



# THE AMERICAN UNIVERSITY STUDENT GOVERNMENT

## *The Student Government Code*

This is the Student Government Code, the unified body of binding rules, regulations, and positions passed by the Undergraduate Senate and adopted by Student Government, subordinate to the Bylaws of Student Government. All policies contained herein are considered effective over the actors to which they pertain. All legislation adopted in the form of a Bill as described in Article IX, section 4, subsections iv-v of the Bylaws is to be integrated into this code as appropriate regulations provide. This code is organized into Titles, each pertaining to a distinct area of policy. Titles are further broken into sections, subsections, paragraphs, and so on. Provisions of this code are cited herein, and may be cited in other documents, as “*Title SGC Section(subsection)(etc).*” For instance, the first subsection in the third section of the fifth Title is cited as 5 SGC 3(a).

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# **Title I: Senate Operations**

## **Section 1: Roving Office Hours**

*14-15-016*

Members of the Undergraduate Senate shall be allowed to use any public space on campus for their office hours at the discretion of the Speaker of the Undergraduate Senate.

## **Section 2: Office Hours of the Communications Directors**

*17-18-007*

- a. The Directors of Senate Communication (Communications Director of Senate Transparency and Communications Director of Information Management) must hold at least one weekly office hour session in Mary Graydon Center 268 or a suitable office space approved by the Speaker for the Undergraduate Senate.
- b. The Communications Director of Senate Transparency and Communications Director of Information Management are allowed to conduct the required (1) weekly office hour in another location besides Mary Graydon Center 268 through the use of Legislative Order 17-18-007.
- c. If the Directors of Senate Communication fail to hold their office hours more than three times; the Special Committee on Rules and Privileges will address the issue at their own discretion.
- d. The Directors of Senate Communication must inform the Speaker of the Undergraduate Senate of their specific office hour time and what specific day they intend to host them.

## **Section 3: Suggestion Box**

*14-15-030*

- a. An official suggestion box shall be affixed outside the Undergraduate Senate office to allow any member of the student body the opportunity to formally express suggestions or thoughts to the Undergraduate Senate.
- b. The Speaker shall review these suggestions, ideas, complaints, etc., alerting the Comptroller of any matters involving the Comptroller's role in human resources.

## **Section 4: Senate Social Media**

*14-15-004*

All forms of social media operated by the Undergraduate Senate must present the current opinions and sentiments of the Senate as a whole. Items posted on these media may not advocate for ideals or beliefs that have not been previously adopted by the Senate.

## **Section 5: Recording of Senate Meetings**

*14-15-044*

All meetings of the Undergraduate Senate shall be recorded by video and published on social media by the Speaker or their designees. These videos may not be edited prior to their publication.

## **Section 6: Mental Health Survey**

*17-18-002*

Upon the publication of the results of the survey described in 2 SGC 305, before the next meeting of the full Senate, the Speaker of the Undergraduate Senate shall send the report to a relevant Senate committee to be discussed. The committee shall decide whether legislation is needed to address the inadequacies in services identified in the survey, and if so, draft such legislation.

## **Section 7: Senate Documents to be Available Online**

*15-16-033*

- a. All public information, including minutes, passed or failed bills, and passed or failed resolutions, from the Undergraduate Senate's history and current legislation shall be available to the general public through a secure online resource administered by an official Student Government email hosted by the Secretary's cabinet.
- b. This online resource shall be kept up-to-date by the Historian and the Speaker with new legislation being made available within two weeks of its failure to pass in the Senate, or within two weeks of its adoption.

## **Senate 8: Remind 101**

*15-16-031*

The Undergraduate Senate shall use Remind 101 to send weekly updates and reminders regarding Senate activities. Any office of Student Government may use this system, subject to the approval of the Speaker of the Senate. The responsibility of managing Remind 101 shall be delegated to the Senate Director of Communications, or, in the event of a vacancy, the Speaker.

## **Section 9: Policies for Senator Orientation**

*10-11-035*

- a. This section describes the parameters for the Undergraduate Senate orientation described in Article IX, section 3 or the bylaws. In this orientation, the Parliamentarian shall not only explain parliamentary procedure in a simplistic way, but the Speaker shall also teach newly elected Senators the breakdown of the weekly agenda, the difference between bills and resolutions, and any other basic procedures of the Senate that may be puzzling for new Senators. All Senators who are appointed throughout the year shall receive the orientation packet that newly elected Senators receive at the beginning of the session. The Speaker shall be required to meet with every appointed Senator prior to the appointed Senator's first meeting to clarify any procedural or general inquiries the Senator might have, though these meetings may be digital, and is required to provide an orientation packet.
- b. In the orientation described in Article IX, section 3 of the Bylaws, the Speaker shall explain to new Senators what the Student Government Code is and how it works. Throughout each session, the Speaker shall, when appropriate, advise Senators on how they can design their legislation to work with the Student Government Code.

