



**Governing Codes of the Student Government Association of the University of Kentucky
(UKSGA)**

TABLE OF CONTENTS

CODIFICATION

Ch. 100 - Organization of the Governing Codes 3

THE LEGISLATIVE BRANCH CODES

Ch. 200 - The Senate 4
Ch. 201 – Officers of the Senate 5
Ch. 202 - Senate Executive Council 5
Ch. 203 – Senate Committees 5
Ch. 204 – Procedure 7
Ch. 205 - Appropriations 13
Ch. 206 – Accountability 20

THE EXECUTIVE BRANCH CODES

Ch. 300 - The Cabinet 23
Ch. 301 - Cabinet Responsibilities 26
Ch. 302 – Procedures 27
Ch. 304 – Accountability 28

THE JUDICIAL BRANCH CODES

Ch. 400 – The Supreme Court 29
Ch. 401 – Cases Brought Before the Supreme Court 29
Ch. 402 – Parties to the Actions Before the Supreme Court 30
Ch. 403 – Actions Before the Supreme Court 30

THE GENERAL CODES

Ch. 500 – Ethics 31
Ch. 501 – Referendum 33
Ch. 502 – Open Meetings 34
Ch. 503 – Separation of Powers 34
Ch. 504 – Public Records 34

ELECTION PROCEDURES AND RULES

<i>Ch. 600 – Application</i>	36
<i>Ch. 601 - Elections Board of Supervision</i>	36
<i>Ch. 602 - Timeline</i>	37
<i>Ch. 603 - Candidates</i>	37
<i>Ch. 604 – Candidates Meeting</i>	40
<i>Ch. 605 – Candidate Platform</i>	40
<i>Ch. 606 – Campaign Materials</i>	41
<i>Ch. 607 - Ticketing</i>	43
<i>Ch. 608 - Campaigning</i>	44
<i>Ch. 609 – Eligible Voter</i>	46
<i>Ch. 610 – Voting Procedures</i>	47
<i>Ch. 611 – Pollsters and Polling Locations</i>	48
<i>Ch. 612 – Vote Counting</i>	49
<i>Ch. 613 – Violations and Claims</i>	50
<i>Ch. 614 – Determining a Winner</i>	52
<i>Ch. 615 - Expenditures</i>	52

CODIFICATION

CHAPTER 100: ORGANIZATION OF THE GOVERNING CODES

100.1 All UKSGA legislation shall be compiled in a codification known as the UKSGA Governing Codes, hereinafter referred to as the Governing Codes. Upon assembly of a quorum, the UKSGA Governing Codes can be amended through bills passed in the Senate by a majority of the members present.

100.2 The Governing Codes shall be arranged by subject matter within the six (6) main titles, each composed of a number or numerically designated chapters, according to the following scheme:

Title I (Ch. 100-199) Codification

Title II (Ch. 200-299) The Legislative Codes

Title III (Ch. 300-399) The Executive Codes

Title IV (Ch. 400-499) The Judicial Codes

Title V (Ch. 500-599) The General Codes

Title VI (Ch. 600-699) Election Procedures and Rules

100.3 Each chapter shall be subdivided by means of a decimal arrangement carried out to two or more decimal places. The decimal place shall represent a chapter's section. A subsection shall be referenced by lower-case letters. A subsection's subsection shall be represented by Romanettes. For example, Chapter 100 would begin with 100.1 with potential subsection 100.1(a) and potential sub-subsection 100.1(a)(i). Subsections shall relate back to the previous section. Sub-subsections shall relate back to the previous subsection.

100.4 The Operations and Evaluations Committee shall further classify laws to provide a logical, orderly, and comprehensive arrangement of the UKSGA Governing Codes by subject

matter. Such classification shall be made prior to debate on a proposed bill in the Student Senate.

- a. The Attorney General has the authority to make corrections to spelling and non-punctuation typographical errors in any piece of legislation.

100.5 There shall be one official copy of the UKSGA Governing Codes. This shall be kept in the UKSGA office and made available to all students electronically. The Attorney General is responsible for continuous maintenance of the official copy of the UKSGA Governing Codes such that at any given time they reflect all legislation enacted as of that time. The UKSGA Statutes must also be published on the UKSGA website and on BBNvolved and it is the responsibility of the Attorney General to maintain them.

THE LEGISLATIVE BRANCH CODES

CHAPTER 200: THE SENATE

200.1 The Senate shall be composed as prescribed in Article I, Section 1 of the UKSGA Constitution.

200.2 There shall be one (1) senator elected by and from each College.

200.3 At-Large Senate seats will be allocated by the following:

- a. Fifteen (15) Undergraduate Senators At-Large
- b. Five (5) Graduate and Professional Senators At-Large

200.4 There shall be four (4) freshman senators.

200.5 Senators shall serve from the time they are sworn by the Chief Justice or their designee until the time that the next Senate is sworn in unless they resign or are impeached.

CHAPTER 201: OFFICERS OF THE SENATE

201.1 The Student Body Vice President shall serve as the President of the Senate.

201.2 The Senate shall elect the officers prescribed by the constitution.

CHAPTER 202: SENATE EXECUTIVE COUNCIL

202.1 There shall be a Senate Executive Council who shall do the following:

- a. Set the agenda for Full Senate meetings;
 - i. Review legislation for proper form and sponsorship;
 - ii. Make substantive changes they deem necessary;
 - iii. May send items to committees for further review;
- b. Have power to grant emergency status to bills;
 - i. In extenuating circumstances, the Council may take action on an emergency status bill on behalf of the Senate;
- c. Reassign senators to committees as needed;
- d. Create and populate ad hoc committees as they deem necessary;
- e. Rule on excuses for absences at senate meetings, committee meetings, Senator office hours, and accountability;
- f. Oversee the general operation of the Senate.

CHAPTER 203: SENATE COMMITTEES

203.1 The Senate shall establish the following standing committees:

- a. Appropriations and Revenue Committee
- b. Academic and Student Affairs Committee
- c. Operations and Evaluations Committee

203.2 For each respective committee, their primary responsibility shall be:

- a. Appropriations and Revenue Committee
 - i. Review and approve the budget of the UKSGA;
 - ii. Review and grant allocation of money to student organizations as designated by the UKSGA Budget;
 - iii. Monitor the allocation of funds by the UKSGA;

- iv. Review and approve any legislation that has a financial impact.
- b. Academic and Student Affairs Committee
 - i. Review and draft resolutions concerning changes or recommendations to academic policy;
 - ii. Identify university wide academic issues and draft appropriate legislation to the Student Senate and University Senate;
 - iii. Work for the betterment of student's campus and academic experience through drafting resolutions on behalf of the student body;
- c. Operations and Evaluations Committee
 - i. Review legislation affecting the structure of the UKSGA Governing Codes;
 - ii. Approve executive appointments and refer these to the full Senate;
 - iii. Oversight of action following the passage of legislation;
 - iv. Evaluation of active members of UKSGA, if necessary.

203.3 Temporary or ad hoc committees may be established for a particular purpose and a limited duration by resolution of the Senate or by the Senate Executive Council

203.4 Committee Membership

- a. Senate members shall be divided evenly between the three committees by the Vice President of UKSGA.

203.5 Committee Rules

- a. Once a standing committee has been initially convened each school year, the committee shall elect a chair and a vice-chair of the committee, except for the Senate Executive Council, which shall be chaired by the Vice President.
- b. Committee meetings may be called by the Committee Chair. Standing committee meetings shall occur bi-weekly alternating with full senate meetings.
- c. Quorum of the committee is a majority of the committee members.
- d. The vice-chair of committee must serve as the committee secretary. The purpose of the secretary is to record the minutes of committee meetings.
- e. Informal discussion of a subject is permitted while no motion is pending.

- f. When a proposal is perfectly clear to all present, a vote can be taken. Unless agreed to by unanimous consent all proposed actions must be approved by vote.
- g. The chair may speak in discussion, may vote on all matters, and may offer recommended motions to be made by committee members, but shall not make motions on questions before the committee.

203.6 Any member of UKSGA may request to appear before a committee. Approvals of these requests will be the decision of the chair.

CHAPTER 204: PROCEDURE

204.1 “Quorum” shall be met when 50% of currently serving Senators are present and voting, as defined in the Constitution.

204.2 “Legislation” shall refer to one or more resolutions, bills, acts, or laws.

204.3 A resolution shall be any written motion before the Senate and shall pertain to special or temporary matters.

204.4 A bill shall be any written motion before the Senate that is to be codified into the UKSGA Governing Codes.

204.5 All provisions of these rules applying to bills shall also apply to resolutions. These rules shall not apply to Appropriations and Revenue Bills.

204.6 An act shall be a bill which has been passed by the necessary majority of the Senate.

204.7 A law shall be an act which has been signed by the Student Body President, an act vetoed by the Student Body President, where said veto has been overridden by the Senate, or an act which was neither signed nor vetoed within fourteen days of its transmission to the Student Body President.

