



## INTERNAL AFFAIRS COMMITTEE REPORT

Internal Affairs Committee Chair, Chief Justice

Brandon J. Burns

April 21, 2017

[brandon.burns490@myci.csuci.edu](mailto:brandon.burns490@myci.csuci.edu)

### IAC REPORT

**On 04/26/2017 at 6:00pm the Internal Affairs Committee held a regularly scheduled meeting and moved forward as follows:**

1. The IAC passed IAC. 001, the #BylawOverhaulActOf2k17, which is An Act "To improve the efficiency of California State University Channel Islands Student Government by formally replacing the existing Bylaws with a complete set of Bylaws." The Act offers a replacement to the current set of Bylaws. IAC. 001 is attached to this report.

**Calendar No. 1**

1ST INTERNAL AFFAIRS  
COMMITTEE  
2ND SESSION

**IAC. 001**

To improve the efficiency of California State University Channel Islands Student Government by formally replacing the existing Bylaws with a complete set of Bylaws.

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IN THE INTERNAL AFFAIRS COMMITTEE OF CSUCI STUDENT GOVERNMENT

APRIL 12, 2017

Chief Justice Brandon Burns (for himself, Associate Justice Jorge Robles Garibay, Associate Justice Jack Holden, Senator Reymundo Massie, Senator Nathan Altman, and Director of External Affairs Carla Mena) introduces the following legislation.

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**AN ACT**

To improve the efficiency of California State University Channel Islands Student Government by formally replacing the existing Bylaws with a complete set of Bylaws.

*Be it enacted by the Internal Affairs Committee of CSU Channel Islands Student Government,*

**SECTION 1. SHORT TITLE.**

(a) SHORT TITLE.—This Act may be cited as the

“#BylawOverhaulActOf2k17”.

**SEC. 2. FINDINGS.**

(a) FINDINGS.—The findings of this Act are as follows:

(1) The posted CI Student Government Bylaws could have been more clearly recorded.

(2) The posted CI Student Government Bylaws are confusing and contradictory.

9                   (3)     The posted CI Student Government Bylaws contain unprofessional and egregious  
10 spelling, grammar, and formatting errors.

11                   (4)     The posted CI Student Government Bylaws unreasonably hinder CI Student Government  
12 from pursuing its mission statement.

### 13 **SEC. 3. TEXT OF BYLAWS.**

#### 14 **ARTICLE I — INTRODUCTION, GENERAL PROVISIONS**

##### 15 **Part 1. Name of organization and purpose.**

###### 16 1.1.1 Name.

17 (a) The name of this organization is California State University Channel Islands Student  
18 Government.

19 (b) Throughout these Bylaws, this organization is referred to as Student Government.

###### 20 1.1.2 Purpose.

21 (a) Student Government is—

22 i. An entity of Associated Students of California State University Channel Islands, Incorporated.

23 ii. Delegated by the ASI Board of Directors, the official representative organization for the students of  
24 California State University Channel Islands.

25 iii. Placing the students at the center of our educational experience, California State University Channel Islands'  
26 Student Government seeks to effectively communicate, create and maintain community, as well as provide and  
27 support co-curricular learning. As we represent the University and our student body, we will hold ourselves to  
28 the highest standards by leading with integrity and selflessly serving the students and the University on a local,  
29 state, and nationwide level.

##### 30 **Part 2. Authority of Bylaws and general provisions.**

###### 31 1.2.1 General provisions

32 (a) Throughout these Bylaws, the following abbreviations and terms are used unless otherwise indicated—

33 i. ASI. Associated Students of California State University Channel Islands, Incorporated.

34 ii. CSU. California State University. iv. CI. CSU Channel Islands.

35 iii. RONR. Robert's Rules of Order, Newly Revised, most current edition.

36 iv. Student Body. All CI students who pay ASI fees.

37 v. University. CSU Channel Islands.`

38 vi. President. President of CSU Channel Islands Student Government.

39 vii. Vice President. Vice President of CSU Channel Islands Student Government.

40 viii. Officer. Any elected or appointed members of student government excluding interns of CSU Channel  
41 Islands Student Government.

42 1.2.2 Authority of Bylaws, supremacy and amendment.

43 (a) All persons in Student Government must adhere to these Bylaws, the decisions of the

44 Judicial Branch regarding their interpretation and application, and any other applicable local, State or Federal  
45 law, or University policy.

46 (b) These Bylaws and all persons in Student Government must adhere to the ASI Bylaws, the ASI Election  
47 Code and the ASI Entity Constitution. ASI Bylaws and all ASI governing documents rule supreme to the  
48 Student Government Bylaws.

49 (c) In the event of a conflict between Senate legislation or Executive Order from the President of Student  
50 Government and these Bylaws, the Bylaws shall be supreme.

51 (d) These Bylaws may be amended by two-thirds vote of the Senate in a duly noticed public meeting.

52 1.2.3 Nondiscrimination in membership and usage of facilities.

53 (a) All ASI fee-paying students entitled to use all Student Government programs and services and participate in  
54 Student Government.

(b) Student Government may not restrict access to services or programs, or prohibit the participation of a student on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

#### 1.2.4 Eligibility Requirements.

(a) All elected or appointed officers must have a minimum cumulative and semester grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of services and be in good behavioral standing.

(b) Officers who fail to meet these minimum requirements may be granted probationary membership status with written appeal to the ASI Executive Director. In the absence of the ASI Executive Director the ASI Assistant Director will serve in their place. -

i. Not affect rights and privileges granted by the position the member holds,

ii. Probationary status may only be granted for one semester and once for the member's current term.

(c) If an officer is denied their appeal for probationary status by the ASI Executive Director, the officer may appeal to the ASI Board of Directors for a grant of probationary membership status.

i. The ASI Board may deny any appeal for any reason they deem necessary.

(d) All non-officers of Student Government provided by these Bylaws shall be exempt from the academic requirement set forth in paragraph (a) of this section.

## ARTICLE II — THE LEGISLATURE

Part 1. Legislative authority, activities, and general provisions.

### 2.1.1 Legislative authority.

(a) The Senate must—

i. Vote on confirmation of appointments of the President to executive offices, the Judiciary, and to vacancies in Senate,

ii. Disseminate information about its activities conducted and programs created by

79 Student Government,

80 iii. Comply with all Senate resolutions, legislation, and these Bylaws,

81 iv. Comply with the rules of order specified in RONR, and

82 (b) The Senate may—

83 i. Pass legislation governing the activities of Student Government, for purposes of carrying out the goals and  
84 responsibilities of these Bylaws,

85 ii. Create and pass resolutions,

86 iii. Create and pass special rules of order and procedures for governing its membership, and for the governing of  
87 members of Student Government,

88 iv. Override a veto of the President by three-fourths majority vote,

89 v. Pass amendments to these Bylaws by two-thirds majority vote

90 2.1.2 Ratification of legislation and presentation.