## **Section 10: Open Senate Meetings**

06-07-002

- a. All meetings of the Senate shall be minuted. Minutes shall be made publicly available for each meeting of the Senate no later than the date of the following meeting and must be offered unabridged. The Speaker of the Senate shall be responsible for the implementation of this clause, though the duties involved may be delegated.
- b. All meetings of the Senate shall be open and public. All campus media should wish to attend shall be accommodated in the best manner possible. Neither shall there be secret sessions nor shall be sessions closed to the public. Any actions taken at such a session shall be invalid and may not be enforced.
- c. All legislation brought before the Senate in any form shall be available at public request; the legislation's sponsor shall see to it that any party who asks be provided a copy. All legislation passed by the Senate shall be made available to the public no later than the date of the following meeting. The Speaker of the Senate shall be responsible for the implementation of this clause, through the duties involved may be delegated.
- d. Any element of subsections (a) through (c) may be suspended via a motion from the floor which obtains a three-quarters vote of the Senate. Such a suspension may only be for a single instance and may not be extended without further unanimous approval.
- e. The agenda of every Senate meeting shall be made available online. These agendas shall be made available no later than 5:00 PM on the Friday before each meeting.

## **Section 11: Committees**

06-07-002

- a. All meetings of the various committees of the Senate should encourage to the extent possible public participation in their work. Committee meetings on a particular matter should include, if possible, invited comment from concerned students on the subject. Any member of the committee may solicit such comment.
- b. All meetings of the various committees of the Senate shall be minuted. Minutes shall be made publicly available for all committees before the following meeting of the full Senate. The clerk of the committee shall be responsible for the implementation of this clause.
- c. All legislation referred out of committee shall be made available in that form to any student upon request. The clerk of the various committees shall be responsible for the implementation of this clause.

## **Section 12: Student Rights**

06-07-002

- a. Meetings of the Senate are to be standardized in location and time to the extent possible, and locations and times are to be announced as early as possible (but no later than mandated in the By-Laws). Enquiries from students regarding Student Government business are to be answered in a timely fashion. Students may seek redress to the President or Speaker if an enquiry had not been fruitful.

- b. Students in good standing are extended to the right to bring an inquiry on the actions of any member of the Student Government before the Judicial Board. Such an inquiry shall be handled in the normal manner, as outlined in the Bylaws of the Student Government.
- c. Students have the right of access to members of the Student Government. Thus, in addition to normal channels of public comment, there shall be offered at least monthly some forum in a public place at which members of the public may engage in dialogue regarding the Student Government with its members. There need not be a specific format for such a forum, as long as the above criteria are fulfilled.

### **Section 13: Appointee Applications**

*08-09-022*

- a. All applications for Student Government positions requiring Senate confirmations are to be available to every Senator upon request. Senators shall be allowed access to application for nominees at least three days prior to the meeting of the Senate at which the nominee be considered for confirmation. These applications must be provided in digital form, via email or password protected web hosting, unless otherwise requested by the Senate. No Senator shall provide information from these applications to campus media without the consent of the appointing executive.
- b. The Speaker of the Undergraduate Senate shall shall make available information on appointments that they make, subject to the same regulations provided in subsection (a).

### **Section 14: Faculty-Undergraduate Joint Committee**

*17-18-012*

- a. The Speaker of the Undergraduate Senate shall approach the leadership of the Faculty Senate and advocate on behalf of the Student Government for the creation of a Faculty-Undergraduate Joint Committee, which shall be a committee consisting of members of the Undergraduate Senate and the Faculty Senate. The purpose of this Committee is to facilitate communication between the two bodies, ensuring that the interests of each body are effectively advocated to the other.
- b. The Speaker shall, in the course of their efforts to establish this committee, seek to the best of their ability that the product of their efforts have the following characteristics.
  - i. The Committee shall exist in perpetuity, not subject to occasional renewal by any party.
  - ii. The Committee shall consist of six members, three being members of the Undergraduate Senate and three being members of the Faculty Senate.
  - iii. The chair of the Committee shall be one of its members. The position of chair shall alternate every academic year between students and faculty, in one academic year being an Undergraduate Senator and the next being a Faculty Senator.
  - iv. The three undergraduate members of this committee shall be the Speaker, as well as the chair and vice chair of the Undergraduate Senate standing committee determined by the Speaker to be most closely related to the academic experience of students.
- c. Provided the Speaker attempt in good faith to attain the details described in subsection (b), they may accept terms for the creation of the Joint Committee that do not fully meet those conditions, provided also that these terms preserve the fundamental nature of the Committee, being that it is a permanent, formally organized body where members of the Faculty Senate and Undergraduate

Senate may communicate with each other. The Speaker may also pursue other characteristics that do not contradict any provisions of this legislation.

- d. Upon mutual agreement by the Speaker and their counterpart representing the Faculty Senate on terms for the creation of the Faculty-Undergraduate Joint Committee, the Speaker shall present those terms to the Undergraduate Senate for final ratification and ascent to the Committee.

### **Section 15: Office Hour Supplements**

*12-13-055*

The members of the Executive Board and the Speaker may coordinate office hours with members of the Undergraduate Senate so that Senators may assist them with executive initiatives, outreach, and community involvement in lieu of the required weekly hour.

### **Section 16: Transgender Advocacy**

*17-18-009*

- a. The Speaker shall approach the the Residence Hall Association and the Housing and Residence Life office to pursue advocacy for students to have the ability to gain swipe access to single-stall restrooms in their residence halls.
- b. The Speaker shall approach the Office of Fraternity and Sorority Life to discuss how discrimination against LGBT+ people in Greek life is appropriately mitigated.

### **Section 17: Tuition Report**

*17-18-010*

- a. The Undergraduate Senate Special Committee on Finance shall produce a report detailing the costs, risks, and benefits of various college affordability policies that American University may implement. Among these investigated policies will be a guaranteed tuition, increased endowment spending toward offsetting student cost, and a “shopping sheet” detailing the various costs an American University student must pay in their first two years at American University. The report will also include a set of recommendations to the Undergraduate Senate of which policy options the Finance Committee determines to be the best for improving college affordability at American University.
- b. In the course of researching for this report, the Finance Committee shall correspond with the Student Trustee, relevant university administrators, and interested students, as well as analyze academic research relevant to the policies they investigate.
- c. This report shall be published by April 15, 2018.