204.8 The principal sponsor of a piece of legislation shall be the member of Senate who introduces the bill or resolution. The Principal Sponsor shall be listed first in any list of sponsors. A piece of legislation may have any number of members of the Senate as

sponsors, where said sponsorship indicates strong support but entitles the sponsor to no special legislative privilege.

204.9 A need that can be addressed by the Senate may be written and placed in proper form by any person. The author of the legislation shall then find an authorized sponsor, who shall act as principal sponsor for the legislation. If the author is a Senator, that person shall be the principal sponsor.

204.10 Each bill shall be given a title by its sponsor.

- a. The title of each bill shall adequately and fairly reflect its subject matter.
- b. When the bill is materially modified or the scope of its application extended or decreased, the title of the bill shall be changed by the Senator introducing the bill so as to indicate the full purport of the bill amended.

204.11 Bills submitted for introduction shall be prepared in a computer-typed form. When a bill which is introduced is not in typed form, the bill must be retyped in the correct form.

204.12 The Senate Chair shall assign all legislation a measure number. Bills must be numbered chronologically as the Senate Chair receives them.

204.13 All legislation shall be filed by its sponsor with the Senate Chair who shall refer the legislation to the Senate Executive Council. The Senate Executive Council shall assign the legislation to the appropriate committee for consideration.

204.14 Legislation shall be considered by committees in accordance with the provisions of these codes.

204.15 All legislation shall be reported from the standing committee to which it was referred along with the recommendations of that committee. The report shall be submitted to the Clerk no later than twenty-four hours after the committee meeting at which it was approved.

204.16 Every Senator presenting a committee report shall endorse the report with the name of the committee and if there is a minority report the names of the members making the report will be reported.

204.17 The committee report shall show that a quorum of the committee was present and a majority of those present voted in favor of the report.

204.18 If any committee recommends adoption of an amendment or committee substitute of a bill or resolution, the amendment or committee substitute shall follow the original act. The bill or resolution and the amendment shall be placed on the agenda for the next legislative meeting.

204.19 Only the Senate Chair or the committee chair to which the legislation is assigned may, with the consent of a majority of the membership of the Senate present and voting, recall the measure to be referred to another committee or the floor.

204.20 Not less than twenty-four hours prior to a regularly scheduled meeting of the full senate, the Senate Chair shall ensure that copies of all legislation to be considered for that meeting are made available to each member of the senate by electronic mail.

204.21 The Senate Chair shall certify the passage of bills by the senate. If passage required either a three-fourths or two-thirds vote of members present and voting, the certification shall include a notation that it was passed with the requisite number of votes.

204.22 Following the passage of legislation in the Senate:

- a. Within three (3) work days of passage, three (3) copies of all acts and resolutions passed by the full Senate shall be signed by the Senate Chair as they were passed. The Senate Chair shall deliver two (2) copies to the Student Body President.
- b. The remaining signed copy shall be filed by the Clerk, who shall place a copy of it online and in the UKSGA office files. The Senate Chair and the Clerk of the Senate shall be responsible for the maintenance of this file.

204.23 The Student Body President shall return all signed acts to the Senate Chair within fourteen (14) school days of receiving it, unless they shall have elected to veto the act or to decline to sign it. The Student Body President shall keep the other copy signed by both parties, and it shall be included among the permanent records of the Office of the Student Body President.

204.24 Acts of the Senate signed by the Senate Chair and the Student Body President immediately become law, unless otherwise specified. Acts not returned within fourteen (14) days of passage shall become law without the Student Body President's signature, with a notation by the Senate Chair stating that the President declined to sign the act.

204.25 Voted acts shall be returned to the Senate Chair with a veto message within fourteen(14) days of transmission to the Student Body President.

a. The Senate Chair shall then place a special order for the reading of the veto message and a motion to override the President's veto on the agenda of the next senate meeting. This motion requires a two-thirds vote of Senate members present and voting for adoption.

b. If the motion is adopted, the act shall become law despite the Presidential veto. Following Senate override of the President's veto, acts of the Senate shall become law with a notation by the Senate Chair stating that the President's veto was overridden.

204.26 The Clerk is authorized to make corrections of typographical errors in the text of bills at any time prior to ratification. Before the correction is made, the clerk shall have the approval of the Senate Chair.

204.27 All amendments shall be germane to the original subject matter of the bill. The question of germaneness is in order at any time the measure is before the body prior to final action on the measure.

204.28 All bills and resolutions introduced in the Senate shall include a bill number on the first page. A bill number shall be in the form of "S.#.YEAR," where "YEAR" is the year the legislation was filed, and "#" is the cardinal number of the legislation. Legislation shall

be numbered consecutively, with the first piece of legislation filed in a calendar year being “1”. Thus, the first bill filed in 2020 would be denoted “S.1.2020.”

204.29 All bills and resolutions in the Senate shall include a legislative history section on their first page which shall be compiled by the clerk of the senate.

204.30 This history shall include the date of introduction, the principal and other sponsors, and the committee to which it was referred by the Senate Executive Council. It shall also include the date it reported from committee, by whom it was reported, how it reported, and the numbers of any subsidiary documents relating to the bill or resolutions. It shall also include the dates of any other relevant action on the measure, motions for reconsideration, the actions taken, ayes and nays of roll call votes and the sponsors of these actions.

204.31 The final copy of this legislative history shall include the final disposition of the bill along with the original introduction number.

204.32 Resolutions shall have clauses explaining the need for the legislation which shall begin “WHEREAS,” and shall contain one sentence each, terminating with a semicolon. Where there are two or more such clauses, the next to last clauses shall terminate with a semicolon followed by the word “and.”

204.33 There shall be a resolving clause in all resolutions which shall follow any explanatory clauses and shall read “BE IT RESOLVED BY THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF KENTUCKY THAT:”. If there are explanatory clauses, this clause shall be preceded by the word “THEREFORE”.

204.34 All bills shall be line numbered. All bills shall have their provisions divided into sections, and subsections. Bills proposing additions or replacements to the UKSGA Governing Codes shall be numbered in accordance with the UKSGA Legislative Codes.

204.35 Any committee amendments shall be added to the text of the bill as follows: All deletions shall be shown with strikethrough through the proposed deletions and all additions shall be shown in italics.

204.36 The signature page of all legislation shall include the date that the legislation was passed and the signature of the Senate Chair.

204.37 In the event of a veto, the veto message shall begin with the date and include the bill number and complete title of the vetoed legislation. The message may also contain an explanation of the veto. It shall conclude with the Student Body President's signature.

204.38 In the event that a Presidential veto is overridden, the signature page of all legislation shall include the date it was originally passed, the date of the veto, the date the veto was overridden, and the signature of the Senate Chair.

204.39 Legislation shall be assigned a bill or resolution number upon introduction to the Senate Chair.

204.40 Once a proposed bill or resolution has been assigned its chronological number, this number shall not be changed prior to its consideration by the full Senate.

204.41 Copies of legislation passed by the Senate and signed by the Student Body President must be transmitted to all appropriate or interested parties within five school days of passage.

204.42 All legislation passed by the Senate shall be public record and shall be transmitted in a timely manner to all parties requesting them. No documents of the Student Senate may be withheld except those permitted under state law.

204.43 The Senate Chair shall ensure that a complete set of records is maintained for each Senate, including: the agendas and minutes of each meeting of the Senate; the agendas, minutes, and/or reports of all standing or select committees of the Senate; the complete set of official correspondence from and to the officers of the Senate; the complete financial records of the Senate; all items obtained by the Senate concerning Senate ethics; the most recent roster of the Senate; the most recently published copy of the UKSGA Governing Codes; the complete set of documents on each measure introduced or studied in Senate; and any other documents of importance.

204.44 All documents maintained shall be kept in their original forms, in addition to their amended, revised, and final forms.

204.45 Each year a Code of the Permanent Laws of UKSGA shall be produced. At the end of each session of the Senate, a supplement to the UKSGA Governing Codes shall be produced incorporating all laws passed since the previous edition of the Codes.

CHAPTER 205: APPROPRIATIONS

205.1 As used in this chapter, unless the context otherwise specifies:

- a. “Registered Student Organization (RSO)” means a student organization that is officially registered with the University of Kentucky
- b. “Funding Request” means any application for appropriation of funds. Funding requests include General Funding Requests, Service Grants, Club Sport Grants, Multicultural Inclusion Grant, Academic or Professional Conference Grants and Senate Special Projects.
 - i. The application is found online on UKSGA’s BBNvolved page.
- c. “Fiscal Year” is observed to be July 1st to June 30th.
- d. “A&R” refers to the Appropriations and Revenue Committee.

205.2 The following are the general rules for all Registered Student Organization funding:

- a. An organization must be a Registered Student Organization through the University of Kentucky at the time the reimbursement is disbursed.
- b. All funding request forms can be found on BBNvolved and must be filled out correctly using the official UKSGA form via BBNvolved.
- c. All funding requests must include an itemized budget of all expenses.
- d. The A&R Committee must approve all requests. A representative must appear in person at the committee meeting to speak on behalf of the funding request.
 - i. All RSOs will be given at least twenty-four (24) hours notice of the meeting in which their request will be discussed.
- e. UKSGA reserves the right to request its name and logo be displayed on all materials associated with the project or event. The following disclaimer may be substituted for the

name and logo, “Funded by Student Government.” For events that are partially funded by UKSGA, the disclaimer may read, “Funded in part by Student Government.”

