

# **The Associated Students of Loyola Marymount University**

## **Organizational Bylaws**

**2023 - 2024**

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Article 1: Name  
The name of the organization shall be the Associated Students of Loyola Marymount University (ASLMU).

Article 2: Mission  
ASLMU, in keeping with the Jesuit and Marymount tradition, empowers the voice of the students and actively promotes a vibrant campus life. Driven by integrity, we devote ourselves to being persons for and with others.

Article 3: Membership

Section 1: General Membership

A. ASLMU membership shall consist of all full-time and part-time students pursuing undergraduate studies.

B. During the recess period between semesters or the summer period, membership includes individuals who have completed the immediately preceding term and are eligible for either enrollment or graduation.

Section 2: Member Organization

A. The Executive Branch shall consist of the Leadership Team, the Programming Team, the Communications Team, and four (4) Vice Presidents which include: VP of Academic Affairs, VP of Cultural Affairs and Justice, VP of Sustainability and Operations, and VP of Student Wellness.

B. The Legislative Branch shall consist of the Senate.

C. The Judicial Branch shall consist of the Judicial Committee.

Section 3: Voting Membership

A. The voting membership of the organization shall consist of the Senate members of the Legislative Branch.

a. In instances of ties, the Executive Vice President shall cast the decisive

vote.

Article 4: Eligibility of Office

Section 1: Academic Eligibility

- A. All Officers must have a cumulative GPA of 2.5 at the time of their election or appointment.
- B. Any Officer who achieves either a term GPA of below 2.5 or a cumulative GPA of below 2.5 during their term will be considered to have automatically resigned
- C. All Officers must be considered full-time students. Full-time students are students who are currently enrolled in 12 or more credits at LMU.

Section 2: Judicial Eligibility

- A. Officers may not have any open judicial cases or sanctions at the time of their election or appointment.
- B. Any judicial cases or sanctions that develop during the Officer's term will be handled in a manner at the discretion of the ASLMU Advisor(s).

Article 5: The Executive Branch

Section 1: Purpose

- A. The purpose of the Executive Branch is to serve the undergraduate students by creating a vibrant campus life and effectively managing the rules, policies, and financial aspects of the Association.
- B. The management, programmatic, and communicative authorities of the Association is vested in the Executive Branch.

Section 2: Structure

A. Membership

The Leadership Team, four Vice Presidents, Programming Team, and Communications Team comprise the Executive Branch of the Association.

## B. Positions

- a. Leadership Team
  - i. President
  - ii. Executive Vice President
  - iii. Attorney General
  - iv. Chief of Staff
  - v. Chief Financial Officer
  - vi. Chief Communications Officer
  - vii. Chief Programming Officer
  - viii. Elections Chair
  - ix. Speaker of the Senate
- b. Four (4) Vice Presidents
  - i. Vice President of Academic Affairs
  - ii. Vice President of Cultural Affairs and Justice
  - iii. Vice President of Sustainability and Operations
  - iv. Vice President of Student Wellness
- c. Programming Team
  - i. Event Producer - Concert Team
    - 1. Assistant Event Producer
  - ii. Event Producer - Special Events Team
    - 1. Assistant Event Producer
  - iii. Event Producer - Spirit and Pride Team
    - 1. Assistant Event Producer
- d. Communications Team
  - i. Photographer
    - 1. Alternate Photographer
  - ii. Social media Manager
  - iii. Videographer
    - 1. Alternate Videographer
  - iv. Three (3) Graphic Designers
- e. Finance Team

- i. Assistant CFO
- ii. Five (5) SAFAB Committee Members

C. Appointment Process

- a. All information regarding an executive appointment must be provided to Senate at least two (2) business days before their scheduled confirmation hearing.

Section 3: Leadership Team

A. Appointment

- a. All members of the Leadership Team, alongside the Chief Justice, must be filled by the President and Executive Vice President before the last Senate meeting of the semester in which they take office.

B. Meetings

- a. The Leadership Team is required to attend a weekly Leadership Team meeting during the academic year at a time decided by the President. This excludes holidays and school breaks.
  - i. If a Leadership Team member cannot attend a scheduled meeting, regardless of whether the absence is excused or not, they must arrange a meeting with the Executive Vice President to receive a comprehensive update on the proceedings they missed.
  - ii. If a Leadership Team member has two (2) unexcused absences for Leadership Team meetings during their tenure, they will be considered to have automatically resigned.
    - 1. It is up to the President's discretion to excuse an absence.
    - 2. A written 24-hour-in-advance notice and presidential approval are required for an absence to be considered excused.
  - iii. The 1st unexcused absence will warrant a check-in conversation with the Attorney General and/or the President.
  - iv. The 2nd unexcused absence will result in automatic resignation of the Vice President's position due to failure to meet attendance expectations.

- b. The Executive Vice President, Attorney General, and Chief of Staff shall all attend the weekly Senate Meetings.
  - i. The Chief Programming, Financial, and Communications Officers may send an Event Coordinator in their place if they are unable to attend.
- c. The Chief Communications Officer and Chief Programming Officer may coordinate meetings with their respective teams as needed.
- d. The President, Executive Vice President, and Chief of Staff shall attend all monthly meetings with the four Vice Presidents.
- e. The Leadership Team shall attend all trainings coordinated by the ASLMU President, Executive Vice President, and ASLMU Advisor(s).
  - i. These trainings include the May Summer Training, August Back-to-School training, and three (3) In-Service trainings.
- f. Each Leadership Team member shall work (table) the ASLMU booth for Wellness Wednesday at least once (1 time) a month during their tenure.

### C. Responsibilities

- a. President
  - i. Serve as the Chief Executive Officer of ASLMU.
  - ii. Administer ASLMU in a manner consistent with the best interests of the undergraduate student body, the University, and the Association, as well as being held accountable to the students for proper conduct and efficient administration of all ASLMU affairs.
  - iii. Serve as the primary student representative to the University's Administration, Committees, and the Board of Trustees.
  - iv. Chair all Leadership Team meetings.
  - v. Develop the budget in consultation with the Chief Financial Officer and ASLMU Advisor(s).
  - vi. Develop the provisional summer budget in consultation with the ASLMU Advisor(s).
  - vii. Establish the annual goals and objectives for ASLMU.
  - viii. Oversee all ASLMU relations.
  - ix. Recommend resolutions and legislation to the Senate in person or by proxy.



- x. Sign or veto all measures adopted by the Senate within seven (7) school days after passage.
    - 1. If the President chooses to veto a measure, they must veto it in its entirety and provide written notice to the Speaker of the Senate.
    - 2. Failure to act within fourteen (14) school days of receiving the measure results in its passage.
  - xi. Execute all measures adopted by the Senate, which have been signed by the President or vetoed by the President and subsequently overridden by the Senate, to the fullest extent of the President's abilities.
  - xii. Execute all rulings of the Judicial Committee to the fullest extent of the President's abilities.
  - xiii. Call for a Special Meeting of the Senate, as prescribed by these Bylaws in Article 6 Section 3(A)(a)(iv).
  - xiv. Communicate with external administrators regarding outside services.
  - xv. Execute all appointments to ASLMU and University Committees, as prescribed by the ASLMU Appointments Code.
    - 1. Leadership Team, Election's Chair, and Chief Justice should be appointed by the end of the Spring semester election.
    - 2. Appointments to SAFAB should be made with an eye to diversity, both demographic and academic (involvements, class year, etc.)
  - xvi. Hold ten (10) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
  - xvii. Commit to ten (10) hours of work per week throughout the summer academic calendar months.
  - xviii. Be an active member of the Jesuit Student Government Alliance
  - xix. Facilitate ASLMU training at the beginning of the year.
  - xx. Attend and report at three (3) all-ASLMU meetings throughout the semester
- b. Executive Vice President
    - i. Serve as the Vice Chief Executive Officer of ASLMU.

- ii. Act as an official representative of the ASLMU President in the event of the President's absence.
  - iii. Assist the President in the administration of ASLMU in a manner consistent with the best interests of the undergraduate student body, the University, and the Association, as well as being held accountable to the students for proper conduct and efficient administration of all ASLMU affairs.
  - iv. Assume such executive functions as may be delegated by the ASLMU President.
  - v. Assist the ASLMU President in establishing the annual goals and objectives.
  - vi. Serve as the non-voting Chair of Senate meetings.
    - 1. The Executive Vice President casts the decisive vote in the case of any ties.
  - vii. Attend all Leadership Team meetings.
  - viii. CC ASLMU President on all ASLMU matters.
  - ix. Present student concerns to Senate.
  - x. Assist the President and ASLMU Advisor(s) in the planning and execution of all organizational retreats and trainings.
  - xi. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
  - xii. Facilitate ASLMU training at the beginning of the year.
  - xiii. Support all members of Legislative bodies.
  - xiv. Meet one on one with Speaker of the Senate to coordinate oversight of Senate.
- c. Attorney General
- i. Serve as the Chief Operating Officer of ASLMU.
  - ii. Ensure that all ASLMU Officers, processes, and meetings comply with the ASLMU Constitution, Bylaws, and Codes.
  - iii. Ensure the ASLMU consistently complies with any and all applicable University codes and policies, state, and federal laws.
  - iv. Inform the President of any violations of the ASLMU Constitution, Bylaws, and Codes perpetrated by any ASLMU Officer or any action performed with the financial or in-kind support of ASLMU.

- v. Oversee the fulfillment of all Officers' office hours.
  - vi. Represent the interests of ASLMU to the ASLMU Judicial Committee.
  - vii. Attends all Senate Meetings.
  - viii. Attends all Leadership Team Meetings.
  - ix. Assists the Chief Financial Officer with the SAFAB process in determining how much money each organization requesting funds is eligible for.
  - x. Assists with drafting and reviewing for clarity, intent, and language all governing documents, such as Constitution, Bylaws, and Code legislation and amendments for consideration by the ASLMU Senate in accordance with these Bylaws.
    - 1. The codes include but are not limited to the Elections Code and the SAFAB Code
  - xi. Recommend for Presidential Veto all ASLMU Senate legislation passed that lacks clarity of intent and language appropriate to these Bylaws.
  - xii. Hold four (4) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
  - xiii. Attend ASLMU training at the beginning of the year.
  - xiv. Attend three (3) all-ASLMU meetings throughout the semester
- d. Chief of Staff
- i. Serve as administrative & operational support to President, Vice Presidents, & Senate
  - ii. Serve as the Chief Historian Officer of ASLMU.
  - iii. Archive and save all official ASLMU documents, including but not limited to, revisions to the ASLMU Constitution, Bylaws, and Codes, resolutions passed by the ASLMU Senate, and official statements released by the Executive Branch.
  - iv. Manage and distribute all internal ASLMU communications, especially those corresponding to the Executive, Legislative, and Judicial Branches.
    - 1. This includes managing whichever applications are utilized for internal communications. (Microsoft programs etc.)