## **Title II: Executive Operations**

### *Chapter 1 - The President*

#### **Section 101: Disability Access**

*16-17-024*

- a. The President, or designee, shall advocate to Office of Facilities Management, the Academic Support and Access Center, and other relevant University administrators that American University should develop plans and take concrete actions to eliminate barriers to physical access on campus.
- b. The President, or designee, in the course of their advocacy pursuant to this section, shall advocate specifically for remedies to the following building flaws:
  - i. That the access elevator to Hurst Hall is non-operational, preventing anyone who cannot climb the front stairs from entering the building;
  - ii. That there are either stairs or large concrete depressions in front of all doors to the East Quad Building;
  - iii. That several roads near residence halls lack crosswalks, sidewalk ramps, or both;
  - iv. That the road to the specifically designated accessible entrances to the lower floors of the Watkins and Kreeger buildings are blocked by signs that read “Authorized Personnel Only;”
  - v. That the specifically designated accessible entrance to the lower floor of the Watkins building is blocked by a trashcan and bags of trash;
  - vi. That the campus Starbucks, Capital One, UPS Store, Asian Flavors, and Eagle’s Nest (POD) all lack buttons to automatically open their doors;
  - vii. That one of the specifically designated accessible entrances to the Sports Center Annex can only be reached by traversing a steep cargo access road with no sidewalks;
  - viii. That the specifically designated accessible entrance to south of Asbury Hall is in the back of the building, down a steep hill, making it hard to find and hard to reach for people with mobility challenges; and
  - ix. That the specifically designated accessible entrance to north wing of Asbury Hall lacks a button to automatically open the door.
- c. The President, or designee, in the course of their advocacy pursuant to this legislation, shall advocate specifically for the University to create an easy, uniform process for people to report instances of inaccessible physical landscape or infrastructure on campus.
- d. The Speaker of the Undergraduate Senate shall designate up to three Senators who shall work with the President to continue advocacy pursuant to this section.
- e. The President shall report once before the end of the Fall 2017 semester and once a month thereafter to the Undergraduate Senate regarding progress on advocacy pursuant to this section. These reports shall continue until the Undergraduate Senate determines that presidential advocacy pursuant to this section will achieve no further improvement.

**Section 102: Naloxone**

*16-17-015*

- a. The President, or designee, shall advocate to the Office of Campus Life, the Office of Finance and Treasurer, the office of Risk Management & Environmental Health and Safety, the Department of Public Safety, the President of American University, and other relevant university administrators that American University apply to receive free doses of NARCAN Nasal Spray from Adapt Pharma and the Clinton Foundation.
- b. The President, or designee, shall advocate to all relevant university offices, departments, and administrators that all American University Police officers be properly trained and equipped to recognize the signs of opioid overdose and to administer NARCAN Nasal Spray.

- c. The President shall report regularly to the Undergraduate Senate regarding progress on advocacy pursuant to this section, and said reports shall be in-person, and the first of such reports shall take place no later than September 17, 2017.

### **Section 103: University Military Policy**

*10-11-008*

The President and any designees responsible for advocacy relating to University military policy shall advocate on behalf of the following goals:

- a. A clear agreement that allows AU's ROTC platoons to utilize American University's athletic facilities for their physical training. This agreement must be mutually based on both the needs of AU's cadets and the resource limitations of AU's athletic facilities.
- b. An agreement that allows a Cadre member to supervise the AU platoons' physical training, even if inclement weather creates the need to use indoor facilities, so that AU's cadets are eligible for compensation if they are injured during training.
- c. A plan to coordinate with the Consortium and the neighbors around American University to allow Georgetown University's Army ROTC to host their physical fitness test at AU once every rotation.
- d. An agreement that allows for Consortium military science professors to use American University classrooms to teach their courses.
- e. The establishment of a department, office, or specific administrator as a point of contact between American University and the various ROTC programs of the Consortium, and who is responsible for administrative concerns related to ROTC, in order to establish a relationship of communication, cooperation, and collaboration between American University and the ROTC programs of the Consortium.
- f. An equal relationship with all Consortium ROTC programs that AU students participate in, including similar agreements and access to the resources discussed in this section.

### **Section 104. CASE Internal Organization**

*17-18-008*

- a. The Center for Advocacy and Student Equity (CASE) has traditionally pursued its mandate through efforts in two main areas: assisting individual students through casework before the University, and advocating generally on issues related to the University policies and procedures as stipulated by the bylaws of Student Government. The purpose of this section is to define the individual casework aspect of CASE's operations. Nothing in this section, nor the positions established herein, shall be construed to replace or diminish the ability of the President and their cabinet to direct the whole of Student Government's general advocacy on any issue.
- b. The Office of the Conduct Advocate
  - i. Establishment of OCA: Within the Center for Advocacy and Student Equity (CASE), there shall be established an Office of the Conduct Advocate (OCA) under the direction of the Chief Conduct Advocate, who shall report to and serve at the discretion of the Director of CASE. The Chief Conduct Advocate shall be appointed by the Director of CASE, with the advice and consent of the Undergraduate Senate.
  - ii. Definition of OCA Activities: The OCA shall be the organ of CASE which assists students throughout cases related to the American University conduct code, except those involving

the Title IX sexual assault reporting and adjudication process. In this capacity, the OCA will communicate with the office of the Dean of Students and other relevant American University offices.