- i. All promotional materials must be submitted to the Executive Director of Marketing and Communications for approval no later than one week prior to the UKSGA-sponsored event if requested by the A&R Chair.
- f. UKSGA is not responsible for expenses that exceed the approved allocation.
- g. UKSGA will only reimburse original receipts submitted by the RSO within thirty (30) days following the last day of the event or purchase.
- h. UKSGA funds appropriated must be used for the purposes stated in the funding request. If the nature of the approved funding significantly changes, the RSO must re-apply to the committee before proceeding with using approved funds.
- i. UKSGA will not disburse funds to cover expenses until after the event or purchase has occurred.
- j. UKSGA will not fund certain items listed below:
 - i. Food and beverages
 - ii. Non-university approved printing or duplicating services
 - iii. Subscriptions
 - iv. Taxes
 - v. Management or consulting fees
 - vi. Organizational membership dues
 - vii. Personal gifts, T-Shirts, donations, or contributions
 - viii. Financial aid or academic scholarships
 - ix. Expenses incurred prior to UKSGA approval
 - x. Prizes, awards, or trophies
- k. An RSO can only receive money once per fiscal year either through a line item in the Presidential budget or through an A&R funding request with the exception of General Funding Grants.
- l. If an RSO does not submit a funding application twenty-one (21) days prior to their event/purchase, the A&R Chair has the right to decline said RSO’s application.

205.3 The following describes the payment process for funding:

- a. After a funding request, excluding Senate Special Projects, has been approved and communicated to the RSO by the A&R Committee, the RSO must meet with the Office Manager within five (5) business days.
 - i. An RSO seeking funding through a Senate Special Project must meet with the Office Manager within 5 business days of Full Senate approval.
- b. To receive full allocated funding the RSO must complete the required evaluation survey provided by the A&R Committee within two (2) weeks following the sponsored event or when expenses are incurred.
 - i. Failure to do so could result in the RSO not receiving their reimbursement.
- c. All transactions will be done by direct billing for internal University of Kentucky expenses or preferably reimbursement. The decision as to the process will be at the discretion of the UKSGA office manager.

205.4 The following are the details of the funding request process:

- a. Funding Requests must have the following general information:
 - i. Title of Request
 - ii. Amount of Request
 - iii. Organizational Information
 - A. Organization Name
 - B. Organization Contact
 - C. Phone Number
 - D. Email Address
- b. Funding Request Forms must ask specific questions about the detail of the Request. The following questions must be answered in the form.
 - i. Describe the funding request in detail.
 - ii. What is the mission and purpose of the organization?
 - iii. Include the date, time and location of the event.
 - iv. How has the organization (or individual members) raised funds to prepare for this project/event?
 - v. Total members in the RSO

- vi. If an event, what is the estimated attendance at the event? If not, what is the total amount of people to be impacted by this grant?
- c. An RSO will be expected to itemize the costs associated with their event/purchase via the official Funding Request Form
 - i. Requested Funding
 - A. A List of Items
 - B. Quantity of Items
 - C. Cost per Item
 - D. Total Cost
 - ii. The Total Cost of Running the Event (Requested + Provided)
- d. Funding Requests may include any other pertinent information deemed necessary for the applicants per the discretion of the A&R Chair.

205.5 The following are the terms and conditions of funding:

- a. The funding requests will have the Terms and Conditions included as part of the official Funding Request form. This statement will outline the stipulations of funding and will include the following clauses:
 - i. UKSGA will not disburse funds to cover expenses in advance of the event or purchase.
 - ii. UKSGA will not reimburse any expenses for printing and duplicating services performed by vendors other than University of Kentucky approved printing services.
 - A. If a printing service is not offered through the University of Kentucky, an outside printing service may be used with approval from both the A&R Chair and the UKSGA Office Manager.
 - iii. The UKSGA Office Manager must receive all receipts for the within thirty (30) days of the final date of the event or purchase.
 - iv. UKSGA funds will only be available during the fiscal year that the funds were allocated.
 - v. To be eligible to receive funding for international travel, student organizations must participate in an in-person orientation with the University of Kentucky's

Director of International Health, Safety & Security, at least forty-five (45) days before departure.

205.6 The following describes the type of funding that UKSGA offers:

a. General Funding Grant

i. An RSO may receive a maximum of \$750 per General Funding application.

A. An RSO may receive up to an additional \$250 with unanimous consent of the A&R Committee.

ii. An RSO may receive two General Funding Grants per fiscal year.

iii. An RSO may receive a maximum of \$1500 each fiscal year in General Allocation Funding.

b. Service Grants

i. A Service Grant is a funding request in which any registered student organization can apply for the purpose of carrying out a community service project. An RSO may receive a maximum of \$1500 each fiscal year in Service Grant Funding.

A. An RSO may receive up to an additional \$500 with unanimous consent of the A&R Committee.

c. Club Sport Grants

i. A Club Sport Grant is a funding request in which any registered club sport may apply to obtain funding for a project, event and/or supplies. A Club Sport may receive a maximum of \$1,500 each fiscal year in Club Sport Grant Funding.

A. An RSO may receive up to an additional \$500 with unanimous consent of the A&R Committee.

ii. The RSO can be declared a Club Sport by being designated a Club Sport by the Athletics Department.

d. Multicultural Inclusion Grant

i. A Multicultural Inclusion Grant is a funding request in which any RSO may apply for funding for the purpose of promoting diversity, inclusion, and/or the spread of multicultural values throughout the University of Kentucky Student Body. An RSO may receive a maximum of \$1,500 each fiscal year through the Multicultural Inclusion Grant.

A. An RSO may receive up to an additional \$500 with unanimous consent of the A&R Committee.

e. Academic or Professional Conference Grant

- i. An Academic or Professional Conference Grant is a funding request in which any registered organization may apply to obtain funding for an Academic or Professional Conference that is closely relatable to the purpose of the RSO. Academic and Professional Competitions will also be considered. An RSO may receive a maximum of \$1,500 each fiscal year through the Academic or Professional Conference Grant.

A. An RSO may receive up to an additional \$500 with unanimous consent of the A&R Committee.

f. Senate Special Projects

- i. A Senate Special Project is a funding request available for any senator to sponsor an RSO of their choice.

A. Each senator is allotted one Senate Special Project per fiscal year of \$2500.

1. An RSO may receive up to an additional \$1000 with unanimous consent of the A&R Committee.

B. Two senators may combine their funding for a total of \$5000 for a single Senate Special Project.

1. An RSO may receive a maximum of \$5000 each fiscal year from a Senate Special Project

C. The Senator may not be a member, present or past, of the organization they are sponsoring.

ii. The A&R Committee will hear Senate Special Project Funding Requests and vote to approve, disapprove or amend the request before passing on to the Full Senate.

iii. The Full Senate must hear Senate Special Project Funding requests and vote to approve, disapprove or amend.

A. Questions regarding the amount allocated by A&R will be directed only to the sponsoring senator or the A&R Committee Chair.

B. Questions regarding the actual request will be directed to the sponsoring senator or the individuals representing the request.

205.7 The Senate Chair and the A&R Chair are responsible for the creation and maintenance of the funding request application.

205.8 All Funding Requests will be heard by the A&R Committee except in extraordinary circumstances as determined by the Senate Chair and A&R Chair.

a. In an “extraordinary circumstance”, the A&R Chair has the power to approve funding on behalf of the A&R Committee.

205.9 All Senate Special Projects are subject to Presidential veto. The veto can be overturned by a two-thirds (2/3) vote of quorum in Full Senate.

205.10 The final decision in multiple applications and all rules herein lies with the Appropriations and Revenue Committee.

CHAPTER 206: ACCOUNTABILITY

206.1 “Censure” is defined as a resolution passed by the Senate in lieu of impeachment. In effect, “censure” is a written reprimand given to an official whose actions may have warranted impeachment, but the Senate felt impeachment was unnecessary.

206.2 Offenses warranting censure include, but are not limited to, the following actions committed while in office: failure to perform UKSGA duties, unsatisfactory performance of UKSGA duties, abuse of power.

206.3 Any active member of UKSGA may be censured.

206.4 A censure resolution must be sponsored by no less than five (5) senators and shall be filed with the senate clerk. A copy of the censure motion shall be forwarded to the Senate Executive Council and the person(s) concerned in the resolution.

206.5 At the regularly scheduled Senate meeting immediately following the filing of a censure resolution, the Senate must take up the resolution for consideration. The person who is being considered for censure is not automatically given a right to appear before the Senate, but may be granted that right.

206.6 The full Senate adopts a censure resolution upon a two-thirds ($\frac{2}{3}$) vote of the Senators present and voting.

