed; if he/she finds that a member is not fulfilling his/her responsibilities as set forth in this document.
4. He/she will cite precedents for judicial decisions.
5. He/she will decide which cases should be brought before the

Student Court and he/she will meet with the other Justices and court members weekly to review cases. 6. He/she would be well versed in Student Court rules and regulations. 7. He/she will announce at the commencement of any hearings the rules that govern the conduct of the hearing. 8. He/she will inform the student of his/her right to appeal an adverse decision to the All-University Court.

9. He/she in conjunction with other court justices will hear any cases brought before the Student Court and decide the case within ten work days from the receipt of the incident report from the Office of Student Affairs.

10. He/she will insure that a decision is made by the Student Court within seventy-two (72) hours of the end of the hearing.

11. He/she will preside over all Student Court Hearings.

12. The Chief Justice may assist and advise the All-University Court when requested.

C. Associate Chief Justice - The duties and responsibilities of the Associate Chief Justice will be as follows:

1. The Associate Chief Justice will report to the Chief Justice.

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2. He/she should be well versed in Student Court rules and regulations. He/she will assist the Chief Justice in the preparation of the decisions of the court.
3. He/she will make up the docket in conjunction with the other justices.
4. He/she will meet with other justices weekly to review cases. He/she in conjunction with other court justices will hear any cases brought before the Student Court and decide the case within ten work days from the receipt of the incident report from the Office of Student Affairs.
5. He/she will preside over Student Court hearings in the absence of the Chief Justice.

D. Student Court Justices – The duties and responsibilities of the Student Court Justices will be as follows:

1. A Justice should be well versed in Student Court rules and regulations.
2. He/she will make up the docket in conjunction with the other justices and the Chief Justice of the Student Court.
3. He/she will meet with other justices and court members weekly to review cases.
4. He/she in conjunction with the entire Student Court will interpret university policies, regulations and guidelines within the jurisdiction of the Student Court.
5. He/she in conjunction with other court justices will hear any cases brought before the Student Court and decide the case within ten work days from the receipt of the incident report from the Office of Student Affairs.
6. He/she in conjunction with other court justices will interpret the Student Government Association Constitution when requested by the Student Senate or an elected officer of the Student Government Association.

E. Prosecutors

Prosecutors for the Student Court and All-University Court will be appointed by the Vice President for Student Affairs. Prosecutors may include faculty, staff and/or students appointed by the Vice President for Student Affairs must have been in full time attendance at the University for at least one full semester prior to their appointment, must have a clear code of conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5. The duties and responsibilities of the prosecuting officers will be as follows. 1. He/she will be well versed in the rules and regulations of the Student Court. 2. He/she will be well versed in the rules and regulations of the University. 3. He/she will prosecute students before the appropriate court or council to the best of his/her ability. 4. He/she will prepare and summon witnesses for the prosecution. 5. He/she will prepare evidence for the prosecution. 6. He/she will keep any conferences with students strictly confidential.

F. Student Advocates

“Coming together is a beginning. Keeping together is progress. Working together is success.”
Henry Ford

Only full-time students in good standing are eligible to serve as Student Advocates. Students selected as student advocates must have a cumulative GPA of at least 2.5 and a clear conduct record. Nothing in this section will be construed to limit a student's right to conduct his/her own defense or to select a faculty member, administrator or staff person as his/her counsel if he/she is appearing before the Student Court or the All-University Court. A panel of Student Advocates for the University judicial system will be appointed by the President of the Student Government Association, subject to the confirmation of the Student Senate. If a student who has been accused of an offense does not have counsel, the accused student shall have the opportunity to select a counsel from the panel of Student Advocates. The duties and responsibilities of a Student Advocate for court or council cases will be as follows:

1. He/she will be well versed in the rules and regulation of the Student Court.
2. He/she will be well versed in the policies regulations and guidelines of the University.
3. He/she will advise students of their rights.
4. He/she will defend students to the best of his/her ability.
5. He/she will keep all conferences with students in strict confidence.
6. He/she will prepare and summon witnesses for the defense of the student.

G. Student Court Clerk/Advisor and Administrative Secretary

The duties and responsibilities of the Student Court Clerk and Administrative Secretary will be as follows:

1. The Clerk/Advisor/Secretary will keep accurate and confidential records of all hearings.
2. The Clerk/Advisor/Secretary will notify students of charges against them.
3. The Clerk/Advisor/Secretary will notify students of the results of hearings.
4. The Clerk/Advisor/Secretary will notify students of penalties or sanctions placed upon them.
5. The Clerk/Advisor/Secretary will assist the Chief Justice/Chairperson in preparing monthly reports.
6. The Clerk/Advisor/Secretary will be acquainted and well versed in University rules and regulations.
7. The Clerk/Advisor/Secretary will send out all official notices to the court or council he/she serves. Only full-time staff or faculty members appointed by the Vice President for Student Affairs may serve in this capacity.

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H. Other Officers

The Chief Justice/Chairperson of each judicial body may select additional officers and staff as needed. These officers must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5. These officers or staff persons shall be non-voting.

- A. An All-University Court, having authority specified under Section 2, "Hearing Procedures, Jurisdiction of All-University Court" (page 25) shall be established.
- B. The membership of the All-University Court will consist of:
 - 1. Three students to be appointed by the President of the Student Government Association. These students must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.
 - 2. Three faculty members to be selected or elected in accordance with rules and regulations established by the Faculty Senate.
 - 3. Three administrators to be selected or elected by the President of the University or in the manner in which he/she chooses.
 - 4. A quorum will consist of at least six voting members of the All- University Court (two of each faculty, staff, and students). Decisions will be reached by majority vote of those members present.
 - 5. The term of office for members of the All-University Court will be one year for students and two years for faculty and staff appointees.