- c. The Office of the Title IX Advocate
  - i. Establishment of OTA: Within the CASE, there shall be established an Office of the Title IX Advocate (OTA) under the direction of the Chief Title IX Advocate, who shall report to and serve at the discretion of the Director of CASE. The Chief Title IX Advocate shall be appointed by the Director of CASE, with the advice and consent of the Undergraduate Senate.
  - ii. Definition of OTA Activities: The OTA shall be the organ of CASE which assists students throughout cases related to the Title IX sexual assault reporting and adjudication process. In this capacity, the OTA will, at the Discretion of the Director, communicate with the American University Title IX Officer and their deputies, the Wellness Center's Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS), and other relevant American University offices.
- d. The Office of the Finance Advocate
  - i. Establishment of OFA: Within the CASE, there shall be established an Office of the Finance Advocate (OFA) under the direction of the Chief Finance Advocate, who shall report to and serve at the discretion of the Director of CASE. The Chief Finance Advocate shall be appointed by the Director of CASE, with the advice and consent of the Undergraduate Senate.
  - ii. Definition of OFA Activities: The OFA shall be the organ of CASE which assists students throughout cases related to the students' financial relationships to the University, including financial aid, scholarships, tuition, and fees. In this capacity, the OFA will, at the discretion of the Director, communicate with Assistant Vice Provost for Financial Aid and other relevant American University offices.
- e. The Office of the Veterans' Advocate
  - i. Establishment of OVA: Within the CASE, there shall be established an Office of the Veterans' Advocate (OVA) under the direction of the Chief Veterans' Advocate, who shall report to and serve at the discretion of the Director of CASE. The Chief Veterans' Advocate shall be appointed by the Director of CASE, with the advice and consent of the Undergraduate Senate.
  - ii. Definition of OVA Activities: The OVA shall be the organ of CASE which assists military veteran, veteran-dependent, and Reserve Officers' Training Corps (ROTC) students through their various bureaucratic needs at American University. In this capacity, the OVA will, at the discretion of the Director, communicate with the members of the American University Veterans' Liaison Network, the ROTC program officers of the Consortium of Universities of the Washington Metropolitan Area, and other relevant American University offices.
- f. The Office of the Academic Affairs Advocate
  - i. Establishment of OAAA: Within the CASE, there shall be established an Office of the Academic Affairs Advocate (OAAA) under the direction of the Chief Academic Affairs Advocate, who shall report to and serve at the discretion of the Director of CASE. The Chief Academic Affairs Advocate shall be appointed by the Director of CASE, with the advice and consent of the Undergraduate Senate.

- ii. **Definition of OAAA Activities:** The OAAA shall be the organ of CASE which assists students involved in Academic Integrity Cases, issues relating to academic grievances, 504 Disability Grievances as they related to academics, and other procedural matters that relate to academic life. In this capacity, the OAAA will, at the discretion of the Director, communicate with the Dean of Academic Affairs, each of the five college-specific Academic Integrity Code Administrators and other relevant University offices.
- g. Nothing in this section should be construed to prevent the CASE Director from organizing the internal structure of CASE as their prerogative, provided that the provisions of this section are diligently followed.
- h. **Enactment and Confirmations**
  - i. **Implementation Timeline:** These reforms shall be fully completed by the start of the Fall 2018 semester, but the Director of CASE may also implement them in part or in full at any point before then. Appointments of Chief Advocates made prior to end of Spring 2018 semester may be made without the advice and consent of the Undergraduate Senate.
  - ii. **Confirmations:** Chief Advocates appointments made by the Director of CASE are formally confirmed upon receiving the “advice and consent” of the Undergraduate Senate, which constitutes the nominee receiving simple majority support of the Senators present during a confirmation hearing.
  - iii. **Multiple Chief Advocates:** The Director reserves the right to appoint more than one individual to fill any of the Chief Advocate offices, which each appointee being required to undergo formal confirmation by the Undergraduate Senate.
- i. When the Undergraduate Senate is not in session, the Director of CASE reserves the right to appoint interim Chief Advocates in order to fill vacancies that may occur. All such appointees must be confirmed by the Undergraduate Senate within the first three meetings after the session has resumed.

### **Section 105: Financial Accounts**

The Secretary and their subordinates hold some authority over the use of Student Government funds as described in 2 SGC 202.

### **Section 106: Confidentiality at the Wellness Center**

*10-11-032*

The President, along with the Director or Deputy Director of the Women's Initiative, shall advocate for a confidentiality agreement with the Victim Advocate of the Student Health and Wellness Center.

### **Section 107: Students on the Board of Trustees**

*12-13-011*

The President shall advocate for the ability for Student Government and Graduate Leadership Council representatives to attend all meetings of the Board of Trustees Audit and Alumni Affairs and Development Committees.

### **Section 108: Increased Endowment Transparency**

*12-13-014*

The President shall advocate for increased transparency of the University endowment, by means of an annual report to be released by the University at a time amenable to the administration including the current balance of the endowment, a percentage breakdown of what types of investments the University in invested in, and a listing of what investment firms are used to invest endowment funds.