91 (a) Following the ratification of legislation, including appropriations legislation, by

92 Senate, the Vice President and Director of Operations must endorse the paper copy of that legislation and certify  
93 that it is the true and accurate copy enacted by Senate.

94 (b) The Director of Operations must, within three business days of ratification, present the legislation to the  
95 President for their signature or veto.

96 (c) The President may—

97 i. Sign the legislation, in which case it becomes effective upon the President's signature,

98 ii. Veto the legislation, in which case the legislation shall be referred back to

99 Senate, who may override that veto with a three-fourths majority vote,

100 iii. Take no action, in which case the legislation becomes effective six days after presentation.

101 (d) The Director of Operations must inform the Senate via electronic mail no later than 5:00 p.m. the next  
102 business day of the President's action on legislation presented under paragraph (c) of this section.

103 (e) The President may not—

104 i. Amend or otherwise modify legislation enacted by Senate except through a full veto.

105 (f) All approved legislation must be saved by the Director of Operations on the Student Government website  
106 and made available to the public and Senate upon request.

107 Part 2. Senators.

108 2.2.1 Senate composition.

109 (a) Student Government Senate is composed of Senators that are popularly elected each academic year by the  
110 student body of CI, or appointed by the President to fill a vacancy if elections have already occurred.

111 i. The Senate can be composed of one Senator for about every 700 students who pay ASI fees, but shall not to  
112 exceed 15 Senators total.

113 2.2.2 Minimum qualifications.

114 (a) No person may hold the office of Senator or campaign for this office unless that person—

115 i. Has completed a minimum of twelve units of coursework at CSU Channel

116 Islands

117 ii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, and

118 iii. Is enrolled in a minimum of six units per semester at CSU Channel Islands.

119 (b) No Senator may receive bribes.

120 2.2.3 Vacancies and Right to Resign.

121 (a) Senators shall maintain their right to resign from office at any time. A Senator

122 wishing to resign must tender a written letter to the Student Government Vice President. Resignations shall be  
123 considered effective immediately.

124 (b) If all senator positions are not filled at the conclusion of the elections, the President must recommend

125 senators for appointment to these vacancies at the first Senate meeting of the academic year.

126 i. If all senator vacancies are not filled by the first Senate meeting of the academic year, the President has 30  
127 days to recommend senators for appointment to these vacancies.

128 ii. If senator vacancies remain after 30 days, the President may ask the Senate for an extension of a reasonable  
129 amount of time.

#### 130 2.2.4 Appointment and authority of a presiding officer pro tempore.

131 (a) Senate may elect a member by majority vote to the office of Senate pro tempore to serve as chair. Such an  
132 election must take place in accordance with RONR and must be duly noticed to the public as required by  
133 Section 2.3.1 of these Bylaws.

134 (b) If any presiding officer of the Senate wishes to participate substantively in debate or vote, that presiding  
135 officer must recuse themselves from the duties and position of the chair for the consideration of that question,  
136 and the duties of the presiding officer shall devolve upon any of the officers listed below.

137 (c) The election of a presiding officer pro tempore does not relieve the Vice President of their duty to attend all  
138 Senate meetings, nor does it relieve the Vice President of their authority to preside over the Senate and cast the  
139 dividing vote if they be equally divided.

140 (d) If the Student Government Vice President is not in attendance of a meeting of the  
141 Senate, or does not wish to preside over a meeting of the Senate which they are attending, the duties of the  
142 Senate's presiding officer shall devolve, in the order herein, upon—

143 i. The Senate pro tempore, if one has been elected,

144 ii. The chair of the Internal Affairs Committee,

145 iii. A Senator, in order of their Student Government seniority,

146 iv. If no senators are present, then quorum is not met and the  
147 meeting is not official.

148 (e) The Senator acting as the presiding officer shall reassume the  
149 duties of presiding officer duties once voting on all action items is complete.



150 (f) The Senate and Vice President may allow the Vice President-Elect for  
151 the following year to serve as the presiding officer for a maximum  
152 of two (2) Senate meetings following the receipt of the ASI election  
153 results.

#### 154 2.2.5 Recall of Senators.

155 (a) A Senator may be subject to a recall election if a petition bearing the signatures,  
156 names, and student identification numbers of fifteen percent of the ballots cast in the previous election is  
157 submitted to the ASI Board. This petition must—

- 158 i. Clearly state the person or persons sponsoring the recall effort,
- 159 ii. Clearly state the reasons for the recall effort
- 160 iii. The names, signatures, and student identification numbers must be submitted to the ASI Student Programs  
161 Coordinator for purposes of verifying that those persons signing the petition are students eligible to vote.

162 (b) In the event of a recall petition being properly filed, Student Government must properly notify the public of  
163 a recall effort and permit any interested and qualified person to run for the seat that may be vacated.

164 (c) Not less than thirty days after the submission of a recall petition, the ASI Election Council must conduct a  
165 recall election in accordance with the ASI Elections Code.

166 (d) A majority of ballots cast is required to remove a Senator from office and elect a new Senator to office.

- 167 i. The ASI Election Council will determine time and place for the recall election and selection of new Senator.

#### 168 2.2.6 Senator Duties and Responsibilities

169 (a) All Senators must-

- 170 i. Serve on a minimum of one University Committee.
  - 171 ii. Submit weekly reports to Vice President by 5:00 p.m. on Fridays.
  - 172 iii. Attend biweekly one on one meetings set by the Vice President.
- 173 1. One on ones will only be conducted while school is in session.

- 174 iv. Attend all Student Government meetings held on Wednesday at 9:00 a.m. in the  
175 Coville Conference Room.
- 176 1. Absences may be excused if the Vice President is notified 48 hours prior to the meetings.
- 177 v. Work a minimum of five hours per week throughout their term.
- 178 1. A minimum of two hours must be served in the office.
- 179 vi. Attend a minimum of five CI events per semester as a Student Government Representative.
- 180 (b) Housing and Residential Education Senator must-
- 181 i. Work with housing students and staff to identify the needs of students living on campus.
- 182 ii. Housing and Residential Education Senator may serve a minimum of one office hour in the Housing office.
- 183 (c) Graduate, Credential and Alumni Senator must-
- 184 i. Serve on the Alumni and Friends campus committee
- 185 ii. Work alongside Graduate Schools and School of Education to identify the needs of students within each  
186 program.
- 187 (d) Student Engagement Senator must-
- 188 i. Connect with clubs and organizations to increase student involvement.
- 189 ii. Attend all freshman and transfer student orientation and/or events as the Student Government representative.
- 190 (e) Academic Affairs Senator must-
- 191 i. Attend all Academic Senate meetings
- 192 ii. Serve as a liaison between students and faculty.
- 193 (f) Social Justice Senator must-
- 194 i. Work with Intercultural services to identify needs of underrepresented students.
- 195 ii. Social Justice Senator may serve at least one office hour at Intercultural services.
- 196 (g) Wellness and Recreation Senator must-

197 i. Work with Campus Recreation, Boating Center, Student Health Services and Counseling And Psychological  
198 Services (CAPS) to better identify the needs of students

199 ii. Wellness and Recreation Senator may serve at least one office hour at Campus Recreation

200 (h) Commuters and Transportation Senator must-

201 i. Work with the Commuter Program Assistant to identify the needs of commuter students.