206.7 A censure motion may be made on any Article of Impeachment where a majority of the Senate voted in favor of it but it failed to be adopted by two-thirds of the full Senate.

206.8 The following terms and phrases used in this chapter shall be defined as follows:

- a. “Impeached” means the formal adoption of Articles of Impeachment by the Impeachment Body.
- b. “Impeachable Offense” means the conduct to which a person may be impeached. Impeachable offenses are limited to acts committed while in office under the following

grounds: misfeasance, malfeasance, nonfeasance, abuse of power, and conviction of a criminal offense.

- c. “Impeachment Resolution” means the statement filed by the requisite number of student Senators that accuses a person of an impeachable offense.
- d. “Articles of Impeachment” means those sections of the Impeachment Resolution that have been adopted by a two-thirds ($\frac{2}{3}$) vote of the membership of the Impeachment Body to proceed to trial.
- e. “Of the membership” means the total authorized number of student Senators in the senate class less the number of vacancies.
- f. “Impeachment Body” means the membership of the senate. If a member of the senate is being impeached, they shall not be counted as part of the membership of the senate. The Chief Justice of the Supreme Court shall preside over the Impeachment Body in all impeachment proceedings. If the Chief Justice is being impeached, then the member of the Supreme Court who has been in office the longest shall preside.
- g. “Conviction of Impeachment” means those sections of the Articles of Impeachment adopted by three-fourths ($\frac{3}{4}$) vote of the membership of Impeachment Body. An officer convicted of impeachment shall be immediately removed from office. Conviction of Impeachment does not change the person’s civil or criminal liability.
- h. “Disqualification from future office” means a separate vote of the Trial Body to prevent the person convicted of impeachment from holding any future UKSGA position. Three-fourths vote of the membership shall be required to disqualify a person from future office.

206.9 Any active member of UKSGA may be impeached.

206.10 The filing date of an impeachment resolution shall be deemed the day that five (5) student Senators co-file an impeachment resolution. The five student Senators co-filing the impeachment resolution must certify that a copy of the impeachment resolution has been given to the person whose impeachment is being sought.

- 206.11 The person whose impeachment is being sought has no automatic right to appear before the Impeachment Body, unless an Article of Impeachment is adopted to proceed to trial. The Impeachment Body may allow the person whose impeachment is being sought to present evidence and testimony to the Impeachment Body.
- 206.12 If any Articles of Impeachment are adopted by a two-thirds ($\frac{2}{3}$) vote of the Impeachment Body, a trial shall be held on those Articles by the Impeachment Body. Upon the adoption of the Articles of Impeachment, the presiding officer shall deliver to the person whose impeachment is being sought a copy of the Articles of Impeachment, and that person shall be automatically and immediately suspended from office.
- 206.13 The impeachment trial must begin no sooner than five (5) school days, but no later than fourteen (14) days from the adoption of the Articles of Impeachment. Failure to begin the impeachment trial shall constitute a dismissal with prejudice of the Articles of Impeachment and remove the suspension from the officer.
- 206.14 The person whose Conviction of Impeachment is being sought shall be afforded the opportunity to be heard, the right to present witnesses, the right to offer evidence, and the right to offer testimony.
- 206.15 After the impeachment trial, if an Article of Impeachment is adopted by three-fourths ($\frac{3}{4}$) of the Senate, the person shall be deemed convicted of impeachment and removed from office.
- 206.16 The Impeachment Body must vote separately to disqualify the person convicted of impeachment from holding any future position within UKSGA. A three-fourths ($\frac{3}{4}$) vote of the membership of the Impeachment Body shall be necessary to affect future disqualification.
- 206.17 If no Article of Impeachment is adopted by the Impeachment Body, the suspension shall automatically be removed and the person shall resume office.

THE EXECUTIVE BRANCH CODES

CHAPTER 300: THE CABINET

- 300.1 A President and Vice President will be elected as prescribed in the UKSGA Constitution.
- 300.2 Once elected, the President shall appoint a Chief of Staff who must be confirmed by the Student Senate. The Chief of Staff will oversee the daily operation of the Cabinet and fulfill other duties as outlined in the Executive Codes.
- 300.3 The President, Vice President, and Chief of Staff will constitute the Executive Leadership Team which will oversee the operation of the Executive Cabinet. The President may appoint additional members from the Cabinet to the Executive Leadership Team as they deem necessary
- 300.4 The Executive Cabinet will consist of the Executive Leadership Team and any additional officers the President deems necessary for the operation of the Executive Branch. These appointed members will be referred to as Cabinet Officers. Cabinet Officers and their Powers and Duties are as follows:
- a. Attorney General
 - i. Shall be the official custodian of the UKSGA Governing Codes and all other official records and shall ensure that they are made available as outlined in the Legislative Codes.
 - ii. Shall review Executive Orders for proper form and filing.
 - iii. Shall work with the Senate Operations and Evaluations Committee to ensure nominations, elections processes, and legislative review are following the proper timelines as outlined in the Governing Codes.
 - iv. Shall be responsible for the UKSGA Elections process as outlined in the Elections Code.

- v. Shall represent UKSGA in any cases in which the organization is brought before the UKSGA Supreme Court.
- b. Director of Marketing and Communication
 - i. Shall be responsible for any publications or communications to campus with approval by the President.
 - ii. Shall be responsible for maintaining and updating the official UKSGA social media platforms
 - iii. Shall be responsible for keeping adequate stock of promotional items for tabling and UKSGA events.
- c. Director of Inclusion and Equity
 - i. Shall organize inclusion and equity-based trainings for members.
 - ii. Shall work with the UKSGA President to further the diversity and representation within UKSGA
 - iii. Shall work with University administrators to address inclusion and equity issues broadly across campus
- d. Director of Student Health and Wellness
 - i. Shall work with administrators on addressing student wellness
 - ii. Shall focus on both mental and physical wellbeing issues
- e. Director of Campus Safety
 - i. Shall pursue initiatives that address student safety concerns
 - ii. Shall plan and execute both an on-campus and off-campus safety report and present it to administrators
 - iii. Shall serve as the officer responsible for the LiveSafe partnership with UKPD. They shall also prepare a semester report with data derived from the app
 - iv. Shall serve as a liaison to the UK Violence Intervention and Prevention Center
 - v. Shall serve as the liaison to UK Transportation Services and as the officer responsible for the Kentucky Wildcab partnership
- f. Director of Campus Services
 - i. Shall explore initiatives related to enhancing student services on campus or bringing new services to campus

- ii. Shall serve as the liaison to the Community of Concern in addressing student basic needs concerns
 - iii. Shall facilitate all grant and scholarship application processes subject to review and approval by the Academic and Student Affairs Committee
 - i. This does not pertain to RSO funding through the Appropriations and Revenue Committee
- g. Director of Government Relations and Civic Engagement
 - i. Shall advise the President on matters pertaining to local, state, and federal policy impacts on students and the University
 - ii. Shall serve as the officer responsible for the WildCats at the Capitol Internship Program partnership
 - iii. Shall coordinate the UK delegation to the Kentucky Rally for Higher Education
 - iv. Shall organize the UK delegation for the annual SEC in DC Conference
- h. Director of Wildcat Wardrobe
 - i. Shall oversee the operation of the Wildcat Wardrobe program
 - ii. Shall facilitate a donations and inventory process
 - iii. Shall hire and train volunteers to staff the wardrobe during hours of operation
- i. Director of Information Technology
 - i. Shall maintain the UKSGA website and routinely publish updated records and documents
 - ii. Shall coordinate with each director to collect and synthesize data pertaining to our services and events
 - iii. Shall produce a semesterly report on our data and analytics
 - iv. Shall generate questions for the annual All-Student Survey in consultation with the Academic and Student Affairs Committee
- j. Events Manager
 - i. Shall have event management services permissions
 - ii. Shall coordinate both Fall and Spring Forums in consultation with the Academic and Student Affairs Committee

- iii. Shall coordinate UKSGA's involvement with homecoming events and activities
- iv. Shall coordinate K Week activities and events
- v. Shall coordinate all meeting and event space room reservations including but not limited to
 - A. Events
 - B. Executive Branch Meetings
 - C. Full Senate and Committee meetings
- vi. Shall produce a post-event report for every UKSGA event
- vii. Shall pursue any other event-based project that furthers the mission of UKSGA

300.5 All Cabinet Officers will assume their roles upon appointment by the President and confirmation by a majority vote of the Student Senate.

300.6 Cabinet Officers may appoint their own respective staffs with approval from the President and Chief of Staff upon each appointment. These appointments will be known as Executive Staff and shall be considered part of the Executive Branch. Executive Staff are not members of the Cabinet.

CHAPTER 301: CABINET RESPONSIBILITIES

301.1 The Executive Cabinet shall meet at the request of the Student Body President.

301.2 All Cabinet Officers are required to attend all Executive Cabinet Meetings unless excused by the Chief of Staff. Excuses will be granted based on University Senate Rule 5.2.4.2.