### **Section 109: Equal Opportunity Language**

- a. The President shall advocate for the second paragraph of Board of Trustees Policy XX to include language committing the University not to discriminate on the basis of immigration status except when required by law.
- b. The President shall advocate for the first paragraph of Title II of the American University Discrimination and Sexual Harassment Policy be amended to prohibit discrimination on the basis of immigration status except when required by law.
- c. The President shall advocate for the Office of Information Technology to include the following text on the main admissions page on the University website:
  - i. “Please note that American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The University prohibits discrimination or discriminatory harassment against any prospective AU student on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibility, political affiliation, source of income, veteran status, genetic information, or any other bases under local or federal law. The University does not consider immigration status in its decision to admit prospective students.

American University is restricted by federal law regarding federal financial aid and employment based on students’ immigration status. Undocumented students are ineligible for all federal financial aid, including loans, grants, scholarships, and work study programs. Undocumented students may, however, legally receive privately funded scholarships.”

## ***Chapter 2 - The Comptroller***

### **Section 201: Financial Transparency**

*07-08-030*

The Comptroller shall ensure that Student Government budget allocation at the beginning of each academic year, and the full account information, including all expenditures and revenues for Student Government accounts, be published on the official website of Student Government, unless otherwise prohibited by contract.

### **Section 202: Account Privileges**

*10-11-006*

- a. The following shall describe who has control of budget lines and internal control and checks to this process.
  - i. The Comptroller must approve all financial transactions, in accordance with the Bylaws.
  - ii. The Payroll Account shall be dispersed by Student Activities and require the signature of the Comptroller to access.
  - iii. The Capital Maintenance Account shall require the signature of the Comptroller to access.
  - iv. The SG General Account shall require the Signature of the President, Secretary, or Vice President to Access.
  - v. The CASE account is under the signature of the Director of CASE.
  - vi. The WI Account is under the signature of the Director of the WI or the Deputy Director of WI.
  - vii. The Travel Subsidy shall require the signature of the Comptroller.
  - viii. The VP General Account shall require the signature of the Vice President.
  - ix. The SUB Account shall require the signature of the SUB Director or Deputy Director.
  - x. The KPU account shall require the signature of the KPU Director or Deputy Director.
  - xi. The Founders' Day Account shall require the signature of the Director of Founders' Day or the Vice President.
  - xii. The accounts of School Councils under the supervision of the Vice President shall require the signature of their respective President or Treasurer.
  - xiii. All Class Council Accounts shall require the signature of their respective President or Treasurer.
- b. All members of the executive branch of Student Government below the cabinet Director rank, including the Deputy Directors listed in this section, must receive approval from the Special Committee on Finance or Special Committee on Rules and Privileges of the Undergraduate Senate, whichever has the next scheduled meeting, before they are able to exercise signing privileges over a Student Government Account.
- c. The President, Vice President, and Secretary shall have signing authority for all departments that report directly to them.

### **Section 203: Directive Stipends**

*17-18-034*

- a. Funds from the directive stipend account may be disbursed to members of Student Government who do not otherwise receive a stipend, with the approval of that member's Student Government supervisor as well as the Undergraduate Senate.
- b. The following officials may request directive funds to be disbursed to those who report to them: the President, the Vice President, the Secretary, the Comptroller, and the Speaker of the Undergraduate Senate.
  - i. The Speaker may request directive funding for members of the Speaker's cabinet as well as Undergraduate Senators.
  - ii. No directive funding may be disbursed to department Deputy Directors under the Vice President, as those officials are already eligible for stipends under the Vice President's Deputy Leadership Fund.
- c. The disbursement process for directive funding shall be initiated by the supervising officials listed in subsection (b). Those officials may request up to \$250 for any individual member they supervise.

Such proposals shall then be sent to the Undergraduate Senate for approval. If the Senate approves the request, it shall be disbursed from the directive fund to the receiving member.

- d. The Senate may not amend a request for directive funding; they may only approve or deny it. Directive requests shall require only one reading before the Senate.
- e. All requests for directive funding must be presented to the Undergraduate Senate before April 1 of each budget year.

### *Chapter 3 - The Secretary*

#### **Section 301: Event Accessibility**

*16-17-014*

- a. The Videographer or another member in the Secretary's Cabinet shall ensure the use of Closed Captioning on all pre-recorded American University Student Government's video publications.
- b. The Videographer or another member in the Secretary's Cabinet shall explore a plan to closed caption all live events sponsored or co-sponsored by Student Government.
- c. Student Government events shall be hosted in accessible venues, defined under this subsection as areas with access to elevators, ramps, accessible seating, and accessible bathrooms.

#### **Section 302: Promotion of CASE Services**

*17-18-008*

The Secretary, in coordination with CASE, shall publicize the new services available to students as a result of 2 SGC 104 during the Fall 2018 semester.

#### **Section 303: Workers' Appreciation Day**

*15-16-024*

The Secretary shall promote Workers' Appreciation Day, as established in 6 SGC 1, on the social media of Student Government.

#### **Section 304: Financial Accounts**

The Secretary and their subordinates hold some authority over the use of Student Government funds as described in 2 SGC 202.