- v. Work with the Chief Communications Officer to archive all ASLMU photos, videos, and designs for future years.
- vi. Serve as the Parliamentarian for Leadership Team meetings, Senate meetings.
- vii. Attend and write meeting minutes of all monthly meetings between President, Executive Vice President and the four Vice Presidents.
- viii. Keep an updated roster of the organization.
- ix. Organize and oversee all services offered to students by ASLMU.
- x. Coordinate all office activities and changes with the ASLMU Advisor(s) and professional staff members in Student Leadership & Development. This includes, but is not limited to, getting each ASLMU Officer OneCard access to office locations and ensuring all technology works.
- xi. Handle all physical storage operations with the ASLMU Advisor(s) and professional staff members in Student Leadership & Development.
- xii. Coordinate and ensure accountability of Leadership Team, Vice Presidents, and Senate attendance and Wellness Wednesday Table attendance.
- xiii. Hold four (4) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
- xiv. Attend ASLMU training at the beginning of the year.
- xv. Attend three (3) all-ASLMU meetings throughout the semester.
- xvi. Plan at least three In-Service meetings per academic year for all ASLMU members including but not limited to booking rooms, coordinating the agenda, and communicating with outside guests.
- xvii. Act as the point person for onboarding new ASLMU members including but not limited to providing OneCard access to office locations, distributing technology when relevant, and meeting with new members regarding job responsibilities.

e. Chief Financial Officer

- i. Serve as the Chief Accounting and Financial Officer of ASLMU.

- ii. Monitor all ASLMU budgetary matters.
  - iii. Monitor the dispersion of all ASLMU funds.
  - iv. Draft the ASLMU annual budget in consultation with the President and the ASLMU Advisor(s).
  - v. Present the budget to the Senate for approval and have the authority to make recommendations to the Senate concerning the annual budget allocations.
  - vi. Receive and process all requests for ASLMU funding.
  - vii. Chair the Student Activity Fee Allocation Board (SAFAB) process.
  - viii. Ensure all funds are transferred to the appropriate organizations receiving SAFAB funding with the ASLMU Advisor(s).
  - ix. Plan and conduct formal SAFAB Mandatory Workshops for clubs and organizations per SAFAB Bylaws.
  - x. Receive and organize all financial records detailing the use of ASLMU funds.
  - xi. Present the financial status of ASLMU to Senate at the second Senate meeting of each month, beginning after the approval of the ASLMU budget.
  - xii. Present brief financial reports and updates to each member of the Leadership Team.
  - xiii. Meet with the Student Affairs Budget Manager when necessary.
  - xiv. Attend all Leadership Team meetings.
  - xv. Attend Senate at least once a month.
  - xvi. Attend ASLMU training at the beginning of the year.
  - xvii. Attend three (3) all-ASLMU meetings throughout the semester.
  - xviii. Ensure all ASLMU technology infrastructure and subscriptions are up to date.
  - xix. Maintain and have the authority to recommend changes to the SAFAB Code in consultation with the Attorney General and ASLMU Advisor(s).
- f. Chief Communications Officer
- i. Serve as the Chief of ASLMU's brand development and distribution.

- ii. Develop and nurture healthy working relationships with the major campus media organizations.
- iii. Assist the President with correspondence on behalf of the Association.
- iv. Manage and distribute all external ASLMU communications.
- v. Oversee and hire the members of the Communications Team.
  - 1. Have candidates selected by the first week of June preceding the beginning of the Fall Semester.
- vi. Maintain and update any digital means of information dissemination that is regularly administered by ASLMU. These platforms include, but are not limited to, the ASLMU website, university-hosted web space, the ASLMU LMU EXP Online portal, and all social media accounts.
- vii. Strive to meticulously portray ASLMU in an exceptionally favorable manner.
- viii. Work to obtain more followers and traffic on all ASLMU platforms.
- ix. Print, distribute, and post the necessary marketing materials on designated ASLMU spaces and spaces that ASLMU as a registered student organization has access to.
  - 1. Effectively oversee, authorize, and administer the utilization of the ASLMU name and logo by other Registered Student Organizations (RSOs) for the purpose of promotional materials.
- x. Coordinate tabling efforts and the creation of and distribution of print media, flyers, and posters to be passed out to individuals.
- xi. Work with the Chief of Staff to archive all photos, videos, and other communications items.
- xii. Coordinate intentional outreach to student groups advertising ASLMU sponsored events when a student group may have a heightened interest in a certain ASLMU function.
- xiii. Attend all Leadership Team Meetings.
- xiv. Attend Senate at least once a month.
- xv. Schedule and conduct meetings of the Communications Team as needed.

- xvi. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
  - xvii. Attend ASLMU training at the beginning of the year.
  - xviii. Attend three (3) all-ASLMU meetings throughout the semester.
  - xix. Oversee and finalize graphics posted.
  - xx. Ensure ASLMU branding is on every post and graphic.
  - xxi. Draft public statements with Presidents and/or Vice Presidents as needed.
- g. Chief Programming Officer
- i. Serve as the Chief of ASLMU's programmatic efforts.
  - ii. Develop and nurture healthy working relationships with the major campus programming organizations.
  - iii. Oversee and hire the members of the Programming Team.
    - 1. Have candidates selected by the beginning of the Fall Semester.
  - iv. Serve as the primary liaison to the Association for all programming needs.
  - v. Attend all University Event Planning meetings before large-scale events.
  - vi. Attend all Leadership Team Meetings.
  - vii. Attend Senate meetings at least once a month.
  - viii. Schedule and conduct meetings of the Programming Team as needed.
  - ix. Work with the Chief Communications Officer on publicity for all of ASLMU's programs.
  - x. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
  - xi. Attend ASLMU training at the beginning of the year.
  - xii. Attend three (3) all-ASLMU meetings throughout the semester.
  - xiii. Recruit and oversee a volunteer-based Programming Committee to support the Programming Team's tasks.
  - xiv. Attend ASLMU training at the beginning of the year.
  - xv. Develop and nurture healthy working relationships with major off-campus programming partners.

- xvi. Create an event projection of ASLMU programming for the school year.
- xvii. Monitor ASLMU Programming budgetary matters with the Chief Financial Officer.
- xviii. Receive and organize all programming records and contracts.
- xix. Schedule meetings with ASLMU advisors as needed.

h. Elections Chair

- i. Oversee the ASLMU Electoral process.
- ii. Recruit, nominate, and train all Elections Committee Members.
  - 1. Responsible for selecting seven (7) committee members to serve on the elections committee.
  - 2. Attorney General serving as an ex-officio member. If the Attorney General is running for elected ASLMU office, he/she shall not attend any Elections Committee meetings during the Elections Period.
  - 3. In the absence of the Attorney General, the ASLMU Elections Committee Advisor shall fill the role of the Attorney General.
- iii. Chair the Committee meetings.
- iv. Keep an archive of the Committee meeting minutes.
- v. Work with the Committee and the Advisor in establishing the General Elections calendar within sixty (60) calendar days of assuming office and make them publicly available on either the ASLMU website or on a website operated by the University.
- vi. Delegate responsibilities to and coordinate and manage the activities of the Committee Members.
- vii. Intercede in the activities of any Committee Member if the member fails to meet previously assigned expectations and duties.
- viii. Report to the Senate with monthly updates on the Committee's activities from the start of the spring semester until the end of the Voting Period, as needed.
- ix. Be fair and impartial arbiters of the Code and maintain due process in matters regarding violations of the Code. Attends all Leadership Team Meetings
- x. Attend three (3) all-ASLMU meetings throughout the semester.



- xi. Find creative and engaging ways to promote ASLMU to encourage participation and more students running for a position.
- xii. Attend ASLMU training at the beginning of the year.
- xiii. Meet with advisor as needed.
- xiv. Manage all Elections Candidate Informational Meetings.
- xv. Manage the Declared Candidates Meeting. Preside over all alleged Elections Code violation hearings and sanction proceedings.

#### D. Leadership Team Transition

- a. All members of Leadership Team must prepare transition documents that include a transition letter and a detailed timeline of responsibilities. The President is responsible for giving a deadline for these documents and explaining what the exact contents must be. Ideally, these documents should be completed by April 1<sup>st</sup>.

### Section 4: Vice Presidents

#### A. Meetings

- a. The Vice Presidents will meet monthly with the Executive Vice President and Chief of Staff during the academic year. This excludes holidays and school breaks.
- b. The Vice Presidents are required to attend a weekly Leadership Team meeting during the academic year at a time decided by the President. This excludes holidays and school breaks.
  - i. If a Vice President cannot attend a scheduled meeting, regardless of whether the absence is excused or not, they must arrange a meeting with the Executive Vice President to receive a comprehensive update on the proceedings they missed.
  - ii. If a Vice President has two (2) unexcused absences from Leadership Team meetings during their tenure, they will be considered to have automatically resigned.
    - 1. It is up to the President's discretion whether or not to excuse an absence.

- 2. A written 24-hour-in-advance notice and presidential approval are required for an absence to be considered excused.
- iii. The 1st unexcused absence will warrant a check-in conversation with the Attorney General and/or the President.
- iv. The 2nd unexcused absence will result in the automatic resignation of the Vice President's resignation due to failure to meet attendance expectations.
- c. The Vice Presidents will meet bi-weekly with their respective committees.
- d. The Vice Presidents will attend other meetings as outlined by their positions' responsibilities.
- e. The Vice Presidents are required to work ASLMU events, including, but not limited to Fallapalooza, After Sunset, Christmas Tree Lighting, and Roar.
- f. The Vice Presidents shall attend all trainings coordinated by the ASLMU President, Executive Vice President, and ASLMU Advisor(s).
  - v. These trainings include the May Summer Training, August Back-to-School training, and three (3) In-Service trainings.