301.3 All Executive Branch Members are required to host regularly scheduled office hours in the UKSGA Office. The number of hours required will be set by the Executive Leadership Team and documented by the Chief of Staff.

- 301.4 The President shall reserve the right to make mandatory any additional events or meetings they deem necessary.
- 301.6 Executive Branch members shall wear official UKSGA apparel when representing the organization at meetings and events.
- 301.7 Every Cabinet Officer shall keep a thorough record of their actions and experiences while in their roles. These records will serve to transition their successors into their roles.
- 301.8 The President shall establish a reporting structure for the Executive Branch to ensure that projects remain on track and are appropriately reported to the Executive Leadership Team as well as the Senate.
- 301.9 The President, in consultation with the Executive Leadership Team, shall make mandatory any trainings or continuing education programs they deem beneficial for the Executive Cabinet.
- 301.10 The Executive Branch must engage in at least one inclusion and equity related training every academic year.

CHAPTER 302: PROCEDURES

- 302.1 The President is the ultimate authority on all processes and approvals within the Executive Branch.
- 302.2 Executive Orders shall direct the operation of the executive branch and shall be communicated to the Senate and made available to the public.
- a. Executive Orders shall remain in effect through the remainder of the academic year during which they were enacted unless otherwise revoked by a later order.

- 302.3 The President must be a signatory on all contracts and memoranda to which UKSGA is a party.
- 302.4 All purchases must be executed by the Chief of Staff or their designee(s) and approved by the President. Any purchases made must follow the appropriate timelines set forth by University policy.
- 302.5 Any official communication on behalf of UKSGA or the Student Body must be approved by the President.
- 302.6 All events funded by the executive budget must be advertised for at least one full business week before they occur.
- 302.7 Direct budgetary transfers shall not be executed without a Memorandum of Understanding which details the responsibilities of and is signed by all parties involved.
- 302.8 Any Cabinet Officer who wishes to initiate a new project or program or utilize their budget must first submit a proposal to the Chief of Staff. This proposal must demonstrate the purpose of the initiative, how it aligns with the mission of UKSGA, and any internal or external collaborations.
- 302.9 For budgetary or purchasing requests, a proposal must be submitted to the Chief of Staff with the parameters outlined in Code 302.8 as well as a specific itemization of what the money will be spent on.

CHAPTER 303: ACCOUNTABILITY

- 303.1 All Cabinet Officers are subject to evaluation by the Executive Leadership Team as well as the Operations and Evaluations Committee of the Senate.

303.2 The President shall have the power to appoint and/or remove any non-elected member of the Executive Branch at-will.

THE JUDICIAL BRANCH CODES

CHAPTER 400: THE SUPREME COURT

400.1 The Supreme Court shall have original jurisdiction over cases involving: interpretation of the UKSGA Constitution, offenses against the UKSGA Constitution, constitutionality of UKSGA Constitutional Provisions, the constitutionality and interpretation of Senate legislation, disputes in or between any Registered Student Organizations (RSO), and any other matter directly related to UKSGA.

400.2 The Supreme Court shall have appellate jurisdiction over cases involving claims regarding elections.

CHAPTER 401: CASES BROUGHT BEFORE THE SUPREME COURT

401.1 Any member may bring an action before the UKSGA Supreme Court.

401.2 A member may initiate an action by delivering a written petition to the Chief Justice. This member will be recognized as the petitioner.

401.3 To be acted on by the Supreme Court, any petition or motion must clearly and accurately: state the petitioner(s) name(s), state the respondent(s) name(s), state the action or actions that are disputed by the petitioner or petitioners, including the time, place, and manner of said action or actions, to the best of the petitioners' knowledge, state the specific provision or provisions of the UKSGA Constitution or codes the petitioner alleges are violated by the disputed action, set forth the relief sought by the petitioner or petitioners, include, at the end of the petition, the following words: "I hereby represent to the Supreme Court of UKSGA my belief in good faith that to the best of my knowledge the allegations contained herein are true.", and bear the signature of each petitioner at the end of the form.

CHAPTER 402: PARTIES TO THE ACTIONS BEFORE THE SUPREME COURT

402.1 Any member may be named as the respondent in any petition brought before the Supreme Court.

402.2 All respondents have the right: to be served with a copy of the petition filed against them, to respond to said complaint with a written answer for consideration by the Supreme Court, and to appear before the Supreme Court and be heard.

402.3 Any party to any action, may, at the discretion of the Supreme Court, implead any third party.

402.4 The Supreme Court may strike any respondent from any petition if the petition neither adequately alleges that said respondent has acted in any way contrary to the Constitution or Governing Codes of the UKSGA, nor adequately alleges that said respondent must be a party to the action in order for the relief requested to be given.

CHAPTER 403: ACTIONS BEFORE THE SUPREME COURT

403.1 The Supreme Court may summarily dismiss any action brought before it that does not conform to the requirements of these Codes.

403.2 Any petition submitted to the Supreme Court that fulfills the requirements of these Codes shall be heard by the Supreme Court.

403.3 Petitioners shall serve a copy of their petition to all respondents. The Supreme Court may waive this requirement if, in its judgement, the petitioner has attempted a good faith effort to personally serve all respondents. The Supreme Court may order all parties to appear before it, no less than 14 days from the time of service, except for alleged election violations. Any party failing to respond within the allotted time is subject to judgment against them.

403.4 Respondents to any petition brought before the Clerk of the Supreme Court must inform the Supreme Court that they intend to submit an answer to the petition to the Supreme Court and appear in person before the Supreme Court and be heard.

404.4 The Supreme Court will conduct its proceedings in accordance with the UKSGA Constitution and Codes as well as the normal, accepted practice of the courts of the Commonwealth of Kentucky.

404.5 Upon conclusion of any case before it, the Supreme Court will issue a written opinion explaining its ruling and any relief granted. A copy of this opinion will be transmitted to each party to the action and to the UKSGA President and Senate Chair.

404.6 A compilation of all decisions of the Supreme Court shall be made available to all students.

404.7 Prior Supreme Court decisions shall be treated as legal precedent under the UKSGA Constitution and Codes and may not be overturned save on reconsideration of the same case or changes made to the Constitution or Codes.

404.8 All actions must be brought before the Supreme Court within one year of the transaction or occurrence giving rise to the petition, aside from alleged elections violations. The procedure for filing claims regarding elections can be found in the Election Codes.

THE GENERAL CODES

Chapter 500: ETHICS

500.1 As used herein, unless the context otherwise specifies:

- a. “Benefit” means personal gain or advantage, including, but not limited to, financial or political gain.
- b. “Conflict” or “Conflict of Interest” means a situation in which regard for a private interest tends to lead to a disregard of a public duty or interest. A conflict of interest includes, but is not limited to, a Senator using a Senate Special Project to fund an organization of which they are a member.
- c. “Harm” means any verbal, written, or printed communication which directly or by inference is:

- i. Defamatory to another person's reputation; or
- ii. Could reasonably cause the denial or termination of membership of another in UKSGA without due process of the law; or
- iii. Any unlawful interference with the person and/or property of another person.

500.2 No active member of UKSGA shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the best interests of the Student Body.

500.3 No member shall misuse or allow the misuse of UKSGA property, facilities, or personnel of any kind.

500.4 No member or registered student organization shall give, offer, or promise any monetary or other benefit to any active member of UKSGA not authorized by UKSGA legislation under any circumstance. Additionally, no active member of UKSGA shall give, offer, or promise any official UKSGA resource or other benefit to any member or registered student organization if not authorized by UKSGA legislation under any circumstance. No active member shall solicit or receive any compensation for acting within their official capacity in UKSGA.

500.5 No active member of UKSGA shall intentionally harm any person.

500.6 No active member of UKSGA shall aid, advise, procure, or in any way coerce another active member to act in violation of this legislation.

500.7 A violation under this legislation may be cause for impeachment, censure, or removal from office.

CHAPTER 501: REFERENDA

501.1 The legislative intent of this chapter is to recognize that the Student Body retains sovereignty over UKSGA and the right to alter the laws by which it is governed, and to

establish its opinion on certain issues. This act intends to establish procedures by which students can promote referendum questions. Referenda are placed on the general election ballot to represent an issue or initiative that would warrant a vote by the student body at large.

501.2 The “Board,” as articulated in this chapter, shall be the UKSGA Election Board of Supervision.

501.3 Referendum questions may be proposed by a two-thirds (2/3) vote of the Senate or by a petition of at least 1000 students.

501.4 Any petition created under this section must be filed with the Board no later than two (2) weeks before the election that the petitioner intends to place the referendum questions on the ballot.

501.5 Referendum questions approved by a majority of the students voting on the question shall be considered enacted and shall be treated in the same manner as all other resolutions adopted by UKSGA.

501.6 All petitions filed with the Board shall satisfy all of the following requirements:

- a. All names must be the signature of the individual who allegedly signed the petition;
- b. All names must be signed exactly as that person’s name is recorded with the Registrar’s Office;
- c. All names must be followed by Student ID number, birthdate, and either email or phone number;
- d. Each page containing signatures shall include the identity and signature of the person responsible for securing signatures for that page and that person shall certify that different individuals made all the signatures and that no threats or coercive statements were made to induce a person to sign. For the purpose of counting the number of signatures the signature of the responsible person required by this section shall be counted only once.