202 ii. Work with Transportation and Parking services to help promote alternative transportation options

203 (i) Veterans and Non-Traditional Students Senator must-

204 i. Work with Veterans Affairs to identify needs of students.

205 ii. Identify needs for non-traditional students.

206 iii. Veterans and Non-Traditional Students Senator may serve at least one office hour in the Veterans Affairs

207 Center

208 (j) Sustainability and Technology Senator must-

209 i. Educate students on campus sustainability efforts and advancements in technology.

210 Part 3. Conduct and Information on Meetings.

211 2.3.1 Regular meetings — Notice and agenda.

212 (a) The Senate must hold weekly meetings each semester unless quorum is not met, as  
213 described in section 2.3.2, paragraph (b).

214 (b) Meetings of the Senate shall be held on Wednesdays at 9:00 a.m. during the academic calendar.

215 (c) Meetings of the Senate and its committees are open to the public unless otherwise specified.

216 (d) At least seventy-two hours prior to the scheduled start of the Senate's regular meeting, the Director of  
217 Operations must deliver written notice, consisting of the meeting's agenda packet, to any person registered with  
218 the Student Government office. The Director of Operations must also deliver electronic notice to all Senators  
219 and ex-officio members of Senate, as well as the President, Vice President, Executive Directors of Student  
220 Government, ASI Student Programs Coordinator, ASI Assistant Director and ASI Executive Director.

221 (e) For purposes of this Part, ‘agenda packet’ means—

222 i. A document that shows all items to be discussed or acted upon by Senate.

223 ii. A complete copy of any legislation or resolution to be discussed or acted upon.

224 iii. The minutes for the previous Senate meeting.

225 iv. The time and place of the Senate meeting.

226 (f) At least seventy-two hours prior to the scheduled start of Senate’s regular meeting, the agenda packet shall  
 227 be posted conspicuously in the Student Government Offices and in other locations freely accessible to members  
 228 of the public. The agenda packet shall also be made available in Portable Document Format (.pdf) format on the  
 229 Student Government website.

230 (g) The Director of Operations shall provide, upon request, copies of the agenda packet to any interested person.

231 2.3.2 Quorum.

232 (a) A quorum consists of fifty percent, plus one, of the Senate seats currently occupied at the time the meeting  
 233 starts.

234 (b) A quorum requirement may be met by teleconferencing in a manner that the Senate may prescribe.

235 (c) If Senate business, including the handling of resolutions, appropriations, or legislation, or any other function  
 236 of Senate is conducted without a quorum present, those acts are null and void.

237 (d) All meetings of the Senate must be conducted in accordance with any applicable local, state or Federal law,  
 238 University policy or Senate legislation.

239 2.3.3 Regular meetings — Requirement to follow agenda.

240 (a) The presiding officer may not re-order or amend the agenda except through motions of voting members of  
 241 the Senate.

242 (b) Unless a separate motion is made to amend the agenda, no action or discussion may take place on an item  
 243 not in the Senate’s agenda packet.

244 (c) Pertaining to separate motions made to amend the agenda,

245 i. This motion is debatable with respect to the nature of the item being added to  
246 the agenda requiring immediate action.

247 ii. The adoption of this motion requires a two-thirds vote, or the unanimous consent of all members of Senate  
248 present if less than two-thirds of Senate is present.

#### 249 2.3.4 Regular meetings — Public comments and reports.

250 (a) All public meetings must provide an opportunity for members of the public to address  
251 Senate or its committees on any item affecting higher education or other matters under Senate's jurisdiction,  
252 subject to reasonable limitations on time, meeting security, and good order.

253 i. Unless specifically extended by Senate through a motion to limit or extend limits of debate, the total time  
254 allotted for public comments is fifteen minutes.

255 ii. At their discretion, the presiding officer of the Senate meeting may take a speakers' list in order to ensure a  
256 balance of time for all Senators.

257 iii. A member of Senate may briefly respond to public comments, but no action or further discussion may occur  
258 on items raised in public comments unless those items are on the agenda.

259 (b) All public meetings must provide an opportunity for members of Senate and executive officers to briefly  
260 report on their activities.

261 i. Except for brief requests for clarification of details within reports, no discussion of report items may take  
262 place.

263 ii. Senate members need not yield time to Executive officers in order for them to present their reports.

264 (c) A standing item shall exist on the Senate meeting agenda that provides Student Government Standing  
265 Committee chairpersons the ability to present their committee reports as required by Article VI of these Bylaws.

#### 266 2.3.5 Special meetings — Notice and agenda.

267 (a) The Senate may convene in a special meeting with twenty-four hour notice by delivering to each member of  
268 Senate, either personally or by electronic mail, an agenda packet for that meeting.

269 (b) Senate may not consider items not on the agenda during a special meeting.

270 2.3.6 Emergency meetings.

271 (a) In an emergency situation requiring immediate action due to disruption or threatened disruption of public  
272 facilities, Senate may hold an emergency meeting without compliance with the requirements of Section 2.3.4 of  
273 this Part.

274 (b) Members of Senate and members of the public, including the news media, must be notified at least one hour  
275 prior to the scheduled start of the emergency meeting if telephone services are operable.

276 2.3.7 Closed meetings — Conduct of meeting and minutes.

277 (a) The Senate and its committees may hold a closed meeting, from which the public is excluded, if the notice  
278 requirements in Section 2.3.1 are met.

279 (b) In this Section, ‘employee’ refers to any student compensated by ASI.

280 (c) During a closed meeting, the Senate may only consider—

281 i. Certain litigation pursuant to the advice of legal counsel,

282 ii. Certain employment matters

283 iii. Certain matters relating to a particular employee, unless that employee  
284 requests a public hearing,

285 iv. Matters relating to law enforcement.

286 (d) The Senate may close a Senate meeting temporarily in order to discuss matters pertaining to the  
287 appointment of an executive director, judicial officer, or Senator in the case of an open seat.

288 (e) Prior to the start of a closed meeting, the Senate or its committee shall disclose, in a regular, open meeting  
289 the item or items to be discussed in the closed meeting. No other item shall be considered or discussed in the  
290 closed meeting.