## B. Responsibilities

- a. General Responsibilities of the four (4) Vice Presidents
  - i. Collaborate with the President on matters pertaining to area of oversight in relation to student well-being and university affairs.
  - ii. Write and co-sign, at minimum, one (1) resolution, with a Senator/Senators that is relevant to areas of oversight once (1) each semester.
  - iii. Carry out legislation passed by the Senate and other program needs that are relevant to area of oversight.
  - iv. Create and share an end of semester report to the Executive and Legislative Branch.
  - v. Collaborate with Chief Communications Officer on all external communication relevant to area of oversight.
  - vi. Hold two (2) regularly scheduled office hours per week.

- vii. Follow responsibilities pertaining to position as defined by the President or the Speaker of the Senate.
  - viii. Each Vice President shall work (table) the ASLMU booth for Wellness Wednesday at least once (1 time) a month during their tenure.
  - ix. Undertake the responsibility of creating or continuing, actively engaging in, and diligently pursuing the completion of at least one (1) initiative directly aligned with the corresponding goals of their position.
  - x. Attend one RSO meeting per semester pertaining to respective areas of responsibility to facilitate community outreach and understand wants and needs of the student body.
    - 1. Photo evidence is required to send to Chief Communications Officer for use in ASLMU social media.
- b. Responsibilities of VP of Academic Affairs
- i. Represent student interests, advise the president, and recommend legislation to the Senate on matters of Academic Affairs.
  - ii. Serve on the Board of Trustees Academic Affairs Committee and appoint student representatives from each college to serve on the Academic Honesty Review Committee (AHRC)
  - iii. Hire ASLMU Academic Affairs team, made up of student representatives from all academic colleges, with attention to academic diversity by year and major:
    - 1. One (1) Transfer Student Representative
    - 2. One (1) First-Generation Student Representative
    - 3. One (1) International Student Representative
    - 4. One (1) Domestic Out-of-State Student Representative
    - 5. One (1) Student Athlete Representative
  - iv. Coordinate and lead ASLMU Academic Affairs team meetings.
  - v. Work with administration and other academic-related departments on campus to address the needs of students.
  - vi. Meet with the Provost once a semester.
  - vii. Facilitate programming and lead academic initiatives.
  - viii. Oversee all the ASLMU academic-related resources for students.

- c. Responsibilities of VP of Cultural Affairs and Justice
  - i. Advise the President on matters pertaining to socioeconomic inclusivity, culture, social justice, and undocumented student services at the University.
  - ii. Serve as the liaison to departments and other groups on campus that have jurisdiction over area of oversight, including:
    - 1. Meet regularly with VP for Intercultural Affairs, and Associate Dean of Ethnic Intercultural Services
    - 2. Meet and/or correspond accordingly with:
      - a. Director, Asian Pacific Student Services
      - b. Director, Black Student Services
      - c. Director, Chicano Latino Student Services
      - d. Director, Jewish Student Life; Campus Rabbi, LMU Hillel
      - e. Director, LGBT Student Services and Interculturalism
      - f. Senior Administrative Coordinator, Muslim Student Life
      - g. Senior Director, Intercultural Advancement
      - h. Program Coordinator, The Learning Community
      - i. Director, Disability Support Services
  - iii. Hold community outreach meetings with ethnic affiliation groups.
  - iv. Manage and program internal ASLMU Diversity & Inclusion training.
  - v. Hire and oversee staff of representatives to properly address the needs of students and to support the mission of the VP of Cultural Affairs & Justice.
    - 1. One (1) Immigration Justice Advocate
      - a. Required to sit on the Undocumented Student Advisory Committee as student liaison.
    - 2. Two (2) General Cultural Affairs and Justice Representatives
  - vi. Sit on THRT leadership board
  - vii. Sit on DEI committee
  
- d. Responsibilities of Sustainability and Operations
  - i. Advise the President on matters pertaining to sustainability, as well as dining and auxiliary services, technology, and facilities/ transportation at the University.
  - ii. Serve as the liaison to departments and other groups on campus that have jurisdiction over area of oversight, including:
    - 1. Meet regularly with campus operations to receive

updates on campus operations and provide insight based on student petitions.

- a. Campus operations include: Dining and Auxiliary Service teams, Information Technology Services, Facilities Management, and Parking & Transportation.
  - b. Meeting attendee may be staff member of VP of Sustainability & Operations.
- iii. Must sit on Board of Trustees committees to serve as a student representative familiar with Sustainability & Campus Operations.
  - iv. Must sit on the Responsible Investing Advisory Committee (RIAC) as the undergraduate student government representative.
  - v. Meet semesterly with representatives from GreenLMU, including but not limited to Campus Sustainability Officer.
    1. Meeting attendee may be a staff member or VP of Sustainability & Operations.
  - vi. Must host a monthly roundtable meeting with campus organizations focused on sustainability, included but not limited to: ECO Students, Divest LMU, Herbicide Free LMU.
  - vii. Manage sustainability committee including representatives from various constituencies to properly address the needs of students and to support the mission of the VP of Sustainability and Operations.
- e. Responsibilities of Student Wellness
- i. The ASLMU Vice President of Student Wellness works to ensure the safety and well-being of all LMU students both mentally and physically.
  - ii. Serve as a liaison between ASLMU, the student body, and wellness stakeholders on campus.
  - iii. Hire Student Wellness Team, comprised of:
    1. NCAA Representative
    2. Three (3) Student Wellness Representatives
  - iv. Meet regularly with the Dean of Students to discuss matters including but not limited to SPS and SHS to understand all services offered to students, ensure students are aware of the services, and work for expansions where necessary.
  - v. Be the ASLMU representative in all matters related to Wellness Wednesday.
  - vi. Meet regularly with LMU CARES and offer support on initiatives and projects, as well as to get in contact with Title IX office.
  - vii. Meet with OSCCR when necessary and work on initiatives and projects.
  - viii. Meet with Lions for Recovery when necessary and work on initiatives and projects.

- ix. Attend all Leadership Team meetings.
- x. Attend ASLMU training at the beginning of the year.
- xi. Attend three all-ASLMU meetings throughout the semester.

## Section 5: Communications Team

### A. Meetings

- a. Communications Team members are required to attend all weekly meetings, unless notified otherwise by Chief Communications Officer.
- b. The Communications Team shall attend all trainings coordinated by the ASLMU President, Executive Vice President, and ASLMU Advisor(s).

### B. Responsibilities

#### a. Photographer(s)

- i. Serve as the official ASLMU photographer.
- ii. Take photos at all events and ASLMU events as assigned by the Chief Communications Officer.
- iii. Edit all photos as directed by the Chief Communications Officer.
- iv. Upload all photos as needed and directed by the Chief Communications Officer.

#### b. Videographer(s)

- i. Serve as the official ASLMU videographer.
- ii. Take videos at all events and ASLMU events as assigned by the Chief Communications Officer.
- iii. Edit all videos as directed by the Chief Communications Officer.
- iv. Create promotional and recap videos of events as assigned by the Chief Communications Officer.
- v. Upload all videos as needed and directed by the Chief Communications Officer.

#### c. Graphic Designer(s)

- i. Serve as the official ASLMU graphic designer.
- ii. Create all promotional items, social media graphics, posters, and other designs as assigned by the Chief Communications Officer.
- iii. Upload all designs as needed and directed by the Chief Communications Officer.

d. Social Media Manager

- i. Create social media branding guidelines with the approval of the Chief Communications Officer.
- ii. Manage all ASLMU social media platforms including, but not limited to, Instagram, Facebook, Later, Link in Bio, TikTok, YouTube, and Threads.
- iii. Gather approved content and post it to the appropriate accounts by deadlines assigned by the Chief Communications Officer.
- iv. Spearhead and implement social platform engagement strategies to increase interaction with students.

Section 6: Programming Team

A. Meetings

- a. The Chief Programming Officer may coordinate meetings with the entire Programming Team as needed.
- b. The Chief Programming Officer may coordinate specific team meetings as needed.
- c. The Programming Team shall attend all trainings coordinated by the ASLMU President, Executive Vice President, and ASLMU Advisor(s).

B. Responsibilities

- a. Executive Producer of Concerts
  - i. Serve as the official ASLMU Executive Producer of Concerts.
  - ii. Handle all duties as assigned by the Chief Programming Officer to execute all of ASLMU's concert events. These events include but are not limited to, Fallapalooza and After Sunset.
  - iii. Work all ASLMU-sponsored events.
- b. Executive Producer of Special Events
  - i. Serve as the official ASLMU Executive Producer of Special Events.
  - ii. Handle all duties as assigned by the Chief Programming Officer to execute all of ASLMU's special events. These events include, but are not limited to The Christmas Tree Lighting.
  - iii. Work all ASLMU-sponsored events.
- c. Executive Producer of Spirit/Pride

- i. Serve as the official ASLMU Executive Producer of Spirit/Pride.
- ii. Handle all duties as assigned by the Chief Programming Officer to execute all of ASLMU's concert events. These events include but are not limited to, ROAR.
- iii. Work all ASLMU-sponsored events.

Section 7: Finance Team

A. Meetings

- a. The Chief Finance Officer may coordinate meetings with the entire Finance Team as needed.
- b. The Finance Team shall attend all trainings coordinated by the ASLMU President, Executive Vice President, and ASLMU Advisor(s).

B. Responsibilities

a. Assistant CFO

- i. Assist in monitoring and organizing financial records detailing the use of ASLMU funds.
- ii. Help plan and conduct formal SAFAB Mandatory Workshops with the CFO for clubs and organizations per SAFAB Bylaws.
- iii. Help fulfill the transfer of funds to the appropriate Registered Student Organizations receiving SAFAB funding with the CFO and ASLMU Advisors(s).

Article 6: Legislative Branch

Section 1: Purpose

- A. The purpose of the Legislative Branch is to serve as a representative of and advocate for the needs and interests of all undergraduate students at LMU, in addition to providing accountability and competence through oversight. The legislative authority of the Association is vested in the Legislative Branch.