501.7 The Board shall review and amend the initiative or referendum to ensure that it effectively conveys its legislative intent.

501.8 Failure to meet the requirements of UKSGA Governing Codes set forth in Code 501.6 may result in particular signatures or the entire petition being disqualified by the Board. The Board may, at their discretion, use a random sampling technique to verify signatures.

CHAPTER 502: OPEN MEETINGS

502.1 In accordance with KRS 61.805-61.850, all UKSGA meetings are public business and shall not be conducted in secret.

CHAPTER 503: SEPARATION OF POWERS

503.1 UKSGA consists of an Executive Branch, a Legislative Branch, and a Judicial Branch as outlined by the UKSGA Constitution.

503.2 A student may only hold one position in only one branch of UKSGA at any one time as outlined and defined in this Chapter.

503.3 A student that holds a position in one branch of UKSGA must resign that office before accepting a position in another branch of UKSGA.

503.4 Members of a joint committee of the Legislative and Executive branches shall not be deemed to have a conflict of interest under this statute.

CHAPTER 504: PUBLIC RECORDS

504.1 "Public record" means all books, papers, maps, photographs, cards, tapes, discs, diskettes, recordings, software, or other documentation regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a

public agency. "Public record" shall not include any records owned or maintained by or for a body that are not related to functions, activities, programs, or operations funded by UKSGA;

504.2 The Attorney General is charged with receiving and processing open records requests for all branches of UKSGA.

504.3 All public records shall be open for inspection by any person, except as otherwise provided by KRS 61.884.

504.4 Suitable facilities shall be made available for the exercise of this right. No person shall remove original copies of public records from the offices of part of the UKSGA without the written permission of the official custodian of the record.

504.5 Any person shall have the right to inspect public records. The Attorney General may require a written application signed by the applicant and with their name printed legibly on the application, describing the records to be inspected. The application shall be hand delivered, mailed, or sent via email to the UKSGA office.

504.6 A person may inspect the public records:

- a. During the regular office hours of the UKSGA or by receiving copies of the public records from UKSGA through the mail or email.
- b. If the person requesting the public records, requests that copies of the records be mailed, the official custodian shall mail the copies upon receipt of all fees and the cost of mailing.
- c. If the person to whom the application is directed does not have custody or control of the public record requested, that person shall notify the applicant and shall furnish the name and location of the official custodian of the public records.
- d. If the public record is in active use, in storage or not otherwise available, the official custodian shall immediately notify the applicant and shall designate a place, time, and date for inspection of the public records, not to exceed three (3) days from receipt of the application, unless a detailed explanation of the cause is given for further delay and the place, time, and earliest date on which the public record will be available for inspection.

- e. If the application places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the UKSGA, the official custodian may refuse to permit inspection of the public records or mail copies thereof. However, refusal under this section shall be sustained by clear and convincing evidence.

ELECTION CODES

CHAPTER 600: APPLICATION

600.1 These codes shall govern all UKSGA elections.

CHAPTER 601: ELECTIONS BOARD OF SUPERVISION

601.1 There shall be an Elections Board of Supervision that will oversee the elections process.

601.2 The President, in consultation with the Attorney General and approval by a majority vote of the Senate, shall appoint an Elections Commissioner who shall serve as chair of the Elections Board of Supervision.

601.3 The board shall be appointed by the UKSGA President from a list of recommended nominees provided by the Attorney General. Nominees are subject to approval by a majority of the Senate. The committee shall be composed of no fewer than six (6) members excluding the chair.

601.4 No persons affiliated with a campaign, including a candidate for office, may serve on the Elections Board.

- a. "Affiliated with" is defined as openly endorsing a campaign.

601.5 Nominations shall be presented to Full Senate at least two weeks (14 days) prior to Freshman Elections and two weeks (14 days) prior to Spring Elections.

SECTION 602: TIMELINE

602.1 The Elections Board of Supervision shall no later than three (3) weeks before the election submit for approval by the Senate the following:

- a. The location of the election polls;
- b. The times of operation of each election polling location;
- c. The elections promotion plan;
- d. Any additional procedures and policies for the purpose of managing the election.

602.2 Elections for Student Body President and Vice-President, Senators At-Large, and College Senators shall be held on the Monday and Tuesday two weeks before Spring Break, with the exception of special elections, which shall be held at the determination of the Supreme Court.

602.3 The Freshman Senators shall be elected by the Freshman class on a Monday and Tuesday between the seventh and tenth weeks of classes in the Fall Semester. The Monday/Tuesday date shall be determined by the Elections Board of Supervision.

602.4 After passage of the timeline by the Senate, the Elections Board shall have the power to amend the timeline as needed. The Attorney General must communicate any amendments approved by the Elections Board to the Senate and any other outlets deemed appropriate within three school days of passage.

CHAPTER 603: CANDIDATES

603.1 The period for filing for candidacy in the Spring Elections shall start no later than six (6) weeks prior to the first election day and shall run continuously for a period of two weeks.

603.2 The Elections Board of Supervision may extend the deadline for those races in which no candidate has filed before the above deadline by a majority vote.

603.3 All persons running for an office are required to submit an application, a petition, and a deposit to the Elections Commissioner. The candidate may designate the exact variation of their name that appears on the ballot in the application. The Board of Supervision shall prohibit frivolous and fictitious names from appearing on the ballot. This form cannot be changed or handed in after the last time for filing.

603.4 To appear on the ballot as a ticket for President and Vice-President, each ticket must obtain five hundred (500) signatures from members of the student body and submit the petition with their application. The petition must contain a date of birth for each respective student having who signed the document in order to allow the Elections Board of Supervision to verify their enrollment at the University of Kentucky.

603.5 To appear on the ballot for Undergraduate Senator At-large, each candidate must obtain two hundred (200) signatures from members of the student body and submit the petition with their application. The petition must contain a date of birth for each respective student having who signed the document order to allow the Election Board of Supervision to verify their enrollment at the University of Kentucky.

603.6 To appear on the ballot for graduate/professional Senators At-large, each candidate must obtain one hundred (100) signatures from graduate/or professional students and submit the petition with their application. The petition must contain each student's date of birth to enable the Elections Board of Supervision to verify the enrollment of the person signing the petition.

603.7 The number of Senators At-Large shall be set as provided in Chapter 200 of the UKSGA Governing Codes.

603.8 To appear on the ballot for Freshman Senator or College Senator, with the exception of Graduate School Senators, each candidate must obtain signatures from the greater of two (2) percent of the eligible voters for their respective seat or twenty-five (25) students and submit the petition with their application. The petition must contain a date of birth for each respective student having who signed the document in order to allow the Election Board of Supervision to verify their enrollment at the University of Kentucky.

603.9 The number of College Senators shall be one per College. They shall also serve as the representative for the College on University Senate.

603.10 To appear on the ballot for Graduate School Senator (Martin and Patterson School), each candidate must obtain signatures from the greater of one-half (0.5) percent of the eligible voters for their respective seat or twenty-five (25) students and submit the petition with their application. The petition must contain a date of birth for each respective student having who signed the document in order to allow the Election Board of Supervision to verify their enrollment at the University of Kentucky.

603.11 The Elections Board of Supervision shall hold a period during which any candidates wishing to declare write-in candidacy must submit a declaration of write-in candidacy certifying that they meet the requirements for the office and have read the appropriate rules and grants the UKSGA Advisor permission to certify academic eligibility.

603.12 The period in which candidates may submit declarations of write-in candidacy shall start immediately following the end of the filing period and conclude at 4:00 p.m. EST on the day before the regular election. The submission of declarations of write-in candidacy is to be conducted in the UKSGA office. Write-in candidate names will be listed at the top of their respective ballots but will not be a selectable option on the ballot. All write-in candidates will need to be manually entered by each voter.

SECTION 604: CANDIDATES MEETING

604.1 The Elections Board of Supervision shall establish a meeting for all candidates at which the rules, regulations, pertinent meeting dates, and duties and responsibilities of a UKSGA Representative, as well as the goals of UKSGA, will be presented to the candidates.

604.2 The candidate or agent thereof will be required to sign in and be present at the end of the meeting when the roll is called.

604.3 If a candidate or agent thereof does not attend and remain present for the duration of the meeting, the candidate's name will not appear on the ballot.

604.4 All candidates and agents thereof are responsible for being familiar with and following all federal, state, and University rules and regulations, including all information in the meeting as well as the UKSGA Constitution and UKSGA Governing Codes, for campaigning and elections.

CHAPTER 605: CANDIDATE PLATFORM

605.1 A candidate platform shall be defined as a statement from the candidate or candidates describing their positions.

605.2 Candidate platforms shall be subject to all guidelines regarding campaign material except where otherwise noted.

605.3 Each candidate platform shall not exceed two-hundred-fifty (250) words.

605.4 The Elections Board of Supervision shall make campaign platforms available via the UKSGA website within two (2) business days following the candidate eligibility and verification process.