291 (f) Immediately after the termination of the closed meeting, the Senate or its committee must reconvene prior to  
292 adjournment in public session and disclose what actions, if any, were taken during the closed meeting. These  
293 actions must be recorded in Senate's minutes.

#### 294 2.3.8 Place of meeting.

295 (a) Senate may not conduct any meeting in any facility that prohibits the admittance of any person or persons,  
296 on the basis of race, religious creed, color, national origin, ancestry, or sex, or which is inaccessible to disabled  
297 persons, or where members of the public may not be present without making a payment or purchase.

#### 298 2.3.9 On-record Senate discussion (Discussion Items).

299 (a) During the consideration of items placed on the agenda as Discussion Items, Senate must consider the items  
300 informally as described in RONR – Committee of the Whole, unless the item pertains to legislative action of  
301 Senate.

302 (b) Consideration of items as described under paragraph (a) of this Section does not require the making of a  
303 motion to consider informally unless a member of Senate objects.

#### 304 2.3.10 Yielding time to members of the public during times other than public comment.

305 (a) A member of the Senate may yield a portion or all of their time to a member of the public during a part of  
306 the meeting other than public comment for purposes of contributing productively to Senate's deliberations.

307 (b) During yielded time, the member of the public must conduct themselves in accordance with standards of  
308 legislative comity and the rules and procedures outlined in these Bylaws and Senate's parliamentary authority.

#### 309 2.3.11 Authority of Senate to enforce order.

310 (a) If, during a public meeting, a person or group of persons willfully disrupts Senate's  
311 conduct of a meeting, Senate may order the meeting room cleared and continue in session.

312 (b) During the remainder of such a disrupted meeting as described in paragraph (a), Senate may not consider  
313 items not on the agenda.

#### 314 2.3.12 Content of minutes.

315 (a) The Director of Operations, or designee, is required to take minutes in all Student  
316 Government Senate meetings, open or closed, regular or special.

317 (b) These minutes must at minimum contain—

318 i. The time at which the meeting was called to order,

319 ii. The names of the members of Student Government present at the meeting and the fact that a quorum was  
320 present,

321 iii. Whether or not the minutes from any previous minutes were approved,

322 iv. Who presides over the meeting,

323 v. Whether or not the regular presiding officer is present and presiding, or the name of a presiding officer pro  
324 tempore if one presides at any time during the meeting,

325 vi. All of the following motions or parliamentary items—

326 1. All main motions and amendments to main motions, and the disposition of those motions,

327 2. Secondary motions that were not lost or withdrawn when necessary for clarity,

328 3. All motions that bring a question before Senate again,

329 4. The text of enacted resolutions and legislation, and appropriations,

330 5. Notices of motions to rescind or amend,

331 6. All points of order and appeals, and the decisions of the presiding officer regarding those points and appeals,

332 7. If a recess is taken, the time at which the meeting stood in recess and the time at which the meeting was  
333 called back to order, and

334 8. Incidental motions pertaining to the discussion or ratification of legislation.

335 vii. A summary of what each recognized member of Student Government said during debate on motions or  
336 during the discussions, and a summary of what is said during public comment periods including the names of  
337 persons addressing Senate,

338 viii. If a closed session is conducted, the results of any actions taken during the closed session, and



339 ix. The time at which the meeting is adjourned.

340 (c) The portion of the minutes taken by direction of paragraph (a) of this Section need not be published if they  
341 pertain to the proceedings of a closed session.

342 Part 4. Standing committees and special rules of order.

343 2.4.1 Standing Senate Committees

344 (a) Student Government Senate has one standing committee provided for by these  
345 Bylaws.

346 (b) Senate may create a new standing committee by a two-thirds vote.

347 i. Additional committees created via vote of the Senate shall only be in effect during the academic year in which  
348 it was created unless these Bylaws are amended accordingly.

349 (c) A chairperson for the Bylaw-provided standing committee must be appointed no later than the end of the  
350 fifth week of the Fall Semester.

351 (d) All appointments to each committee shall be performed by the Vice President of  
352 Student Government.

353 i. Each appointment shall be in effect until the last day of the Spring Semester of the respective school year.

354 2.4.2 Internal Affairs Committee.

355 (a) The Internal Affairs Committee is responsible for —

356 i. The content and form of legislation and general oversight of all functions of  
357 Student Government,

358 ii. Conduct auditing, investigation, compliance, and enforcement of Student  
359 Government's bylaws, parliamentary authority, legislation and resolutions,

360 iii. All proposed revisions to these Bylaws, and

361 iv. Any other matter pertaining to the Senate's legislative activities.

362 (b) The Internal Affairs Committee consists of the Associate Justices, two Senators, and one executive member.

363 The Chief Justice will serve as the non-voting chairperson.

364 i. If there are no Associate Justices, one Executive member and one senator will serve in their place.

365 ii. If there is only one Associate Justice, the other position will be filled by an executive member

366 (c) The Internal Affairs Committee may also consist of ex officio members, but they do not possess voting  
367 rights. The President and Vice President may not be considered members of the Internal Affairs Committee.

368 (d) Following the appointments of its membership, the Internal Affairs Committee must meet every other week  
369 or as needed.

370 (e) The Internal Affairs Committee chairperson must submit a committee report to the Senate at the Senate  
371 meeting immediately following each committee meeting.

372 (f) The Internal Affairs Committee shall have the authority to conduct official investigations into violations of  
373 these Bylaws. Such investigations will be conducted as prescribed in these Bylaws. In the case of investigation

374 –

375 i. The Internal Affairs Committee shall conduct the investigation.

376 1. Following the investigation, the Internal Affairs Committee Chair must  
377 provide a written investigation report to the Senate, President, Vice  
378 President, and parties involved.

379 ii. All complaints shall be given to the Chief Justice to open up an investigation.

380 1. If the Chief Justice is the perpetrator, The investigation will be chaired by an associate justice. In the case of a  
381 tie in regards to this special investigation, the chair (associate justice) will be the tiebreaker.

382 2. If the investigation is about a member of the internal affairs committee, that member must recuse himself or  
383 herself from the entire investigation.

384 iii. Any Internal Affairs Committee meeting dealing with personnel shall be considered closed meetings.

385 iv. All decisions of the internal affairs committee may be appealed. In this situation, the investigation would go  
386 to the entire senate to vote on. A two-thirds vote must be reached in order to uphold the decision of the internal  
387 affairs committee.

#### 388 2.4.3 Special Senate Rules.

389 (a) The Senate shall maintain its authority to set additional special rules in place for self-  
390 governance.

391 (b) Special rules set in place must be introduced via Senate Bill and passed by a three- fourths majority vote of  
392 the Senate.

393 (c) Special rules must be in compliance with these Bylaws.