#### **Section 305: Mental Health Survey**

*17-18-002*

- a. Student Government shall collaborate with the Residence Hall Association (RHA), and any other relevant organizations, to develop and administer a survey regarding the state of mental health among students.
- b. In their administration of this survey, Student Government shall follow the following parameters.
  - i. The survey must be administered twice a year, once in the middle of the first semester and once in the middle of the second. The exact dates of the administration shall be determined

- by the Executive Board to correspond with the ending of midterm exams to the best of their judgment.
- ii. The survey shall be accessible online, with instructions emailed to all students.
- iii. The survey shall remain open for no less than one week (7 days).
- iv. A report detailing the results of the survey, as well as an analysis of the findings, shall be made publicly available to the student body through the AUSG website no later than three weeks (21 days) after the end of the survey.
- c. The survey must adequately gather information on at least the following issues:
  - i. The state of mental health for individual survey participants
  - ii. The perceived accessibility, efficiency, and quality of mental health services on campus
  - iii. Recommendations and concerns of individual survey participants with respect to campus mental health
  - iv. Whether the individual survey participants are aware of the various mental health services available on campus.
  - v. If the individual survey participants need immediate assistance.
- d. The survey shall not gather any personally identifiable information from participants. The survey shall include a statement clarifying its anonymous nature.

**Section 306: Resources for Undocumented Students**

*16-17-008*

The Secretary shall publish and promote a directory of external organizations that provide legal guidance for international students, undocumented students, DACA recipients, and their families regarding their situation, emulating the example set by New York University. This directory shall be hosted on the Student Government website.

**Section 307: Student Government Directory**

*10-11-036 and 13-14-004*

- a. The Secretary shall maintain a directory of all positions in Student Government, both appointed and elected, and the people who hold them. This directory, and all archived directories, shall be made available on the Student Government website.
- b. This directory shall be revised and published prior to the beginning of each semester.
- c. This directory shall include the name, position, class, office location, office hours, and email address for all officials.
- d. The Elections Commissioner shall maintain a public directory of all candidates for the spring and fall elections. This directory, and all archived directories, shall be made available on the Student Government website.
- e. The Historian shall make all effort possible to collect and publish a directory of past candidates for the Executive Board, Undergraduate Senate, Class Councils, and School Council positions. This directory, shall be made available on the Student Government website. Physical copies shall be delivered to the office of the Undergraduate Senate.

**Section 308: Approval Survey**

*12-13-010*

- a. The Secretary shall conduct two campus-wide surveys of undergraduate students each year. The first, in the month of September, shall gather information about what students would like to see out of Student Government in that academic year. The second, in April, shall gather feedback on the actions of Student Government throughout that academic year.
- b. The Executive Board and the Speaker of the Undergraduate Senate shall determine the questions for this survey.
- c. The Secretary shall present the results of the surveys to the Undergraduate Senate.

### **Section 309: Jobs Board Security**

*15-16-017*

- a. The Secretary shall require an identifying photograph from all individuals soliciting work from the Jobs Board.
- b. When soliciting confidential information pursuant to this subsection, the Secretary shall post a privacy notice.

### **Section 310: Co-Sponsorship Procedures**

*13-14-010*

- a. The Student Government website shall include or link to a form which allows student organization to easily submit their requests for event cosponsorships and related funding.
- b. Relevant officers shall receive an email notification when a request on such a form is submitted.
- c. The applicant shall be notified within two days of their application being received and within ten days the final answer to their application.

## ***Chapter 4 - The Vice President***

### **Section 401: Financial Accounts**

The Vice President and their subordinates hold some authority over the use of Student Government funds as described in 2 SGC 202.

### **Section 402: The Women's Initiative and Confidentiality Advocacy**

*10-11-032*

The Director of the Women's Initiative is responsible for certain advocacy as described in 2 SGC 106.

### **Section 403: The Undergraduate Communication Association**

*12-13-067*

The school council for the School of Communications shall be called the Undergraduate Communication Association.

### **Section 404: The Deputy Leadership Fund**

17-18-034

The Deputy Leadership Fund (DLF) shall be disbursed at the discretion of the Vice President to the Deputy Directors of the Kennedy Political Union, Student Union Board, Women's Initiative, and Founder's Week department. DLF stipends may only be paid to such Deputy Directors and no other member of Student Government. No more than half of the total DLF may be given to Deputy Directors in any single organization. Prior to disbursing money from the DLF, the Vice President must get Senate ratification on their allocations.

### ***Chapter 5 - The Executive Board***

#### **Section 501: Open Government**

06-07-002

- a. Executives, be they elected or appointed, are to submit and make publicly available reports on their activities. All elected Executives (President, Vice President, Secretary, and Comptroller) shall report on their activities no less than twice monthly. All stipended Executive department directors shall additionally report on their activities no less than once per semester. This excludes the Director of Founder's Day and other officials who oversee singular, discrete events, who shall be required to report only once at the conclusion of their duties. Additionally, if meetings of Executives occur at which the participants judge that official business is conducted or decisions taken, summaries shall be offered of such meetings as well. Written reports shall be preferred, but discretion in the manner of reporting is reserved to the Executives.
- b. All documents that should be required of Executives by the SG Constitution, ByLaws, or other action of the Undergraduate Senate shall be made publicly available. Summaries may be offered as long as original papers remain publicly accessible. Each Executive shall be responsible for his or her own submissions, with the Secretary coordinating them.

### **Title III: Judicial Operations**

#### **Section 1: The Office of the Prosecutor**

14-15-047 *and the Judicial Register*

- a. There shall be a Prosecutor of Student Government, supervised by the Judicial Board, charged with raising and litigating before the Judicial Board cases regarding the violation of the governing documents of Student Government.
- b. The Prosecutor shall be appointed by the Chair of the Judicial Board.

### **Title IV: Official Positions of Student Government**

#### **Section 1: Universal Charging Stations**

14-15-046

Student Government endorses any proposed increase in universal technological charging stations and recommends that there be at least one universal charging station in the lobby of each academic building.