605.5 The Elections Board of Supervision shall make the campaign platform available at the polling locations during designated polling times but must do equally for all candidates who have presented a candidate platform.

605.6 The Elections Board of Supervision may at their discretion make changes or edits that immaterially change the campaign platform. Immaterial changes include only grammatical corrections.

605.7 The Elections Board of Supervision may shorten the length of any platform statement that exceeds the maximum limit to two-hundred and fifty (250) words.

a. The Elections Board of Supervision shall not accept or use images in union with a campaign platform.

SECTION 606: CAMPAIGN MATERIALS

606.1 Campaign materials for the purposes of the UKSGA elections shall be defined as anything used to promote a candidate including but not limited to: flyers, literature, pamphlets, buttons, clothing, table-tent advertisements, electronic communication banner, poster, handbill, web page or social media content, email document, sound or video recording, and location-based marketing material.

a. Banner

i. Campaign material larger than 13 x 19 inches.

b. Poster

i. Campaign material sized 13 x 19 inches or less that is to be posted.

c. Handbill

i. Campaign material sized 8.5 x 11 inches or less to be distributed by hand.

d. Yard sign

i. Campaign material sized 12 x 28 inches or less to be staked in the ground.

606.2 Signs posted inside the residence halls must comply with Residence Life regulations.

- 606.3 There shall be no posters in classrooms. Classrooms are defined as rooms where at least two different University administered classes occur weekly during the semester in which the election is held.
- 606.4 No campaign material, writing or paint may be placed on the ground (e.g. sidewalks, roads, driveways) or living material.
- 606.5 Posters may not be placed on any glass, elevators, or painted surfaces, in accordance with the University's Administrative Regulations Governing the Use of University Facilities by Registered Student Organizations.
- 606.6 Campaign materials may not be placed on bulletin boards designed for use by campus organizations.
- 606.7 Each campaign must use discretion not to damage University property.
- 606.8 The Elections Board of Supervision must approve any posters in advance to ensure that candidate posters to comply with UKSGA policies.
- 606.9 No poster may be displayed on campus area property without the official seal of the Elections Board of Supervision.
- 606.10 No person may bribe, give, or lend anything of over one dollar (\$1.00) in value in order to induce a person to vote for or against a candidate or referendum or refrain from voting altogether.
- 606.11 The Number of Campaign Materials Shall be limited by the following provisions:
- a. Presidential campaigns will be limited to posting one hundred and fifty (150) posters and fifteen (15) banners and ten (10) yard signs on campus area property.
 - b. Senatorial campaigns will be limited to posting one hundred (100) posters and ten (10) banners and five (5) yard signs on campus area property.

- c. There is no limit to the number of handbills campaign may distribute.

606.12 Destroying or defacing the campaign materials of other candidates is prohibited.

606.13 After campaign material has been placed, it may not be removed by anyone other than the candidate, campaign manager(s), the Elections Board of Supervision, or the poll workers while voting is in progress. University employees acting in accordance with their duties and in the enforcement of university policy may remove materials.

606.14 All posters and other campaign materials must be removed by 5pm on the Friday following the election. It must be the responsibility of all candidates to see that their materials are removed.

SECTION 607: TICKETING

607.1 A ticket is defined as two or more candidates campaigning jointly. Senatorial campaigns should be independent from all other Senatorial Campaigns. Senatorial Candidates cannot appear on campaign materials with other candidates, including but not limited to, banners, posters, handbills, social media accounts, and other promotional materials. Senatorial Candidates may not exhibit support, electronic, verbal or written, for other candidates running in their election or candidates running in the Presidential/Vice Presidential Election.

607.2 The Student Body President and Vice President shall be voted on and elected by ticket. No list of members of senatorial slates shall be printed on the ballot.

607.3 No other tickets shall be permitted. Senatorial candidates, including Freshman Senators, College Senators, Graduate Senators-at-Large and Senators-at-Large, may only seek office on independent platform as well as Presidential/Vice Presidential campaigns.

607.4 Candidates may not exhibit support, electronic, verbal, or written, for other candidate running in their election or candidates running in the President Vice Presidential Election.

SECTION 608: CAMPAIGNING

608.1 Candidates for office are responsible for familiarizing themselves with and following all applicable University, Election Board of Supervision, and Student Senate policies.

608.2 Upon the filing of candidate petition/application, all candidates must sign a statement that they will adhere to all elections by-laws. If not signed, their nomination will be declared invalid by the Election Board of Supervision. This statement is to be turned in along with the petition/application form.

608.3 No campaigning may take place at any polling location during polling hours on the election days, nor may any campaign material be present at a polling location during polling hours.

- a. This stipulation shall exclude candidate platforms received and approved by the Elections Board of Supervision.

608.4 Campaign material within the campaign free zone prior to the zone being designated by the Election Board of Supervision shall be removed by the candidate prior to opening the poll.

608.5 No candidates are allowed within twenty-five (25) feet of any on-campus poll at any time while the poll is open except for the following:

- a. When a candidate is casting their vote
- b. Exempting incidental traffic flow through the hall in which the candidate lives, works or attends class.
- c. Exempting any library other than if the candidate is campaigning.
- d. The candidate is removing campaign materials at the direction of the Election Board of Supervision.

608.6 The Elections Board of Supervision, in collaboration with the Executive Committee, shall promote the election and candidate applications to the student body.

608.7 Neither verbal campaigning nor campaign materials shall be allowed within twenty-five (25) feet of the polls while polls are open if applicable.

608.8 University of Kentucky Libraries and University of Kentucky Student Computer Labs shall be designated as campaign-free zones on election days.

608.9 Door-to-door campaigning is not allowed in the residence halls.

608.10 Forums and campaigning may take place in the residence halls in compliance with Residence Life regulations, with final discretion up to the Resident Director, in any respective residence hall.

608.11 Candidates may hold forums with any student organization provided it is approved by that organization's president.

608.12 Libelous or slanderous campaigning shall be subject to sanction by the UKSGA Supreme Court.

608.13 No University Mandatory Student Fee monies shall be used for campaigning purposes.

- a. This stipulation shall exclude any materials used for the promotion of the election by the Elections Board of Supervision.

608.14 No person may personally or through an agent intimidate, harass, use or threaten the use of force, violence, or restraint in order to compel or induce any person to vote, abstain from voting, or vote or abstain from voting for a particular candidate or referendum.

608.15 No student may set up a computer or other electronic device to be used as a polling location for the purpose of soliciting votes.

- a. This stipulation does not include polling locations designated by the Elections Board of Supervision.

608.16 All candidates and their staff must adhere to all elections policies and applicable institutional policies during the election period. Unless otherwise allowed under the elections by-laws and policies, all candidates must adhere to applicable university policies, municipal policies and laws, and state policies and laws.

608.17 Additional policies and procedures approved by the Election Board of Supervision and the Senate for the purpose of managing the elections process may be put into effect in addition to these codes and must be adhered to by all candidates and staff. All additional policies will be provided to candidates prior to the start of any campaign period.

608.18 No UKSGA resources shall be used to support any candidate unless those resources are available to all candidates.

608.19 All campaign emails sent to multiple voters must have all email addresses in the blind carbon copy (Bcc) line.

- a. Any voter that requests to be removed from campaign emails must be removed from all campaign mailing lists within 36 hours.
- b. Email addresses obtained through an open records request may not be used for campaign purposes.

CHAPTER 609: ELIGIBLE VOTER

609.1 An eligible voter shall be defined as a currently enrolled student at the University of Kentucky.

609.2 The eligible voter record shall be determined by enrollment data provided by the

University Registrar.

SECTION 610: VOTING PROCEDURES

610.1 Full and part-time students shall be permitted to vote once per election.

610.2 The Elections Board of Supervision shall maintain a secure website, updated in real time, containing online ballots and voter verification database containing data provided by the Registrar. The web site shall also contain links to candidate platforms, the election rules, and directions for reporting errors.

610.3 Students voting during the general election must do so through the electronic voting system. If unavailable, students may submit a paper ballot at a polling location by the following process:

- a. The student shall be provided a paper ballot by the designated member of the Elections Board monitoring the polling location. This paper ballot must contain the names of all executive candidates and senatorial candidates for the student's college or school of enrollment, spaces for the student to write-in votes for each office, and an envelope.
- b. The Elections Board monitor shall follow the procedures for double enveloping.
- c. The Elections Board shall be responsible for providing the following items at polling locations:
 - i. One large, lockable ballot box;
 - ii. Write-in ballots and envelopes;
 - iii. Instructions for any poll workers;
 - iv. And materials to designate the polling location.

610.4 Voters shall cast their votes using this secure web site from the polling computer(s) or any other computer connected to the internet.

610.5 There shall be no consultation or campaigning in a polling location. Such activity will be grounds for a student's vote being disqualified UNLESS such student is a candidate, in

which case a higher penalty may be imposed. The Elections Board of Supervision shall post a sign at each poll with the exact wording in the sentences above notifying voters of this prohibition.