394 (d) If at any time special rules conflict with the provisions set forth by these bylaws, these bylaws shall be  
395 supreme.

### 396 ARTICLE III — THE EXECUTIVE BRANCH

#### 397 Part 1. The Executive Branch.

##### 398 3.1.1 Description.

399 (a) The Executive Branch consists of the President, Vice President, the Executive  
400 Directors, and President's Cabinet.

##### 401 3.1.2 Executive officers — Removal from office by recall.

402 (a) The President and Vice President may be subject to a recall  
403 election if a petition bearing the signatures, names, and student identification numbers of fifteen percent of the  
404 student body is submitted to the Student Government Office. This petition must—

405 i. Clearly state the person or persons sponsoring the recall effort,

406 ii. Clearly state the reasons for the recall effort, and

407 iii. Clearly state the proposed replacement or replacements for the executive officer subject to the recall effort,  
408 to be placed on the ballot, excluding executive directors, who may not be subject to named replacement.

409 The names, signatures, and student identification numbers must be submitted to the Vice President of Student  
410 Affairs for purposes of verifying that those persons signing the petition are students eligible to vote.

411 (b) In the event of a recall petition being properly filed, Student Government must properly notify the public of  
412 a recall effort and permit any interested and qualified person to run for the seat that may be vacated.

413 (c) Not less than thirty days after the submission of a recall petition, Student Government must conduct a recall  
414 election in accordance with the ASI Elections Code.

415 i. A majority of ballots cast is required to remove an executive officer from office.

416 ii. Except for executive directors, a plurality of ballots cast, if a majority favors recall, is required to select a  
417 replacement executive officer.

418 iii. For elections recalling executive directors, the President must provide a new appointee to Senate within  
419 thirty days.

### 420 3.1.3 Executive Officers – Right to Resign.

421 (a) All executive officers, both compensated and uncompensated, shall maintain their right to  
422 resign from office at any time. An executive officer wishing to resign must tender a written letter of resignation  
423 to each member of Student Government. Resignations shall be considered effective immediately. If the  
424 resigning executive officer is in a compensated position, a written letter of resignation must also be provided to  
425 each member of the ASI Board of Directors, as well as the ASI Executive Director.

## 426 Part 2. The President.

### 427 3.2.1 Description.

428 (a) The President is the Chief Executive Officer of Student Government, the student body president, and shall  
429 faithfully execute Student Government's bylaws and legislation.

430 (b) The President is an ex-officio member of any committee formed by Student  
431 Government, unless otherwise specified in these bylaws.

### 432 3.2.2 Duties and powers.

433 (a) The President must—

- 434 i. Represent and advocate on behalf of Student Government and the general student body to all persons and  
435 organizations within and outside the campus community,
- 436 ii. Attend all California State Student Association monthly plenary and regional meetings.
- 437 iii. Serve as the voting member for the California State Student Association
- 438 iv. Appoint, with the advice and consent of the Senate, students to executive director positions provided by this  
439 Article, and the offices of Chief Justice and the Associate Justices,
- 440 v. Recommend, with the advice and consent of the Senate, a replacement for a vacancy in the Senate within  
441 thirty days of the position becoming vacant,
- 442 1. President must recommend someone within 30 days of vacancy.
- 443 2. If more time is needed, the President may ask the Senate for an extension
- 444 vi. Assist in recruiting and recommending students to serve on University  
445 committees.
- 446 vii. Take care that Senate legislation and these Bylaws are faithfully executed,
- 447 viii. Provide a report, in person or by designee, at all regular meetings of the Student Government Senate,
- 448 ix. Manage the functions of the Executive Branch, and
- 449 x. Approve or deny the Chief of Staff's selections for the Student Government  
450 Intern Program.

451 (b) The President may—

- 452 i. Veto legislation, as described in Section 2.1.2 of these Bylaws,
- 453 ii. Appoint an Executive Director to serve as an advisory council to the President as ex-officio members of  
454 Student Government, and dismiss members of this Cabinet,
- 455 1. All appointees must comply with eligibility requirements set forth by  
456 Section 1.2.4 of these Bylaws,

457 iii. Serve as the students' representative on all campus committees, and make recommendations for the  
458 appointment of other students to campus committees,

459 iv. Call special meetings of the Senate by communicating with the Vice President, and

460 v. Issue executive orders for purposes of carrying out the Bylaws or legislation of  
461 Student Government.

462 (c) The President must work twenty hours a week during the academic year.

### 463 3.2.3 Minimum qualifications.

464 (a) No person may hold or campaign for the office of President of Student Government  
465 unless that person—

466 i. Has completed a minimum of thirty units of coursework;

467 ii. Has completed a minimum of twelve of such units at CSU Channel Islands,

468 iii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section  
469 1.2.4 of these Bylaws,

470 iv. Is enrolled in a minimum of six units per semester at CSU Channel Islands, but no more than eighteen (18)  
471 units per semester; and

472 v. Does not enroll in, or intend to enroll in, more than eighteen units of coursework per semester during their  
473 tenure at any university, while serving their term in Student Government.

474 (b) No person may serve more than two terms of office as President.

### 475 3.2.4 Compensation.

476 (a) The President may receive a compensation for their services, which shall be appropriated  
477 in accordance with Section 3.4.9 of this Article.

### 478 3.2.5 Presidential succession.

479 (a) In the event of the death, resignation, or conviction of impeachment of the President,  
480 the Vice President shall become President.

481 (b) In the event that the President is temporarily incapacitated or otherwise incapable of performing their duties,  
482 the Vice President shall assume the duties of the President.

483 i. The President may transmit to the Vice President and the Senate a written declaration of temporary  
484 incapacity, which shall be effective based on the date and time in that declaration.

485 ii. Upon determination by the President that such incapacity no longer exists, the President shall transmit to the  
486 Vice President and the Senate a written declaration that such incapacity no longer exists, and resume their  
487 duties.

488 (c) If the Vice President's office is also vacant at the time of the President's removal from office or temporary  
489 incapacity, the Senate shall meet within forty-eight hours to appoint and confirm replacements for the President  
490 and Vice President.

### 491 Part 3. The Vice President.

#### 492 3.3.1 Description.

493 (a) The Vice President is the Deputy Chief Executive Officer of Student Government and shall take care that the  
494 Bylaws and legislation are faithfully executed.

495 (b) The Vice President is the presiding officer of the Senate and is responsible for ensuring that Senators  
496 execute the responsibilities of their offices.

497 (c) The Vice President is an ex-officio member of any committee formed by Student  
498 Government.