**Section 2: Contraceptives***14-15-043*

Student Government advocates for expanded access to contraceptives on campus to ensure the health and wellbeing of all students.

**Section 3: Student Jobs***14-15-048*

Student Government advocates that the University make a concerted effort to increase the number of available on-campus student jobs and encourages the University to ensure that students are hired at any stores located on East Campus.

**Section 4: Students with Disabilities***14-15-034*

Student Government advocates for the rights of students with disabilities, focusing specifically on improved accessibility in Hurst Hall, the East Quad Building, Bender Arena, and Asbury Hall.

**Section 5: Racism and the University Conduct Process***16-17-002*

The executive report “Combating Racism and Reforming the American University Conduct Process,” published jointly by the Diversity and Inclusion Working Group and the Center for Advocacy and Student Equity, represents the official position of Student Government on the subjects discussed therein.

**Section 6: Sexual Education***15-16-023*

Student Government advocates for and intends to promote collaboration between the Wellness Center and the Center for Diversity and Inclusion to create a more comprehensive curriculum taught by the Wellness Crew.

**Section 7: Resources for Club Sports***15-16-004*

Student Government advocates for the Office of Campus Life and the Office of Recreational Sports and Fitness to provide supplemental supplies to every club sport at American University.

**Section 8: Shuttle Schedule***15-16-036*

Student Government advocates that a time time for the American University shuttles be posted on the University website and, if possible, in a physical version at each shuttle stop.

### **Section 9: Sexual Awareness and Assault Prevention**

*14-15-014*

Student Government adopts the 2014 recommendations of the Sexual Assault Awareness and Prevention Task Force as its official policy concerning sexual assault awareness and prevention.

### **Section 10: Part-time Student Activity Fee**

*15-16-002*

Student Government supports renaming the "Part-time Student Confederation Fee" as the "Part-time Student Activity Fee." SG also supports an increase in this fee to \$44.50, half of the full-time Student Activity Fee.

### **Section 11: Accessible Fire Exits**

*09-10-022*

Student Government advocates that all emergency exits for all buildings and parking structures be cleared within twenty-four hours after the end of a storm.

### **Section 12: Campus Beatification and Sustainability**

*09-010-030*

Student Government advocate to Facilities Management to increase the number of trash cans, increase frequency of trash can emptying, and increase access to recycling containers.

### **Section 13: Creation of a Women's Resource Center**

*07-08-009*

Student Government endorses the creation of a Women's Resource Center, and directs the President to take all action attending to such.

### **Section 14: Gender-Neutral Housing**

*08-09-013*

Student Government advocates for gender-neutral housing options.

### **Section 15: Indigenous Peoples' Day**

*08-09-002*

Student Government recognizes and honors Indigenous peoples on Columbus Day.

### **Section 16: Construction Noise**

*17-18-011*

Student Government encourages a ban on on-campus construction from 10:00 PM to 9:00 AM.

**Section 17: Emergency Contraception**

*17-18-014*

Student Government encourages American University to provide a discount voucher, available on the myAU website for students to print and present to the Health Center or any other locations on campus that will provide emergency contraception. The Undergraduate Senate will work with American University to allow emergency contraception to be purchased on campus without an appointment at the Student Health Center. Specifically, Student Government recommends that such contraception be available at POD convenience stores and on Saturdays and Sundays.

**Section 18: Student Housing and Dining Workers**

*07-08-005*

- a. Student Government strongly encourages the Housing and Residence Life program to write proper rules and procedures that ensure a presumption of innocence for student HRL staff accused of violating HRL policies.
- b. Student Government strongly encourages HRL to consider Judicial Affairs and Mediation Services decisions when considering whether to terminate student staff.
- c. Student Government strongly encourages HRL to define “if applicable” circumstances under the Termination policy and “based on individual circumstances in Section V of “Expectations of HRL Student Staff Members.”

**Section 19: Health Center**

*08-09-007*

Student Government calls on the Health Center to do the following:

- a. Address patient complaints on a case-by-case basis.
- b. Consider an extension of weekly hours as well as additional weekend hours.
- c. Consider accepting a certain number of walk-ins per day due to dire circumstances.
- d. Clearly inform students of their rights prior to any medical treatment.

**Section 20: Styrofoam**

*12-13-002*

Student Government advocates that any new company wishing to do business on AU’s campus not use any styrofoam product.

**Section 21: Smoking Ban**

*12-13-004*

Student Government approves of the University’s smoking ban.

## **Section 22: Adopting the Finance Report Recommendations as Official AUSG Policy**

*17-18-036*

The American University Student Government (AUSG) hereby declares the recommendations set forth in the Finance Committee's report, "Economical Advocacy: Financial Aid Policy Priorities for the Undergraduate Senate" as official and binding AUSG policy.

## **Section 23: Community Service Credits**

*08-09-023*

Student Government urges the University to make the community service credit, when it is as a student's 18th credit in a semester, free of charge.

## **Section 24: Trigger Warnings**

*14-15-050*

Student Government advocates for the use of trigger warnings in the classroom to enable students to feel comfortable and safe in the environment they are learning and living in.

## **Section 25: Student Rights**

*13-14-001*

Student Government recognizes the executive report "Student Rights: From the Classroom to the Quad" as its official policy on the topics discussed therein.

## **Section 26: Political Inclusion**

*13-14-005*

- a. Student Government advocates for more political diversity and inclusion on campus, including in classrooms.
- b. Student Governments advocates for the Center for Diversity and Inclusion to work proactively to address students' political inclusion concerns.