Section 2: Structure

A. Membership

- a. The Senate comprises the Legislative Branch of the Association.

B. Positions



- a. The Legislative Branch shall be comprised of the following positions.
  - i. One (1) Speaker of the Senate
  - ii. Eight (8) Senators At-Large

### Section 3: Senate

#### A. Meetings

- a. The Executive Vice President shall chair the meeting. In their absence, the Speaker of the Senate shall chair the meeting.
- b. The meetings of the Senate shall be open to the public.
- c. The meetings shall be publicized to the LMU community by the Executive Vice President until the Speaker of the Senate is selected and assumes responsibility.
- d. All meeting agendas shall be shared with all required senate meeting attendees at least 24 hours before the start of the senate meeting. The meeting agenda shall be shared with all required senate meeting attendees by the Executive Vice-President or the Speaker of the Senate.
- e. Quorum for meetings of the Senate shall be two-thirds of the seated Senators.
  - i. Quorum must be present to commence a meeting of the Senate.
  - ii. Loss of quorum during a duly commenced meeting of the Senate shall result in the possible conclusion of the meeting if unable to regain quorum within fifteen (15) minutes of losing it.
  - iii. Official business of the Senate cannot be conducted unless quorum is present.
- f. Any regular meeting of the Senate may be cancelled by a two-thirds (2/3) vote by the seated Senators.
- g. The proceedings of the meetings of the Senate shall be conducted according to the most recent edition of "Robert's Rule of Order," maintained by the Attorney General.
- h. The Senate will attend a Special Meeting of the Senate if it is called at the will of the ASLMU President or by a petition of a simple majority of the seated Senators.
  - i. Notice of a Special Meeting of the Senate must be posted and presented in writing or electronically to each Senate member no less than twenty-four (24) hours before the meeting is to be held.

- ii. This meeting, once declared, shall be classified as a “regular” meeting of the Senate.
- i. The Senate shall attend all trainings coordinated by the ASLMU President, Executive Vice President, Speaker of the Senate, and ASLMU Advisor(s).

## B. Responsibilities

### a. Senator At-Large

- i. Represent the overall undergraduate community.
  - 1. If a specified number of undergraduate students propose legislation by submission to a vote of the membership, it is a Senator’s duty to be the conduit of the petition to the Senate.
- ii. Attend all regularly scheduled and special meetings of the Senate.
  - 1. Agenda items for meetings must be sent by senators to the Vice President, Chief of Staff, Attorney General, and Speaker of Senate 48 hours before the upcoming senate meeting.
- iii. Attend ASLMU in-service trainings.
- iv. Senators are required to work ASLMU events, including but not limited to, Fallapalooza, After Sunset, Christmas Tree Lighting, and Roar.
- v. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
- vi. Each Senator shall work (table) the ASLMU booth for Wellness Wednesday at least once (1 time) a semester.
- vii. Author or co-author one resolution per semester.

## C. Senator Attendance Accountability

- a. If a senator has three (3) unexcused absences for senate meetings during their tenure, they will be considered to have automatically resigned.
- b. The 1st unexcused absence will warrant a check-in conversation with the Attorney General and/or the Speaker of the Senate.

c. The 2nd unexcused absence will result in an official meeting with the Speaker of the Senate and the ASLMU Advisor.

d. The 3rd unexcused absence will result in the senator to have automatically resigned.

#### E. Senator Office Hours Accountability

a. Senators must submit their office hours to the Attorney General and Chief Communications Officer no later than two (2) weeks after the start of the academic fall semester. This is to ensure the hours are posted to the website at a reasonable time.

#### F. Transitional Duties

a. Senators are required to submit a “transition letter” at the end of their term to be delivered to the new incoming senator. The contents of this letter are to be determined by the ASLMU advisor, Speaker of the Senate, and the Attorney General. This process shall be overseen by the ASLMU Advisor and Speaker of the Senate.

### Section 4: Legislative Duties

#### A. Legislative Powers

a. The Senate shall have the legislative authority to:

i. Amend the Constitution, Bylaws, and Codes by an affirmative two-thirds (2/3) vote of the seated Senators.

ii. Determine general rules, regulations, and policies of ASLMU.

iii. Override a Presidential Veto by an affirmative three-fourths (3/4) vote of the seated Senators.

iv. Approve the ASLMU Budget and revisions to the ASLMU Budget by a simple majority vote of the seated Senators.

v. Confirm Presidential Appointments with an affirmative, simple majority vote of the seated Senators.

vi. Amend the SAFAB Code.

b. The Senate shall also have the power of resolution:

i. Non-binding expressions of approval or disapproval on issues, events, or policies over which the Senate lacks legislative jurisdiction.

## B. Legislative Process

### a. Legislation

#### i. Process

##### 1. Legislative Branch

- a. Legislation must originate from a Senator
  - i. It can be at the suggestion of a student or member of the Executive Branch
- b. Initiatives heard at a Senate meeting must be sent to all attending members at least 48 hours preceding the senate meeting.
- c. Once heard, the Chair shall dedicate time for discussion
- d. At the end of discussion, the Chair shall call for a vote
  - i. Matters concerning the creation and revision of general policies of ASLMU, the approval of the ASLMU Budget, the approval of Presidential appointments, and the granting of money to organizations shall require a simple majority of seated Senators
  - ii. Matters concerning amendments to the Constitution, Bylaws, and Codes or line-item amendments to the ASLMU Budget shall require a two-thirds (2/3) vote of seated Senators
  - iii. Matters concerning the override of a Presidential Veto or a freeze of any Executive Branch account shall require a three-fourths (3/4) vote of seated Senators.
  - iv. Any and all initiatives that do not fall under the preceding frameworks must be approved by a simple majority vote of seated Senators.

- e. If the vote passes, then the initiative is passed to the Executive Branch for approval.

## 2. Executive Branch

- a. All legislation that is presented to the President for approval must be check for compliance by the Executive Vice President, Attorney General. Legislation can be checked for compliance by the Chief Financial Officer if deemed necessary. Chief Financial Officer
  - i. Recommendations for veto by the Attorney General must be because of violations of governing documents and/or State and Federal Laws. Recommendations for veto by the Chief Financial Officer must be because of concerns with financial feasibility.
- b. The President must sign or veto in accordance with the procedures outlined in Article 5, Section 3(C)(a)(xi).
  - i. Vetoes are returned to the Senator for a possible overturning.
- c. The final piece of legislation is to be signed by the President, Executive Vice-President, Speaker of the Senator, the Author, and the Attorney General.

## 3. Judicial Branch

- a. The Judicial Branch may overturn any legislation they believe to have violated any governing documents
  - i. Complaints regarding passed legislation must be presented to both the Legislative and Executive Branches within one week of passage
    - 1. A lack of complaint within a week will be taken to mean implicit approval by the Judicial Branch
  - ii. Complaints brought by students are to be discussed at Judicial Committee Hearings

1. The process shall follow the guidelines provided in Article 7, Section 3(A)

4. Overturned Vetoes

- a. An overturned veto becomes law unless overturned by the Judicial Branch
- b. The final piece of legislation is to be signed by the Speaker of the Senate, the Author, and the Attorney General.

- b. Resolution

- i. Process

1. Resolutions must originate from a Senator
  - a. It can be at the suggestion of a student or member of the Executive Branch
2. Resolutions heard at a Senate meeting must be sent to all attending members at least 24 hours preceding the senate meeting.
3. Once heard, the Chair shall dedicate time for discussion
4. At the end of discussion, the Chair shall call for a vote
  - a. A simple majority of seated Senators is required to pass a resolution
5. If the vote passes, then the resolution is signed by the Speaker of the Senate and the authoring Senator

- ii. Given that resolutions fall under the sole domain of the Legislative Branch, there is no process for vetoing.

- C. Fiscal Review

- a. Summer Spending

- i. In preparation for the fall semester, the President may spend up to one-fifth (1/5) of the ASLMU Budget during the period following their election and prior to the approval of the ASLMU Budget.

- b. Budget Approval Process

- i. The ASLMU Budget shall be presented to the Senate by the Chief Financial Officer no later than the fourth (4<sup>th</sup>) regular meeting of the Senate of the fall semester.
    - ii. Any Senator may question the Chief Financial Officer and request a verbal explanation of the specific budget allocations.
    - iii. A two-thirds (2/3) affirmative vote of the seated Senators shall be needed to make a line-item amendment to the ASLMU Budget.
    - iv. A simple majority vote of the seated Senators shall be required to approve the ASLMU Budget.
    - v. Each semester, the President may re-allocate up to \$3,000 between Executive Branch accounts. All re-allocations must be reported to the Senate at the next regularly scheduled meeting following the re-allocation but are not subject to Senate approval.
  - c. Account Freezes
    - i. The Senate may freeze any Executive Branch account with an affirmative three-fourths (3/4) vote of the seated Senators.
      - 1. Accounts shall not remain frozen for longer than fourteen (14) calendar days without further action taken by the Senate.
    - ii. The Judicial Committee may reverse the freezing of accounts following a challenge.
      - 1. The Speaker of the Senate or a proxy designated by the Speaker shall serve as the respondent in such case.

#### D. Confirmation of Presidential Appointments

- a. Senate shall have the sole authority to approve or reject the nominations made by the President for all positions requiring Senate approval as described by these bylaws.
- b. The approval procedures are as follows:
  - i. After each nominee has been publicly interviewed and discussed by the Senate, a simple majority vote of the entire Senate is needed to approve the appointment.
    - 1. Votes shall be non-secret.

- ii. If a nominee fails to garner the simple majority vote, the President must nominate and present to the Senate another applicant at a future meeting.

## Section 5: Conflict of Interest

### A. Written Disclosure Form

- a. Each Senator's duty requires that they make a full disclosure of any potential conflicts of interest that might arise in any ASLMU transaction.
- b. At the beginning of each semester, each Senator and the Executive Vice President shall complete and sign a standard written disclosure form.
- c. Should such a conflict of interest arise, the Senator should make a full public disclosure of that interest and is strongly encouraged to abstain from voting on the proposed transaction
  - i. Failure to disclose a conflict of interest or abstain from voting when a conflict exists may be grounds for removal.
  - ii. Should the Senate question a Senator's decision to vote on a measure due to the possibility of a conflict of interest, Senate may debate and vote to exclude the Senator in question from voting on the measure.
    - 1. Such a decision requires a two-thirds (2/3) majority vote, and if the vote succeeds, the Senator in question may debate, but not vote on the measure. A Senator may not vote on their own exclusion motion.