#### 499 3.3.2 Duties and powers.

500 (a) The Vice President must—

501 i. Take care that the Bylaws and Senate legislation are faithfully executed,

502 ii. Serve as the liaison between the President and Senate,

503 iii. Chair Senate meetings and cast the deciding vote, if the Senate is equally divided,

504 iv. Call special Senate meetings as required,

505 v. Appoint a chair to each Senate committee,

506 vi. Take responsibility for the training of the Legislative Branch, and

507 vii. Hold Senators accountable to carrying out their duties.

508 (b) The Vice President may—

509 i. Remove a chair from an ineffective Senate committee, and

510 ii. Assume the duties of the President in the event of the President's temporary incapacity as provided in Section  
511 3.2.5 of these Bylaws.

512 (c) The Vice President must work not less than twenty hours per week while school is in session.

513 3.3.3 Minimum qualifications.

514 (a) No person may hold or campaign for the office of Vice President of Student Government  
515 unless that person meets the eligibility requirements prescribed in 3.2.3 for President.

516 3.3.4 Vice Presidential Succession.

517 (a) In the event of a vacancy in the Vice President position (due to death, resignation, conviction of  
518 impeachment, etc.), the President of Student Government shall appoint a new Vice President within three  
519 business days of vacancy.

520 Part 4. Executive Directors.

521 3.4.1 Description.

522 (a) Executive directors are Student Government officers appointed by the Student  
523 Government President and confirmed by two-thirds vote of the Student Government  
524 Senate.

525 (b) Student Government has the following executive directors and officers:

526 i. Director of Operations,

527 ii. Director of External Affairs,

528 iii. Director of Events, and



529 iv. Chief of Staff.

530 (c) Throughout this Part, the terms ‘director’ and ‘executive director’ are used interchangeably.

531 (d) All non-compensated executive directors shall be considered members of the

532 President’s Cabinet.

533 3.4.2 Confirmation and security.

534 (a) Executive directors must be confirmed by a two-thirds vote of Senate.

535 (b) Executive directors may only be dismissed from their position through impeachment as laid out in Section

536 3.1.2.

537 3.4.3 Minimum qualifications.

538 (a) No person may hold any executive director position governed by this Part unless that

539 person—

540 i. Has completed a minimum of twenty-four units of coursework;

541 ii. Has completed a minimum of twelve units at CSU Channel Islands; Maintains both a cumulative and  
542 semester grade point average (GPA) no less than 2.5, as required in Section 1.2.4 of these Bylaws, and

543 iii. Is enrolled in a minimum of six units per semester at CSU Channel Islands.

544 (b) No person may serve more than two terms of office in the same executive director position.

545 3.4.4 Vacancies.

546 (a) In the event of an executive director vacancy, the President and Vice President shall

547 take care that the duties of the vacant office are still carried out.

548 (b) Within fourteen days of the vacancy, the President must recommend a replacement executive director to

549 Senate.

550 i. In the event that a vacancy of a compensated position occurs, the President must recommend a replacement of  
551 that position to the Senate within seven days.

552 3.4.5 Director of Operations — Duties and responsibilities.

- 553 (a) The Director of Operations records all Student Government official communications. The Director of  
554 Operations must –
- 555 i. Attend all Senate meetings, and attest that all legislation enacted is true and accurate.
  - 556 ii. Present, within three business days hours of its ratification, all Senate legislation and appropriations to the  
557 President as required by Section 2.1.2 of these Bylaws,
  - 558 iii. Maintain a permanent and current record of all members of Student  
559 Government including their contact information,
  - 560 iv. Maintain regular office hours,
  - 561 v. Maintain the Student Government office, including organization and inventory of office supplies, and
  - 562 vi. Update and maintain the Student Government website—permitting they have access to edit the website.
  - 563 vii. Maintain the Student Government office, including the procurement and organization of office supplies.
- 564 (b) The Director of Operations must work not less than ten hours per week when school is in session.
- 565 (c) The Director of Operations is a compensated position, as outlined in section 3.4.9 of these Bylaws.
- 566 3.4.6 Director of External Affairs — Duties and responsibilities.
- 567 (a) The Director of External Affairs is Student Government’s representative to the  
568 California State Students Association (CSSA) and must—
- 569 i. Attend all CSSA monthly plenary and regional meetings,
  - 570 ii. Attend all scheduled Senate meetings,
  - 571 iii. Coordinate all Student Government legislative visits and advocacy,
  - 572 iv. Disseminate information to students pertaining to Student Government’s lobbying and legislate activities
  - 573 v. Oversee the recruitment and training of the Lobby Corps
  - 574 vi. Collaborate with the CSU Channel Islands Director of Community and Government Relations,
  - 575 vii. Coordinate all voter registration and education campaigns on campus.
- 576 (b) The Director of External Affairs must work not less than ten hours per week when school is in session.

577 (c) The Director of External Affairs is a compensated position.

578 3.4.7 Director of Events — Duties and responsibilities.

579 (a) The Director of Events is responsible for coordinating and chairing events. Duties

580 include, but are not limited to –

581 i. Organizing Student Governments attendance and presence at CSU Channel Islands events such as Block  
582 Parties, Island View Orientation, Welcome Celebration, Dolphin Days, Involvement Fair, Discover CI etc.,

583 ii. Encouraging Senators to coordinate events for their assigned constituents and/or project assignments and  
584 assist with the coordination of such events,

585 iii. Requesting help from and delegate responsibility to Senators and other Student  
586 Government Representatives for events as necessary,

587 iv. Performing thorough assessments of Student Government events, and v. Serving as the Chair of the Events  
588 Committee.

589 (b) The Director of Events must work no less than five hours per week when school is in session.

590 3.4.8 Chief of Staff – Duties and Responsibilities.

591 (a) The Chief of staff serves in a supportive capacity for the Executive Branch and

592 Student Government as a whole. Such responsibilities include, but are not limited to –

593 i. Serving as the coordinator of the Student Government Intern program, and ii. Meeting on a bi-monthly basis  
594 with the President and Vice President.

595 (b) The Chief of Staff must work no less than five hours per week when school is in session.

596 (c) The Chief of Staff must hold biweekly one-on-one meetings and monthly group meetings with interns.

597 i. Scheduling is at the discretion of the Chief of Staff.

598 3.4.9 Compensation.

599 (a) Executive Directors and other officers appointed or elected under this Part may

600 receive a compensation for their services, which may be appropriated by Senate.

601 (b) The Student Government annual budget submitted to the ASI Budget Allocation and  
602 Spending Committee (ASI BASC) must include appropriate hourly compensation for specified Executive  
603 Directors, the President and Vice President, and other Bylaw- required members of the Executive Branch.

604 Part 5. Other Executive Officers; President's Cabinet.

605 3.5.1 General.

606 (a) The President may, at their discretion, appoint other officers or directors to the  
607 President's Cabinet for purposes of ensuring the efficient execution of the Bylaws and Senate legislation, as  
608 well as for purposes of representing and advocating for students. They should also be based on the needs of the  
609 organization, the campus, the Senate, the Vice President, and the President.