610.6 The following double enveloping procedures must be followed by the Elections Board of Supervision when necessary:

- a. The pollster shall give the voter two envelopes and paper ballots for each position.
- b. The voter shall mark their vote on the ballots and then seal the ballot in the first envelope.
- c. The first envelope shall then be sealed in the second envelope, upon which the pollsters shall then write the voters name and student identification number, the name of the pollsters, and a description of the problem.
- d. This method shall not be employed unless a voter claims to be eligible but is not entered in the list of eligible voters, or claims not to have voted but is marked as voted. The Elections Board of Supervision shall review these ballots and determine which students were eligible voters. The ballots of eligible voters shall then be added to the vote tally.

SECTION 611: POLLSTERS AND POLLING LOCATIONS

611.1 A pollster includes student persons designated by the Elections Board of Supervision to work at the polling location.

611.2 A polling location shall be defined as the area within twenty-five (25) feet of an official voting location designated by the Elections Board of Supervision on the day of the election.

611.3 The Elections Board of Supervision shall designate a polling location in the Student Center on both days of the election. Polling locations serve as a space for voters to vote in person or submit a paper ballot if they're unable to vote online.

611.4 A portable device with internet access shall not be considered a polling location unless specifically designated to be such by the Elections Board of Supervision.

611.5 Election Day shall be designated by the Election Board of Supervision to consist of a minimum of eighteen (18) hours over two (2) days.

SECTION 612: VOTE COUNTING

612.1 At least four members of the Elections Board, a professional staff representative of the Office of Student and Academic Life, the Elections Commissioner, and the Attorney General shall be present at the vote counting. These are the only people who shall be allowed to be present at vote counting.

612.2 The vote counting shall take place within twenty-four (24) hours of the closing of the polls.

612.3 The results shall be unlocked and their numbers tallied by the computer voting scripts. Any obviously misspelled names shall be corrected and added to the tally.

612.4 No counters may leave during the counting, except at the discretion of the Elections Commissioner.

612.5 The Elections Board of Supervision shall determine, via majority vote, the validity of the elections upon completion of the vote counting.

612.6 The results shall not be final until certified by a majority of the Supreme Court at the Election Review Hearing.

612.7 The total number of votes for each candidate will not be disclosed until after the Supreme Court has met and entertained all claims submitted for any given election. Once the Supreme Court has met and rendered any decisions necessary, the final tally may be released to the public.

SECTION 613: VIOLATIONS AND CLAIMS

613.1 Any student who believes that a violation of election or campaign rules has occurred may file a claim with merit to the Elections Commissioner by the date and time set by the Elections Board of Supervision. They shall submit any documentation required by the campaign and election rules on the documentation provided to them by the Elections Commissioner.

613.2 Questions regarding legislative interpretation shall be directed to the Attorney General. The Attorney General may request an opinion from the Chief Justice of the Supreme Court.

613.3 No more than 24 hours after the conclusion of the claims filing deadline, the Elections Commissioner shall present all claims to the Elections Board at the Claims Reviews Meeting. The Elections Board shall review all claims and determine if a claim has merit or not based on the UKSGA Governing Codes.

613.4 If the Elections Board deems that a claim has merit, they will notify the claimant and defendant of their decision. The claim will then be brought before the Supreme Court.

613.5 If the Election Board does not find that a claim has merit, the Elections Commissioner will notify the claimant of that finding and will provide the claimant with a written statement detailing the reasoning for the finding. The Elections Commissioner will also inform the claimant that the student may appeal that finding to the Supreme Court.

- a. Any student wishing to appeal a claim where the Elections Board finds no merit may send an appeal in writing to the Elections Commissioner no later than 24 hours after they receive the written statement about the finding of the Board.

613.6 The Supreme Court shall convene no later than one week after the Claims Review Meeting. At this time, the Elections Commissioner shall present all claims including those

with merit and those that have been appealed. The Supreme Court will decide which claims they will hear in their formal Supreme Court Hearing.

613.7 In the case that a claim is filed contests the eligibility of a candidate, the Supreme Court may call an Emergency Hearing at their discretion to hear these claims.

613.8 Claims will not be considered if not filed before the deadline established by the Elections Board of Supervision.

613.9 If a candidate is found to have violated campaign expenditure limits the UKSGA Supreme Court shall sanction the offending candidate as follows:

- a. When the campaign expenditures exceed the limit by less than or equal to five (5) percent, the offending candidate's total votes shall be decreased by ten (10) percent.
- b. When the campaign expenditures exceed the limit by more than five (5) percent or more, the offending candidate shall be disqualified.

613.10 The Supreme Court, at their discretion, shall sanction disciplinary action for any claim that violates the UKSGA Constitution, Governing Codes, or any state or federal laws.

613.11 If Codes 608.9, 608.10, 608.13, or 608.19 are violated, the offending candidate's total votes shall be decreased by no less than 10% per subsection violated. This percentage may be increased at the discretion of the Supreme Court.

613.12 If Codes 607, 608.14, 608.15, or 608.16 are violated, the offending total votes shall be decreased by no less than 25% per subsection violated. This percentage may be increased at the discretion of the Supreme Court.

613.13 For violations under all other subsections, the Supreme Court may choose to issue a fine, nullify all votes cast, or nullify a percentage of the votes for a candidate, or any other sanctions permitted.

SECTION 614: DETERMINING A WINNER

614.1 Upon completion of the Supreme Court Hearing, the Elections Commissioner shall announce the official results of the election within 24 hours and make the results public within the same time frame.

614.2 A Presidential/Vice-Presidential ticket shall be declared winner if they receive fifty percent (50%) plus one vote of votes cast in the election.

- a. If no ticket receives fifty percent (50%) plus one vote of votes cast in the election, the ticket that receives the most votes shall be declared winner if the margin of victory is greater than or equal to ten percent (10%) of votes cast.
- b. In order to be declared winner, a ticket must receive fifty percent (50%) plus one vote of votes cast in the election and the margin of victory must not be greater than or equal to ten percent (10%) of votes cast.
- c. If this does not occur, a runoff election in which the top two tickets will be placed on the ballot shall be held within five (5) business days of the general election.
- d. The ticket that receives a simple majority vote, defined as fifty percent (50%) plus one, of votes cast shall be declared winner.

614.3 If a candidate declines a position, the eligible candidate with the next highest percentage of votes shall be offered that position.

614.4 The Student Supreme Court may, upon violation of any procedure and at its discretion, invalidate the election results and call for a new election.

SECTION 615: EXPENDITURES

615.1 A ticket composed of a candidate for President and Vice President is limited to a total expenditure of one thousand (1000) dollars. In the case of a runoff, a ticket may spend an additional one hundred fifty (150) dollars.

615.2 Senatorial candidates are limited to a total expenditure of four hundred (400) dollars. In the case of a runoff, senatorial candidates may spend an additional one hundred dollars (100).

615.3 Each candidate shall submit the candidate's expenditure form to the Elections Commissioner or their designate at the time set by the Elections Board of Supervision following the election. Failure to do so shall result in the loss of the candidate's deposit. Candidates are responsible for getting a receipt form showing date, time and the Commissioner's or designates' signature. Original receipts and a copy of all printed material shall accompany the expenditure form.

- a. If a candidate fails to submit an expenditure form within five (5) business of the Friday deadline, the candidate forfeits the position.

615.4 The winner of a write-in vote must file an acceptable expense report, showing that campaign expenses did not exceed the limit for that office, before being seated.

615.5 All commercial or individual services or tangible materials donated by non-students to a candidate or candidates shall be attributed as expenditures of the receiving candidate or candidates at a reasonable retail price.

- a. Tangible materials donated by students to candidates shall also be attributed as expenditures of that candidate at a reasonable retail value. Tangible material donated by students to candidates include, but are not limited to paper, wood, glue, staples, posters, signs, banners, and other like materials. Tangible materials donated by students to candidates shall not include the hosting of a website, website design, or computer programming, since these donations are services.
- b. Donations by students to candidates shall be subject to the following rules:
 - i. Any student, whether part time or full time, of the University of Kentucky, including Lexington community college students, can donate their services in any capacity whatsoever, including professional services, and that donation shall not be attributed to the expenditure of the receiving candidate or candidates;

- ii. Service donations by students include donations of website hosting, website services, or the donation of any future technology that may replace web communication.

615.6 All expenditure sheets shall be available for viewing in the UKSGA office from the time they are filed until the time the claims period is over.

615.7 The Supreme Court shall have jurisdiction to settle valuation disputes.

- a. The burden is on the claimant to prove by a preponderance of evidence that a candidate has exceeded their spending limit. Once a claimant initiates such a claim, the claimant must first make a good cause showing to the Election Commissioner, and only if the Election Board of Supervision has determined that good cause in fact exists shall the claim proceed. If a claim proceeds beyond the Election Board of Supervision, the candidate shall be afforded ample opportunity to present evidence to the Supreme Court that the material or service was proper.