## Section 6: Senate Committees

### A. Ad Hoc Committees

- a. An Ad Hoc Committee is one that is established for a particular purpose outside the jurisdiction of the Standing Committees.
- b. Ad Hoc Committees are created and dissolved by a majority vote of the Senate and shall be automatically dissolved at the close of the academic year during which they were created.
- c. The Chair of a given Ad Hoc Committee is selected and removed in the same fashion as the Chair of a Standing Committee.



1. The Speaker of the Senate may choose to Chair any Ad Hoc Committee.
- d. Ad Hoc Committees may choose to collaborate with any interested member of the LMU Community.

## Section 7: Senator Appointment Process

### A. Positions

- a. The Senate shall conduct the Senator Appointment Process to fill the following positions.
  1. Any Mid-Year Vacancies in Senate Positions as outlined by these bylaws. Appointed as needed.

### B. Applications

- a. Application for appointments shall include job descriptions and relevant eligibility requirements.
- b. The Executive Vice President shall ensure that applications are available electronically for all positions filled by the Senator Appointment Process.
  1. Applications for Senate positions that have resulted in a Mid-Year Vacancy must be available within two (2) school days after the vacancy occurs.
  2. The Executive Vice President is responsible for vigorously promoting, facilitating, and publicizing the application process.
  3. The Speaker of Senate shall assume this duty once selected
- c. The Executive Vice President shall ensure that an applicant meets the eligibility requirements and schedules a time for the applicant to come before the Senate for interview and appointment.
  1. The Speaker of the Senate shall assume this duty once selected.

### C. New Senator Selection Process

- a. Each applicant will give a brief introduction speech that will last no longer than two (2) minutes. After this introduction speech, the applicant shall be interviewed.

- b. Prior to interviewing the applicants, the Senate shall set by majority vote a fixed amount of time per interview, equal for each applicant and no less than four (4) minutes in length.
- c. After all applicants have been introduced and interviewed, a discussion will take place within the Senate without the applicants present. All applicants will serve as a topic of discussion with no more than four (4) minutes in length for each candidate.
- d. Following the discussion, each Senator will vote and rank all applicants in order of preference.
- e. The rankings shall be collected and tabulated by the Executive Vice President and the ASLMU Advisor.
- f. Each applicant on each ranking shall be given points according to their rank.
  - 1. The first-ranked applicant shall be given one (1) point.
  - 2. The second-ranked applicant shall be given two (2) points and so on.
- g. The points for each applicant shall be totaled. The most preferred applicants will have received the fewest points.
- h. The applicants receiving the fewest points shall fill the positions.
- i. Should a tie occur, Senators shall cast a vote to appoint one of the tied applicants. The applicant garnering a simple majority of tie-breaking votes shall be appointed.
- j. Newly appointed Senators shall begin their duties at the next scheduled Senate meeting.

## Section 8: [Speaker of the Senate](#)

### A. Obligations

- a. The Speaker of the Senate is obligated to fulfill—but is not limited to—the following:
  - 1. The Speaker shall coordinate and hold one-on-one meetings with each member of the Senate per semester

2. Chair Senate meetings in the absence of the Executive Vice President
3. Present the Attorney General with a complete list of resolutions and initiatives proposed by each Senator at the end of each semester
4. Attend all SAFAB meetings

## B. Selection

### a. General Overview

1. The Speaker shall be an elected member of the Senate.
2. The Speaker shall be selected by a vote of the entire membership of the Senate.
3. The Speaker shall be selected after the Senate term of office begins in the Spring but before the close of the academic year.
  - i. All Senate seats filled at that time must be present for a Speaker to be selected.

### b. Proceedings for Selection

1. The Executive Vice President shall begin the proceedings by reading the sections of the ASLMU Bylaws that pertain to the Speaker's responsibilities and job description.
2. Following the reading, candidates for Speaker shall be nominated by a motion and a second.
  - i. Candidates may move to nominate themselves.
3. All nominees for Speaker must have equal time, fixed by the Executive Vice President and Attorney General, to state their qualifications for the position.
  - i. Nominees will speak in the order that they were nominated, as designated in the minutes.
4. Any other Senators not nominated for Speaker of the Senate may question each nominee for Speaker following the presentation of his/her qualifications
  - i. This time is fixed by the Executive Vice President and Attorney General.

### c. Voting Procedure

1. After all nominees have been interviewed, each Senator, including the nominees, shall rank all applicants in order of

preference.

2. The rankings shall be collected and tabulated by the Executive Vice President and the ASLMU Advisor.

3. Each nominee on each ranking shall be given points according to their rank.

i. The first-ranked nominee shall be given one (1) point.

ii. The second-ranked nominee shall be given two (2) points and so on.

4. The points for each nominee shall be totaled. The most preferred nominees will have received the fewest points.

5. The nominee receiving the fewest points shall fill the position.

6. Should a tie occur, Senators shall cast a vote to appoint one of the tied applicants. The applicant garnering a simple majority of tie-breaking votes shall be appointed.

7. The newly appointed Speaker of the Senate shall begin their duties immediately.

d. The Senate may vote by two-thirds (2/3) to assess a fine of up to \$500.00 to any Senator who voluntarily resigns within thirty (30) calendar days following a failed attempt to become the Speaker of the Senate.

Article 7: Judicial Branch

Section 1: Purpose

To provide self-governance by respecting the privilege of peer review, prioritizing ethical and moral behavior of all members, and striving to create and maintain a highly competent judicial body that makes responsible decisions in the best interest of the student body. To provide accountability by ensuring ongoing compliance with all ASLMU bylaws and all policies and procedures that result from these documents.

## Section 2: Structure

### A. Membership

- a. There shall be five (5) voting members of the judicial committee.

### B. Positions

- a. The judicial committee shall be comprised of the following positions.
  - i. One (1) Chief Justice
  - ii. Four (4) Associate Justices
- b. The Judiciary Advisor(s) shall be designated by the Senior Vice President of Student Affairs or their designee.
  - i. The Judiciary Advisor(s) will not participate in the course of the proceedings but will attend all hearings and provide advice to the Chief Justice and the Judicial Committee.
- c. The quorum for Judicial Committee hearings is three (3) voting members.

### C. Eligibility

- a. All Justices must be full-time undergraduate students entering at least into their second academic year at LMU by the start of the academic year immediately following their approval by the Senate.
- b. Justices shall not hold an ASLMU elected or appointed office or serve on a committee concurrent with membership in the Judicial Committee.
- c. Justices may not be a volunteer or compensated member of any campus media organization.
- d. Justices running officially or unofficially for an ASLMU position shall be ineligible to serve on the Judicial Committee during the election period as defined by the Election Code.
- e. Justices shall serve no more than two terms. Each term consists of one academic year.

### D. Selection

- a. All members of the Judicial Committee shall be appointed following the Presidential Appointment procedures as outlined by these bylaws.
  - i. Each of these positions requires an approval by the

Senate.

- ii. Appointments must be presented to the Senate by the first Senate

### Section 3: Meetings

#### A. Judicial Committee Hearings

- a. The Judicial Committee shall only meet for scheduled hearings.
  1. The Chief Justice and Judicial Committee Advisor shall review complaints to determine whether there is enough evidence to charge a violation and to hold a hearing.

### Section 4: Justice Responsibilities

#### A. Chief Justice

- a. Chair the Judicial Committee and preside over all hearings.
  1. Position must be filled in conjunction with the rest of the Leadership Team.
- b. Serve as a voting member of the Judicial Committee.
- c. Coordinate the training of the Judicial Committee along with the Judiciary Advisor, Student Leadership & Development and the Office of Student Conduct and Community Responsibility.
  - a. Subjects shall include but are not limited to; the purpose of the Judicial Committee, ASLMU Constitution & Bylaws, hearing procedures, proper questioning techniques, the rights of the complainant and respondent, the evaluation of evidence, deliberations and sanctioning.
- d. Coordinate arrangements for hearings including date, time, location, meeting room reservations, set-up, and notification of hearing to involved parties.
- e. Provide all parties with an outline of the Judicial Committee procedures.
- f. Inform, in writing, the complainant, respondent, ASLMU President, and

Judiciary Advisor of the hearing, decision, and sanctions (if applicable).

- g. Ensure the maintenance of all records on file in the ASLMU Office.
- h. Report, or designate a Justice to do so, on all hearings, decisions, and problems of the Judicial Committee to the ASLMU Senate at least once per semester.
- i. Inform any member of the LMU community on the judicial process upon request.
- j. Fulfill the same regular duties of an Associate Justice.
- k. Fulfill other duties prescribed by the ASLMU Constitution, Bylaws, policies and other procedures.

#### B. Associate Justice

- a. Participate in training and education sessions.
- b. Conduct fair and impartial hearings.
- c. Maintain confidentiality before, during, and after each hearing.

### Section 5: Judicial Duties

#### A. Restrictions on Activity

- a. The Chief Justice and Associate Justices shall not be able to do the following.
  - 1. Be eligible for election to any ASLMU elected office in an academic year during which they have served more than fourteen (14) calendar days on the Judicial Committee, regardless of resignation from the committee.
  - 2. Partake in any campaign for or against any candidate, Constitutional amendment, referendum, or recall effort
  - 3. Be absent from more than three Judicial Committee meetings regardless of excuse.
    - i. Justices who violate this provision shall be considered to have vacated their position. The Chief

Justice must notify the Senate of any vacancies at the first regular Senate meeting following a vacancy.

- ii. The only exception to this absence clause is in cases of extenuating circumstances. These are defined as circumstances beyond the control of the absent member and include but are not limited to severe illnesses, severe illnesses or deaths of close relatives or partners, physical attacks, or witnessing a seriously distressing event or other events of comparable effect.