610 (b) No officer appointed under this Part may receive financial compensation, except in consequence of  
611 appropriations from Senate.

612 (c) The function(s) of these positions must be documented in writing and agreed upon by the candidate for the  
613 position and the assigning officer(s). Any major changes in function, such as omission or addition of specific  
614 duties, must also be agreed upon by the officer and assigning party and include a revision of the original  
615 documentation.

616 Part 6. Students recommended to University committees.

617 3.6.1 General.

618 (a) The President must assist in recruiting and recommending students to serve on University committees.

## 619 ARTICLE IV — THE JUDICIARY

620 Part 1. General provisions; authority of Judicial Branch.

621 4.1.1 Authority of Judicial Branch.

622 (a) The judicial power of Student Government is vested in the Judicial Branch, which  
623 consists of one Chief Justice and the Associate Justices.

624 (b) The Judicial Branch is responsible for interpretation of all legislation passed by the Senate including policy,  
625 procedure, and these Bylaws, as well as for the interpretation of orders issued by the Executive, and for  
626 conducting audits and investigations in cooperation with the Senate Internal Affairs Committee.

627 (c) The Judicial Branch is responsible for general oversight of both general and special elections in conjunction  
628 with the ASI Election Council, and may serve as members of the ASI Election Council.

629 i. At the request of the ASI Election Council chair, the Judiciary shall investigate any ASI Election Code  
630 violations pertaining directly to Student Government resources and operations.

631 4.1.2 Quorum required.

632 (a) All justices must be present and their votes tallied when making a ruling under the  
633 authority of this Article.

634 4.1.3 Conduct of hearings — Right of public access.

635 (a) Except as provided in paragraph (b) of this Section, all hearings of cases by the  
636 Judiciary must take place publicly, and the right of the public to access these hearings must not be infringed.

637 (b) Paragraph (a) does not limit the Judiciary's authority to ensure the security of its meetings, nor its authority  
638 to conduct investigations privately.

639 4.1.4 Judicial Officers - Right to Resign.

640 (a) Officers of the Judiciary shall maintain their right to resign from office at any time. A  
641 Judicial officer wishing to resign must tender a written letter of resignation to each member of Student  
642 Government. Resignations shall be considered effective immediately.

643 Part 2. Chief Justice.

644 4.2.1 Description.

645 (a) The Chief Justice is the head of the Judicial Branch and is responsible for the  
646 administration of investigations and hearings of the Judiciary.

647 (b) The Chief Justice shall be appointed by the President and confirmed by the Senate.

648 4.2.2 Minimum qualifications.

649 (a) No person may hold the office of Chief Justice of Student Government unless that

650 person—

651 i. Has completed a minimum of thirty units of coursework,

652 ii. Has completed a minimum of twelve of such units at CSU Channel Islands,

653 iii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section

654 1.2.4 of these Bylaws,

655 iv. Is enrolled in, and intends to enroll in, a minimum of six units per semester at

656 CSU Channel Islands throughout their tenure, and

657 v. Is able to complete a minimum of a two-semester term.

658 (b) No person may serve more than two terms as Chief Justice.

659 4.2.3 Prohibitions on conflicts of interest.

660 (a) No member of the judiciary may preside over their own case.

661 (b) Judicial cases must be free from biased opinion which would lead to a conflict of interest.

662 4.2.4 Powers and Duties.

663 (a) The Chief Justice must—

664 i. Preside over all meetings of the Judicial Branch,

665 ii. Take care that the Judiciary's procedures are properly executed,

666 iii. Deliver, in writing, the rulings of the Judicial Branch to the parties involved as well as to Senate,

667 iv. Serve as the Parliamentarian of the Senate, and attend all Senate meetings

668 v. Notwithstanding any other duty or privilege of this Article, ensure the proper

669 functioning of the Judicial Branch.

670 vi. Serve as the chair of the Internal Affairs Committee

671 vii. Must overlook and approve any resolution and legislation before it is passed. This is considered judicial  
672 review.

673 (b) The Chief Justice may—

674 i. Call meetings of the Judicial Branch with adequate notice at their discretion, and

675 ii. Delegate judicial functions to the Associate Justices.

676 (c) The Chief Justice must work not less than two hours per week while school is in session.

677 Part 3. Associate Justices.

678 4.3.1 Description.

679 (a) An Associate Justice is a member of the Judicial Branch that shares responsibility with the Chief Justice and  
680 other Associate Justices for the functions of the Judiciary.

681 (b) There shall at minimum two associate justices. For every 2800 CI students, there shall be an additional two  
682 Associate Justices. No more than nine Associate Justices may exist.

683 4.3.2 Composition

684 (a) There shall at minimum two Associate Justices.

685 (b) For every 2800 CI students, there shall be an additional two Associate Justices.

686 (c) No more than nine Associate Justices may exist.

687 4.3.3 Appointment

688 (a). Chief Justice or President shall nominate Associate Justice candidates to the Senate for appointment.

689 i. Must be approved by two-thirds vote.

690 4.3.4 Minimum Requirements.

691 (a) No person may be an Associate Justice of the Judicial Branch of Student Government unless that person—

692 i. Has completed a minimum of thirty units of coursework,

693 ii. Has completed a minimum of twelve of such units at CSU Channel Islands,

- 694 iii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section  
695 1.2.4 of these Bylaws,
- 696 iv. Is enrolled in, and intends to enroll in, a minimum of six units per semester at  
697 CSU Channel Islands throughout their tenure, and
- 698 v. Is able to complete a minimum of a two-semester term.

699 4.3.5 Powers and Duties.

700 (a) An Associate Justice must—

- 701 i. Perform duties delegated by the Chief Justice,  
702 ii. Sit on the Internal Affairs Committee, and  
703 iii. Recuse themselves from a case in the event of a conflict of interest.

704 (b) An Associate Justice must work not less than two hours per week while school is in session.

705 Part 4. Offenses.

706 4.4.1 General provisions; applicability.

707 (a) These rules apply to all members of Student Government, including the Executive,  
708 Legislative and Judicial Branches, whether elected, appointed, or ex-officio, as well as students appointed to  
709 campus committees by the President.

710 (b) It is the responsibility of the Judiciary and Senate Internal Affairs Committee to jointly handle offenses  
711 against these Bylaws.

712 (c) Definitions. For purposes of this Article, the following terms and definitions apply.

713 i. Complainant. The party making an accusation of wrongdoing in a complaint submitted to the Judiciary, or the  
714 party requesting an interpretation of these Bylaws from the Judiciary.

715 ii. Respondent. The party accused of wrongdoing in a complaint submitted to the Judiciary.