# **Title V: Peer Student Activity Organizations and the Budget Advisory Committee**

## **Section 1: Peer Organizations**

Student Government recognizes the Residence Hall Association (RHA), American University Club Council (AUCC), and the Student Media Board (SMB) as its peer organizations of equal standing.

## **Section 2: Accession to the Budget Advisory Committee**

*14-15-037*

Student Government officially accedes to the Budget Advisory Committee (BAC) and ratifies its charter.

### **Section 3: Definition of BAC**

14-15-037

- a. The Student Activities Budget Advisory Committee is the representative body which oversees the budgeting of the Student Activities Fund between the Student Government, the Student Media Board and the Club Council, i.e. the three recipients of American University Student Activities funding. These tasks include, but are not limited to, making recommendations on the modification of stipend allocations, oversight of the Student Activities Fund among the three organizations, and other budgetary issues as determined by the Committee.
- b. The BAC is made up of three representatives from each of the three organizations it represents. These nine representatives have equal standing in BAC decision making and equal voting power.
- c. Student Government's representatives are the President, the Comptroller, and the chair of the Undergraduate Senate Special Committee on Finance; the Student Media Board's representatives are its two co-chairs and one special representative elected from SMB; Club Council's representatives are its chair, its outreach director, and its finance director.
- d. These representatives may change either by a change in personnel in said positions or if there is a change to any of the three organizations' government documents necessitating such a change. In no event may any organization represented on the BAC have more than three voting representatives.
- e. As the representative of the three groups which receive Student Activity funds, the BAC makes recommendations on the allocation of the funds, stipends, and other budgetary issues.
- f. Meetings of the BAC are presided over by an unbiased chair, who has no vote and is normally the Director of Student Activities or their representative. "Unbiased" means here that the chair may not actively exclude or silence any of the nine representatives on the BAC.

### **Section 4: Operation and Organization of the BAC**

14-15-037

- a. The nine members of BAC serve one-year terms, as per the normal operations of the three member organizations.
- b. All official meetings of the BAC must meet quorum. For any official decisions to be taken by the BAC, three conditions must be met: the chair or their representative must be present; a majority of voting members (i.e. five) must be present; and at least one representative from each of the member groups must be present. The last requirement may be waived if permission is granted by a majority of representatives of the absent group (e.g. if an emergency meeting must be held at a time when none of the SMB representatives may attend, the BAC may have an official meeting and conduct official business if a majority of the representatives of the SMB consent). The quorum requirement may also be waived for an upcoming meeting by a unanimous vote by all voting members on a meeting-by-meeting basis.
- c. All meeting shall be convened, presided over, and adjourned by the chair at an agreed-upon time designated by the nine voting members.
- d. All decisions made by the BAC shall be made under the principle "majority of representatives; consensus of organizations." In practice, this means that decisions may only be made under the following conditions: a majority of present voting representatives vote in favor of a proposal and a

majority of present voting representatives from each organization vote in favor of the proposal. These decision-making criteria constitute normal means.

- e. Any of the nine voting members may send a voting proxy in their absence.
- f. The charter of the BAC may be amended by only normal means, as described in this section. The only exception is if there is an internal change to any of the three groups which changes its representation on BAC.
- g. All meetings of the BAC are open to the public. The minutes of all meetings must be taken and published within 48 hours of each meeting's adjournment on a website devoted to budgetary transparency. The chair may either take the minutes or delegate that responsibility; the note-taker does not need to be a member of the BAC.
- h. The chair is tasked with ensuring that the BAC operates transparently and is consequently encouraged to have an honest and active presence on social media and maintain regular contact with the SMB and other relevant organizations for the purpose of ensuring that the student body is informed on the happenings in the BAC.

### **Section 5: Effect of BAC Recommendations on Student Government**

*14-15-037*

All actions taken by the BAC shall be considered non-binding recommendations to Student Government until ratified by the Undergraduate Senate. These recommendations may be ratified through approval from the Special Committee on Finance and a two-thirds vote of the full Senate.

### **Section 6: Senate Oversight of SG actions to BAC**

*14-15-037*

Any actions taken by Student Government in relation to the BAC must be in conformity with Senate policy.

### **Section 7: Student Government-sponsored amendments to the BAC governing documents**

*14-15-037*

The Senate shall have the authority to offer amendments to the BAC Charter on behalf of Student Government. All changes to the BAC governing documents must be approved by the Senate in order to be approved by Student Government.

### **Section 8: Withdrawal from the BAC**

*14-15-037*

The Student Government may withdraw from the BAC upon the passage of such a resolution by the Undergraduate Senate.

## **Title VI: Miscellaneous Provisions**

### **Section 1: Workers' Appreciation Day**

*15-16-024*

March 23 shall be designated as Workers' Appreciation Day, a holiday celebrating employees who work on the campus of American University.

**Section 2: "Wonk"**

*09-10-050*

- a. All elected or appointed members of Student Government are strongly discouraged from taking a public stance on the "Wonk Campaign."
- b. All members of Student Government are forbidden from distributing "Wonk" paraphernalia at events sponsored or co-sponsored by Student Government, unless required by another regulation.
- c. This section may be nullified by a combined Legislative Order from the Speaker of the Undergraduate Senate and an Executive Order from the President.

*Last Updated: November 01, 2018  
By: The Thirteenth Undergraduate Senate  
Speaker, Trevor Pugh*