#### B. Conflict of Interest

- a. Should a conflict of interest arise, the Justice must make a full public disclosure of that interest and recuse themselves from all transactions potentially influenced by that conflict interest.
- b. Each Justice must keep confidential all transactions that are not explicitly open to the public.
- c. Each Justice must sign a standard written agreement at the onset of their term expressly acknowledging these duties.

### Section 6: Complaints

#### A. Categories

- a. Conduct Complaints are suspected violations of the ASLMU Bylaws by ASLMU Officers and other policies and procedures, including decisions made by Senate.
- b. Elections Conduct Complaints are suspected violations of the Elections Code by an Elections Committee member.
- c. Election Committee Decision Appeals are based on the grounds for appeal stated in the Elections Code.
- d. SAFAB Decision Appeals are based on the grounds for appeal stated in the SAFAB Code.

#### B. Eligibility for Submission

- a. Persons filing a complaint are required to provide information



pertinent to the case by completing the standard Complaint Form.

- i. Complaints may not be submitted anonymously.
  - ii. Conduct Complaints must be submitted by a full-time undergraduate student.
  - iii. Elections Conduct Complaints must be submitted by a full-time undergraduate student.
  - iv. Appeal of an Election Committee decision must be submitted by an affected respondent in the original case.
  - v. Appeal of a SAFAB decision must be submitted by the President or Financial Officer of an affected club or organization
- b. Persons who file a complaint shall appear before the Judicial Committee if a hearing is commenced.
- c. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.
- d. The complainant must file a complaint against the respondent within at most three months of the alleged incident.
- i. Elections Committee Decision Appeals shall be submitted no later than twenty-four (24) hours after written notification of the Elections Committee decision.
  - ii. SAFAB Decision Appeals shall be submitted no later than forty-eight (48) hours after written notification of the SAFAB's decision.
- e. Any other explicit period of limitations defined in the ASLMU Constitution, Bylaws, Codes, rules or policies supersedes the authority of this clause.

### C. Submission and Processing of Complaints

- a. All Complaint Forms shall be submitted in writing and electronically delivered by the appropriate procedures to the Chief Justice and be time-stamped upon receipt.
- b. All Complaint Forms filed electronically must be accompanied by a phone call to the Chief Justice alerting him/her of the existence of a

complaint.

## Section 7: Jurisdiction Review

A. The Chief Justice and Judicial Committee Advisor shall review complaints to determine whether there is sufficient evidence to charge a violation and to hold a hearing.

B. Written notification to the complainant(s) must be provided for all dismissed cases, citing the reason for dismissal.

a. The Chief Justice shall keep all dismissed complaints for record keeping.

## Section 8: Due Process

### A. Hearing Notification

a. The Chief Justice, by way of electronic written statement, will notify both the complainant and the respondent of the hearing

i. At least two (2) school days before the hearing date for all Conduct Complaints and SAFAB Decision Appeals.

ii. No less than eight (8) hours prior to the hearing for all Elections Conduct Complaints and Election Committee Decision Appeal

b. The electronic written statement shall include the following items:

i. A summary of the charges and citations of the violated codes.

ii. The hearing date, time, and location.

iii. Conduct Complaint hearings shall be held within seven (7) school days of the filing time.

iv. Elections Conduct Complaint hearings shall take place no less than twelve (12) hours and no more than forty-eight (48) after the decision to hold a hearing is made.

v. Election Committee Decision Appeal hearings shall be held to within twenty-four (24) hours of the filing time.

vi. SAFAB Decision appeal hearings shall be held within seven (7) school days of the filing time.

- c. The location of a copy of the most current ASLMU Constitution, Bylaws, and Codes.
- d. The names and relevance of any witnesses requested by the Judicial Committee.
- e. A copy of the complainant's Complaint Form.
- f. An explanation of the due process rights.
- g. The Chief Justice shall telephone the notified parties following the delivery of the electronic written statement.

#### B. Hearing Components

- a. A hearing shall be held during which the respondent shall have the opportunity to respond to the complaint/appeal.
- b. All hearing procedures shall provide for fair and equal treatment for both the complainant and respondent.
- c. During the hearing, the Judicial Committee shall explain the following items.
  - i. The ASLMU judicial system.
  - ii. The due process.
  - iii. The hearing shall become part of the file relating to the case.
- d. A copy of the ASLMU Constitution, Bylaws, Codes and other applicable policies and procedures will be provided during the hearing to both parties.
- e. Reasonable access to the evidence supporting the charge will be made available to the respondent, upon request, prior to the hearing.
  - i. Twelve (12) hours prior to the hearing for an Elections Complaint.
  - ii. Forty-eight (48) hours prior to the hearing for a Conduct Complaint.
- f. The respondent and complainant may be advised by no more than one (1) individual at the hearing.
  - i. Advisors may not speak publicly during the hearing but may confer privately with the advised party.

- ii. The advised party must notify the Chief Justice electronically in writing at least four (4) hours prior to the hearing if an advisor will be in attendance.
- iii. An advisor may not appear in lieu of the advised party.
- g. Parties may have the support of witnesses in Conduct Complaint hearings and Elections Conduct Complaint hearings only.
  - i. The Chief Justice must be notified electronically in writing at least four (4) hours prior to the hearing if witnesses will be provided.
  - ii. Witnesses must serve to provide relevant information pertaining to the case. Character witnesses are not allowed.
- h. A sanction shall be levied if it is determined that the party is responsible for the violation. If not, the charge will be dismissed.

## Section 9: Hearing Procedures

### A. Judicial Hearing Committee Rules

- a. The purpose of the hearing is to give the members of the Judicial Committee the opportunity to gather the information necessary to fairly, accurately, and impartially adjudicate the issue in question.
- b. The hearing must be held on campus and begin and end between the hours of 9:00 AM and 7:00 PM on a school day, as defined by the current year's academic calendar
- c. The quorum for Judicial Committee hearings is three (3) voting members.
  - Should an even number of Justices be present at a hearing, the Justices shall pick lots at random to determine who shall not participate.
- d. If either the respondent or complainant fails to appear at the hearing, the Judicial Committee, by way of majority vote, will select to either reschedule the hearing or continue with the proceeding and render a decision based on the available information.
- e. Both parties may challenge up to one (1) member of the Judicial Committee on the grounds of personal bias or conflict of interest.
  - 1. The Chief Justice, in close consultation with the Judiciary Advisor,

shall determine the outcome of any disqualification challenges against any Justices.

- i. The Judiciary Advisor shall determine the outcome of a disqualification challenge against the Chief Justice.
2. Forced disqualification may not occur if it will reduce the Judicial Committee to below quorum.
- f. The Chief Justice shall explain the hearing process and verbally note the following provisions.
  1. Hearings are open to one (1) representative from each official university affiliated student media organization. However, they may not use audio, video, photographic or other recording devices at any time during the hearing.
    - i. Violations of this provision may result in the lifetime permanent expulsion of the violating LMU journalist from future ASLMU Judicial Hearings following a decision of the Chief Justice.
  2. LMU student media may not participate in the hearing in any way unless called as an official witness.
  3. All hearings shall be recorded by the Judicial Committee using a digital audio recording device. The audio will not be released.
    - i. Official written or digital records of audio recordings may be discarded no earlier than the close of the academic year.
    - ii. Digital audio recordings shall be coordinated and their records maintained by the Judiciary Advisor.
    - iii. The digital audio record taken during Elections Committee hearings is admissible upon complaint or appeal.
- g. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.
- h. Witnesses are only permitted in non-appellate hearings.
  1. Witnesses shall be asked to affirm that their testimony is truthful and made to understand that perjury is an offense punishable under the Student Conduct Code.
  2. Prospective witnesses, other than the complainant and the respondent, may, at the discretion of the Chief Justice, be excluded from the hearing during the testimony of other witnesses.
- i. Written statements shall not be admitted into evidence unless signed by

the affiant and witnessed by the Judiciary Advisor or a designee.

- j. Judicial Committee hearings are not a formal court of law; therefore, formal rules of evidence and discovery are not applicable in this forum.
  - 1. The Judicial Committee shall give general consideration to privacy, privilege, and confidentiality but shall otherwise admit all relevant matters that reasonable persons may consider gathered from within the scope of ordinary student life into evidence.
  - 2. Unduly repetitious or irrelevant evidence may be excluded at the discretion of the Chief Justice.
- k. The Chief Justice shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of present individuals. Any individual, including advisor(s), who disrupts the hearing or who fails to adhere to the rulings of the Judicial Committee, may be excluded from the proceedings.

#### B. Judicial Hearing Agenda

- a. Call to order by Chief Justice or appointed designee.
- b. Introductions of the parties and their potential advisors.
- c. Chief Justice specifies the exact nature of the allegation or of the decision made by the lower body, basis of the hearing, and reviews the hearing procedures.
- d. Five (5) minute opening statement by the complainant(s).
- e. Five (5) minute opening statement by the respondent(s).
- f. Presentation of Evidence.
  - 1. Presentation and explanation of evidence by the complainant.
  - 2. Questioning of the complainant by the respondent regarding the evidence.
  - 3. Presentation and explanation of evidence by the respondent.
  - 4. Questioning of the respondent by the complainant regarding the evidence.
- g. Call of witnesses (non-appellate hearings only).
  - 1. Call of witnesses for the complainant and direct examination by the complainant.
  - 2. Cross-examination of the complainant's witnesses by the respondent.
  - 3. Call of witnesses for the respondent and direct examination by the

respondent.

4. Cross-examination of the respondent's witnesses by the complainant.

- h. Judicial Committee members reserve the right to ask questions of any party at any point during the course of the hearing.
- i. Five (5) minute closing statement by the complainant(s).
- j. Five (5) minute closing statement by the respondent(s).
- k. Adjournment by the Chief Justice.

## Section 10: Deliberation Procedures

### A. Judicial Deliberation Committee Rules

- a. Deliberations shall be held in a closed session with only the Chief Justice, participating Justices and Judiciary Advisor.
- b. Deliberations are confidential, and the comments are not to be reported outside of the deliberations.

### B. Judicial Deliberation Agenda

- a. The Chief Justice shall begin deliberations with a review of the charges against the respondent(s).
- b. The Judicial Committee shall discuss the evidence relating to the case and determine the facts.
- c. The nature or degree of sanctions (if applicable) shall not be discussed until all alleged violations have been decided upon.
- d. For each alleged complaint violation, the Judicial Committee shall by majority vote render one of the following two (2) decisions.