716 (b) These offenses are punishable by censure or impeachment.

717 4.4.3 Perjury.



718 (a) No person may provide false testimony, in verbal or written form, to the Judiciary or  
719 to the Internal Affairs Committee, or any other Senate committee.

720 (b) Violations of paragraph (a) of this section are punishable by censure or impeachment.

721 Part 5. Rules of procedure.

722 4.5.1 Form and content of complaints to Judiciary.

723 (a) Any student may submit a complaint to the Judiciary, which must contain the  
724 following information:

725 i. The name or names of the students bringing the complaint,

726 ii. The name or names of the parties accused of wrongdoing, if any,

727 iii. The specific section or sections of the Bylaws that the parties accused of wrongdoing are alleged to have  
728 violated, or the section or sections that are requested for interpretation, and

729 iv. The signature of the complainants certifying that the information provided in the complaint is true and  
730 correct.

731 (b) Upon receipt of a complaint, the Chief Justice or designee must—

732 i. Note the date and time of receipt,

733 ii. Enter the complaint into the records of the Judiciary,

734 iii. Notify any parties accused of wrongdoing by email, unless otherwise required by law, and

735 iv. Notify the Chair of the Internal Affairs Committee as well as the Associate  
736 Justices.

737 4.5.2 Conduct of investigations and report of findings.

738 (a) The Chief Justice and Associate Justices must decide within three instructional days if  
739 sufficient cause exists to conduct an investigation into matters alleged in a complaint.

740 (b) The Judiciary shall conduct the investigation in a

741 manner outlined by these Bylaws, and report their findings in writing within a reasonable amount of time to the  
742 relevant parties.

743 (c) Any decision of the Judiciary will advance to the Senate for confirmation of the conviction (whether it be  
744 impeachment or other disciplinary action), based off the investigation findings.

745 (d) If any member of the Judicial Branch is under investigation, they must recuse themselves.

## 746 ARTICLE V — GENERAL STUDENT INVOLVEMENT

### 747 Part 1. General provisions.

#### 748 5.1.1 Members described in this article.

749 (a) The members described in this Article shall not be considered to be officers of  
750 Student Government.

751 (b) Members of Student Government that are not officers must comply with eligibility requirements set forth in  
752 Section 1.2.4 of these Bylaws.

#### 753 5.1.2 Impeachment.

##### 754 (a) Impeachable offenses:

755 i. Threatening or verbally abusing any person, or otherwise conducting oneself in an inappropriate manner  
756 while exercising the duties or privileges of their office.

757 ii. Misusing or misappropriating Student Government property or funds.

758 iii. Misusing or abusing any powers or privileges related to their Student Government office.

759 iv. Intentionally violating any provision of these Bylaws, the legislation of Senate or applicable University  
760 policies.

761 v. Perjury (i.e., providing false testimony, in verbal or written form, to the Judiciary, any Branch Head, Internal  
762 Affairs Committee, or any other committee).

##### 763 (b) Impeachment process:

764 i. The impeachment process is handled by the Judicial Branch and is outlined in 4.5.

765 Part 2. Interns.

766 5.2.1 Intern Program Description.

767 (a) Student Government shall maintain an Intern program composed primarily of students  
768 without an established CI GPA and/or those that are of first-year student status.

769 (b) The Legislative Branch, Executive Branch, and the Judicial Branch may have Interns assigned to their  
770 respective branches.

771 (c) The Student Government Chief of Staff shall serve as the coordinator for the Intern  
772 Program.

773 5.2.2 Interns - Duties and responsibilities.

774 (a) Duties and responsibilities are not necessarily limited by this section.

775 (b) Interns shall –

776 i. Assist in the planning, coordination, and execution of Student Government events,

777 ii. Attend and report at all meetings of their assigned branch,

778 iii. Work alongside all members of Student Government to better represent the students of CI, and

779 iv. Work no less than three (3) hours per week during the academic year.

780 (c) Interns may-

781 i. Participate in official discussion items for meetings of their assigned branch,

782 ii. Work alongside members of the other branches of Student Government to assist in the effective operation of  
783 the organization, and

784 iii. Attend meetings of Student Government branches they were not assigned to.

785 (d) Interns shall not –

786 i. Hold voting rights on any legislative, executive, or judicial action items.

787 ii. Participate in official investigations, except in the case of providing testimony to the party performing  
788 investigation.

789 5.2.3 Appointment and Dismissal.

790 (a) Interns shall be selected after completing the online application found on CI Sync and an interview with the  
791 Student Government Chief of Staff. All recommendations for intern must be approved by the Student  
792 Government President.

793 (b) Interns shall maintain their right to resign from their respective position at any time. An intern wishing to  
794 resign must tender a written resignation letter to each member of Student Government. Resignations shall be  
795 considered effective immediately.

796 (c) The President, Vice President, or Chief Justice may dismiss any intern from their respective branch at any  
797 time, provided that legitimate grievances exist and are documented in writing.

798 (d) The Senate may override any Intern dismissal by a two-thirds majority vote.

799 ARTICLE VI — STUDENT GOVERNMENT STANDING COMMITTEES

800 Part 1. General provisions.

801 6.1.1 Committees described in this article.

802 (a) The committees described in this article shall be –

803 i. Considered standing committees of Student Government, and

804 ii. Chaired by respective Executive Officers per Article III of these Bylaws.

805 Part 2. Standing committees rules.

806 6.2.1 Committee Membership.

807 (a) Membership for each standing committee shall be open to the CI student body.

808 (b) Members of each standing committee must be appointed by each committee chairperson and confirmed by  
809 the Senate with a two-thirds majority vote.

810 (c) Each standing committee shall consist of no more than six committee members.

811 (d) Each standing committee must have at least one, but no more than three Senators serving within their  
812 respective memberships.

813 6.2.2 Meetings.

814 (a) All committee meetings must comply with the rules of order specified in RONR, the provisions addressing  
815 order in these Bylaws, and any additional special rules of order that the respective committee may agree upon.

816 (b) Quorum consists of fifty percent plus one of a respective committee's membership.

817 (c) Committees must have quorum in order for a committee chairperson to call meetings to order.

818 (d) Committee members shall vote in order to make recommendations to the Senate.

819 (e) No standing committee may be delegated full powers from the Senate.

820 (f) A committee chairperson shall cast the deciding vote only if their respective committee's membership is  
821 equally divided.

822 (g) Each committee chairperson shall submit a report of their respective committee's activities to the Senate for  
823 presentation at the Senate meeting immediately following the last committee's meeting.

824 (h) At their discretion, the Vice President may waive a committee chairpersons'  
825 requirement to report at a Senate meeting.

826 **SEC. 4. FORMAT OF BYLAWS.**

827 The format of the SG Bylaws will be determined by the Internal Affairs Committee.