#### 1. Responsible

- i. The complaint is supported by a preponderance of evidence.
- ii. Appropriate sanction(s) shall be determined if the respondent is found to be responsible.

## 2. Not Responsible

i. If there is insufficient evidence to support the allegation, the complaint shall be dismissed.

e. For each issue in an appeal, the Judicial Committee shall by a majority vote render one of the following decisions.

1. Uphold the entirety of the original Opinion.
2. Overturn the part or all of the original decision.
3. Modify some or all of the original sanction(s).
4. Remand the case back to the original body with instructions for further proceedings with the intent to remedy procedural errors and/or incorporate newly discovered relevant evidence.

## Section 11: Sanctions

### A. Purpose

- a. The purpose of imposing sanctions is both to serve as an appropriate remedy for the violation and to deter future improper conduct.
- b. Sanctions are defined as formal outcomes of a Judicial Hearing imposed in response to ASLMU or an ASLMU subcommittee being found responsible for alleged complaints.

### B. Voting

- a. A majority vote of the Judicial Committee shall determine the most appropriate sanction(s). The nature and degree of the sanctions may be recommended by any member of Judicial Committee or by the Judiciary Advisor.

### C. Factors

- a. The nature of the offense(s).
- b. The severity of any damage, injury or harm resulting from the violation(s).
- c. All previous violations and sanctions issued against a given individual.



1. In order to discourage multiple, consecutive, or subsequent violating activities, sanctions levied against repeat-violators may be more severe than sanctions levied against first-time violators for the same violation.
- d. All precedents set by the current and former Judicial Committee(s) governed under versions of the ASLMU Constitution, Bylaws, and Codes.
  1. Precedent is non-binding.

#### D. Possible Sanctions

##### a. Warning Letter

1. A written reprimand to the responsible parties for the violations specified, including notice that repeated violations may be cause for further Judicial Committee action.

##### b. Formal Letter of Apology

1. A letter written by the respondent apologizing to those individuals or organizations affected by the responsible party's violation(s).

##### c. Creative Educational Projects

1. Defined as a social service, educational, or public apology project determined by the Judicial Committee that would be completed by the responsible party for the benefit of their members or the University community.

##### d. Restitution or Reimbursement for Damages or Lost Property

##### e. Probation Status

1. Defined as a specific period of time which the responsible party must abide by all established policies and regulations, with the knowledge that more severe Judicial Committee actions will be taken as a result of future violations.

##### f. Loss of Privileges

1. Defined as the exclusion of the responsible party from participating in ASLMU activities and/or removal of duties and responsibilities.

2. This may also encompass the removal of offensive or damaging materials.
- g. Loss of Right to Seek or Hold Elected or Appointed Office
1. Individuals who commit severe violations that seriously or irreparably undermine the integrity of the ASLMU may lose their right to seek or hold elected or appointed office in ASLMU for a future period determined by the Judicial Committee. This prohibition may not extend to participation in ASLMU activities normally open to member participation.
  2. It is recommended that this degree of sanction be used as a last resort for individuals who cannot be sanctioned by any other means.
  3. Individuals currently holding office may not be removed by the Judicial Committee without the successful impeachment of said individual.
- h. Changes in SAFAB funding amounts
1. The Judicial committee can reallocate funds that they deemed improperly allotted during the SAFAB process.
- i. Other Sanctions or Course of Action
1. The Judicial Committee retains the right to impose additional sanctions, or course of action according to the specific needs of a situation.
- j. Failure to comply with a sanction or course of action may result in further judicial action and more severe sanctions.

Section 12: [Publication of Judicial Committee Opinions](#)

A. The Opinions of the Judicial Committee shall include a summary of the testimony, the findings of fact, decisions on each case, and sanction(s) or course of action. All decisions shall be reviewed by the Judiciary Advisor prior to delivery.

B. Opinions shall be sufficiently detailed to permit review as provided for in this Code.

C. Non-election related Opinions regarding violations and sanctions shall be delivered electronically in writing to the respondent within two (2) school days of the hearing.

D. Elections-related Opinions regarding violations and sanctions shall be delivered in writing to the respondent within six (6) hours of the hearing.

a. If six (6) hours past the adjudication falls during the period of time between 12:00am (midnight) and 7:00am, the delivery shall take place not later than 12:00pm (noon) on the calendar day following the day on which the hearing began.

E. Immediately following electronic delivery to the respondent, all Opinions shall be made available for review upon request by any undergraduate Student.

a. No audio documentation shall be released.

b. The Opinion shall be posted on an access-controlled ASLMU or University operated webspace within 24 hours of the delivery to the respondent.

### Section 13: Further Appeals

A. Subject to the superseding and overriding jurisdiction of the Student Conduct Code, decisions of the Judicial Committee are final and may not be challenged.

### Section 14: Files and Records

A. The Judiciary Advisor and Chief Justice shall be responsible for the safekeeping of Judicial Committee case files and decisions, in hard-copy version, for a minimum of five (5) years.

Section 15: Amendments

Any amendments to this Article shall not be in conflict with the Student Conduct Code.

Article 8: Resignation, Accountability, Impeachment, Removal, and Recall

Section 1: Resignation

A. Automatic Resignation

- a. Any Officer of ASLMU in any branch is considered to have automatically resigned in the following events.
  - 1. Loss of academic or judicial eligibility as described by these bylaws.
  - 2. Incarceration for more than five (5) calendar days or conviction of any felony offense, misdemeanor involving violent crime, trespassing, driving under the influence, or possession of a weapon or drugs.
    - i. Automatic resignation shall not occur due to citable offenses including but not limited to, traffic violations.
    - ii. Automatic resignation shall not occur due to incarceration derived from acts of civil disobedience.
- b. In the event of an automatic resignation of any ASLMU Officer, a vacancy now exists and shall be filled following the appropriate procedure as outlined by these bylaws.

B. Voluntary Resignation

- a. Any Officer of ASLMU may resign on their own will with a written, dated, and signed resignation letter, stating their resignation, at any point during their term of office.
  - 1. Presidential and Executive Vice-Presidential resignations

must be delivered to the Speaker of the Senate.

- i. The letter must be read aloud to members of the Senate. The Attorney General, in collaboration with the Speaker of the Senate, will determine if the resigning Officer should be allowed to read their resignation letter. Otherwise, the Speaker will read the letter.
- ii. The resignation of the Officer is effective immediately after the letter is read at the Senate meeting.

2. Other Executive Branch resignations must be delivered to the President.

- i. The resignation of the officer is effective immediately after the letter is received.

3. Senator resignations must be delivered to the Speaker of the Senate.

- i. The letter must be read aloud to members of the Senate. The Attorney General, in collaboration with the Speaker of the Senate, will determine if the resigning Officer should be allowed to read their resignation letter. Otherwise, the Speaker will read the letter.
- ii. The resignation of the Officer is effective immediately after the letter is read at the Senate meeting.
- iii. A Speaker of the Senate resignation falls under the Executive Branch resignations.

4. Judicial Branch resignations must be delivered to the President.

- i. The resignation of the officer is effective immediately after the letter is received.
- b. In the event of the voluntary resignation of any ASLMU Officer, a vacancy now exists and shall be filled following the appropriate procedure as outlined by these bylaws.

## Section 2: Accountability

A. If the Attorney General and the ASLMU Advisor have determined that an appointed/

elected official in the Executive, Legislative, or Judicial branch has not acted in accordance with the rules and procedures outlined by these Bylaws on three (3) occasions, that official is now subject to impeachment, removal, or recall on charges of improper conduct following a fourth infraction.

- a. The 1<sup>st</sup> infraction will warrant a check-in conversation with the Attorney General, President, and/or Executive Vice President. If deemed necessary, the ASLMU Advisor may also be present.
  - b. The 2<sup>nd</sup> infraction will warrant a check-in conversation with the ASLMU Advisor.
  - c. The 3<sup>rd</sup> infraction will warrant a conversation with the ASLMU Advisor, Attorney General, President, and/or Executive Vice President about next steps for accountability, should future steps be deemed necessary.
  - d. The 4<sup>th</sup> infraction could warrant potential impeachment, removal, or recall procedures.
- B. Volunteer members will be subject to accountability procedures outlined by those they report to, in consultation with the corresponding ASLMU Advisor.
- C. Involuntary Resignation
- a. Upon a joint assessment by the Attorney General and the ASLMU Advisor, if appointed officials who have received the leadership award within the Executive branch are found to be non-compliant with the rules and procedures stipulated in these Bylaws on three (3) separate occasions, said official shall become subject to involuntary resignation upon occurrence of a fourth infraction.
    - i. For the first infraction, a dialogue for clarification shall be initiated involving the Attorney General, the President, and/or the Executive Vice President. Should it be deemed necessary, the ASLMU Advisor may also be present to contribute to the discussion.
    - ii. In the event of a second infraction, a consultation meeting shall be arranged with the ASLMU Advisor, accompanied by an agreement-seeking dialogue focused on expected performance improvements.
    - iii. Following the occurrence of a third infraction, a comprehensive discussion shall take place involving the ASLMU Advisor, the Attorney General, the President, and/or the Executive Vice President. This discussion shall center on charting a written path forward for accountability, entailing the formulation of a predefined timeframe for the execution of an improvement plan.
    - iv. Should the official in question not meet the outlined criteria within the stipulated timeframe for the improvement plan, this shall be classified as the fourth infraction, consequently leading to involuntary resignation.

1. Involuntary resignation shall necessitate the departure of the official from their position, owing to the inability to fulfill established standards and expectations.

### Section 3: Impeachment

#### A. Presidential Impeachment by the Senate

- a. Presidential Impeachment by the Senate is defined as the indictment of the President, the Executive Vice President, or any of the 4 Vice Presidents on charges of improper conduct. Impeachment is required to initiate Removal or Recall proceedings.

1. Only elected officers are eligible for impeachment.

- b. Impeachment is constituted by the following grounds:

1. Egregious and/or intentional violations of official ASLMU or University, rules, policies, or procedures as they relate to the individual's duties as President/Executive Vice President/Vice President.
2. Conduct that violates the mission of ASLMU or the University.
3. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
4. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.

- c. The impeachment process shall be as follows:

1. Any undergraduate student may present an impeachment complaint to the Senate with a list of potential witnesses.
  - i. Complaints must include at least a description of the alleged improper conduct and the grounds for impeachment.
  - ii. Complaints must be physically distributed to each Senator.
2. A restorative justice circle must be conducted by a staff member at the Office of Student Conduct and Responsibility attended by all parties involved with impending impeachment, as well as an ASLMU advisor, the President, and the Attorney General.
  - i. The restorative justice circle is intended to address and mitigate concerns raised by the party involved in the impeachment process and the respondent.
3. A motion and a second are required to commence impeachment proceedings.

- i. Following a successful motion to commence impeachment, the Senate shall approve by a simple majority a list of relevant Officers of ASLMU required to appear before the Senate during the proceeding.
4. During the next regularly scheduled Senate meeting following the meeting during which the impeachment proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.
  - i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format.
  - ii. The student filing the original complaint must be present.
  - iii. The individual facing impeachment may be present.
  - iv. The Senate may only question present witnesses listed on the complaint form and officers of ASLMU required to appear.
5. A motion and a second is needed to adjourn the questioning and discussion.
6. Following the discussion, the Senate shall vote on the Impeachment. With a majority vote, the Senate may choose to use a secret ballot for the impeachment vote.
  - i. Impeachment may occur only by a two-thirds (2/3) vote of the entire membership of the Senate.
- d. Impeachment is subject to review upon complaint by the Impeached party to the Judicial Committee.
  1. The case shall be treated as a Conduct Complaint.
  2. Impeachment decisions may only be reversed in the following instances.
    - i. The alleged improper conduct does not qualify as grounds for impeachment.
    - ii. The due process of the impeached officer was violated in a manner that significantly prejudiced the proceedings against the Officer.

#### B. Senator Impeachment by the Senate

- a. Senator Impeachment by the Senate is defined as the indictment of a Senator or the Speaker of the Senate on charges of improper conduct.



Impeachments is required to initiate removal proceedings

- b. Impeachment and Removal proceedings may be used to remove a Senator from the Senate or from his/her position on a committee, as Chair of a committee, as a member of the SAFAB, or as Speaker of the Senate.
- c. Proceedings to remove a Senator from a given position and proceedings to remove an individual from the Senate may not occur simultaneously.
  1. Any Senator removed from the Senate shall automatically forfeit his/her position(s).
- d. Impeachment is constituted by the following grounds:
  1. Egregious and/or intentional violations of official ASLMU or University, rules, policies, or procedures as they relate to the individual's duties as a Senator.
  2. Conduct that violates the mission of ASLMU or the University.
  3. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
  4. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.
- e. The impeachment process shall be as follows:
  1. Any undergraduate student may present an impeachment complaint to the Senate with a list of potential witnesses.
    - i. Complaints must include at least a description of the alleged improper conduct and the grounds for impeachment.
    - ii. Complaints must be physically distributed to each Senator.
  2. A motion and a second are required to commence impeachment proceedings.
    - i. Following a successful motion to commence impeachment, the Senate shall approve by a simple majority a list of relevant Officers of ASLMU required to appear before the Senate during the proceeding.
  3. During the next regularly scheduled Senate meeting following the meeting during which the impeachment proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.
    - i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of the Senate be the subject of the hearing then the Executive

Vice President shall serve as Chair.

ii. The student filing the original complaint must be present.

iii. The individual facing impeachment may be present.

iv. The Senate may only question present witnesses listed on the complaint form and officers of ASLMU required to appear.

4. A motion and a second is needed to adjourn the questioning and discussion.

5. Following the discussion, the Senate shall vote on the Impeachment. The Senate may choose to use a secret ballot for the impeachment vote.

i. Impeachment may occur with a simple majority vote of the entire membership of the Senate, excluding the Senator in question.

6. Impeachment is subject to review upon complaint by the Impeached party to the Judicial Committee.

i. The case shall be treated as a Conduct Complaint.

ii. Impeachment decisions may only be reversed in the following instances.

- The alleged improper conduct does not qualify as grounds for impeachment.
- The due process of the impeached officer was violated in a manner that significantly prejudiced the proceedings against the Officer.

### C. Justice Impeachment by the Senate

a. Found in Article 8, Section 3, Sub-Section B.

## Section 4: Roles and Responsibilities during Impeachment Hearing

### A. Vice President

a. Chair the Impeachment Hearing

### B. Attorney General

a. Serve as parliamentarian

### C. Speaker of the Senate

- a. Serve as a voting member during the Impeachment Hearing.
- b. Ensure training of the Senate along with the ASLMU Advisor, Student Leadership & Development.
  - i. Subjects shall include but are not limited to; the purpose of the Judicial Committee, ASLMU Constitution & Bylaws, hearing procedures, proper questioning techniques, the rights of the complainant and respondent, the evaluation of evidence, and decision making.
- c. Coordinate arrangements for hearings including date, time, location, meeting room reservations, set-up, and notification of hearing to involved parties.
- d. Provide all parties with an outline of the Impeachment Hearing procedures.
- e. Ensure the maintenance of all records of a hearing for ASLMU.
- f. Fulfill the same regular duties of a Senator.

### D. Senators

- a. Participate in training and education sessions.
- b. Attend hearings.
- c. Conduct fair and impartial hearings.

### E. Complainant

- a. Individual who filed the Impeachment Complaint.
- b. Complainant must be present for the hearing.
- c. Provide Speaker of Senate copy of complaint including:
  - i. Grounds for complaint;
  - ii. Evidence of improper conduct;
  - iii. List of witness
- d. Provide written evidence and witness statements twenty-four (24) hours prior to the hearing to the Speaker of the Senate and upload in the documents Box or ASLMU's cloud document platform.

### F. Respondent

- a. Individual facing the Impeachment Complaint.
- b. Respondent may be present for the hearing.
- c. Provide written evidence and witness statements seven (7) hours prior to the hearing to the Speaker of the Senate and upload in the documents Box or ASLMU's cloud document platform.
- d. The respondent is excluded from the vote and their seat is automatically counted as a not in favor of impeachment vote.

## Section 5: Due Process

### A. Hearing Notification

- a. The electronic written statement shall include the following items:
  - i. A summary of the charges and citations of the violated codes.
  - ii. A copy of the complainant's Impeachment Complaint Form.
  - iii. The hearing date, time, and location.
  - iv. The location of a copy of the most current ASLMU Constitution, Bylaws, and Codes.
  - v. The names and relevance of any witnesses requested by the Senate.
  - vi. An explanation of the due process rights.
- b. The Chief Justice shall telephone the notified parties following the delivery of the electronic written statement.

### B. Hearing Components

- a. A hearing shall be held at the next regularly scheduled Senate meeting during which the respondent shall have the opportunity to respond to the complaint.
- b. All hearing procedures shall provide for fair and equal treatment for both the complainant and respondent.
- c. During the hearing, the Senate shall explain the following items.
  - i. The ASLMU Impeachment Hearing procedures.
  - ii. The due process.
  - iii. The hearing shall become part of the file relating to the case.
- d. A copy of the ASLMU Constitution, Bylaws, Codes and other applicable policies and procedures will be provided during the hearing to both parties.
- e. Reasonable access to the evidence supporting the charge will be made available to the respondent and Senate at least twenty-four (24) hours prior to the hearing.
- f. Reasonable access to the evidence disputing the charge will be made available to the complainant and Senate at least six (6) hours prior to the hearing.
- g. The ASLMU Advisor will serve as the advisor of the Senate during the hearing.
- h. Parties may have the support of witnesses.
  - i. Witnesses must provide written statements.
    - i. The witnesses will be provided the following prompt for their statement: "Please provide your written statement of what you witnessed as it relates to the grounds cited in the Impeachment Complaint."

- ii. Witnesses must also attend the hearing to respond to questions.
  - iii. Witnesses must serve to provide relevant information pertaining to the case. Character witnesses are not allowed.
  - iv. Witnesses must be a member of the LMU Community.
- i. All evidence and witness statements must be delivered to the Speaker of the Senate and uploaded to the hearing folder in Box, ASLMU's similar cloud storage platform, or by any other method as prescribed by ASLMU by the stated deadline.
- i. If more time is needed to submit relevant evidence and/or witness statements, the complainant and/or respondent may petition the Attorney General to request consideration for an extension up to two (2) hours.
- j. The individual will be impeached if it is determined that the party is responsible for the alleged violation. If not, the complaint will be dismissed.
- i. Impeachment may occur with a simple majority vote of the entire membership of the Senate, excluding the Senator in question whose vote is automatically counted as a not in favor of impeachment vote.
  - ii. The Senate will use a secret ballot for the impeachment vote.
  - iii. Senators will present their vote to the ASLMU Advisor for tallying.

## Section 6: Hearing Procedures

### A. Impeachment Hearing Rules

- a. The purpose of the hearing is to give the members of the Senate the opportunity to gather the information necessary to fairly, accurately and impartially adjudicate the issue in question.
- b. Quorum requirements for a Senate meeting must be met in order to conduct an Impeachment Hearing.
- c. The Attorney General shall explain the hearing process and verbally note the following provisions.
  - 1. Hearings are open to official university affiliated student media organizations. However, they may not use audio, video, photographic or other recording devices at any time during the hearing.
    - i. Violations of this provision may result in the lifetime permanent expulsion of the violating LMU journalist following a decision of the Attorney General.
  - 2. LMU student media may not participate in the hearing in any way unless called as an official witness.

3. All hearings shall be recorded by the Senate using a digital recording device. The recording will not be released.
  - i. Official written or digital records of audio recordings may be discarded no earlier than the close of the academic year.
  - ii. Digital recordings shall be maintained by the ASLMU Advisor.
4. No other recordings of the hearing are permitted.
  - d. Hearings are open to the LMU Community; currently enrolled students, staff and faculty. All community visitors, who are not serving as witnesses, are not permitted to participate in the hearing.
  - e. If video conferencing is used to conduct the hearing, anyone speaking, including but not limited to, the complainant, respondent, witnesses, Senators and ASLMU Officers fulfilling a role during the hearing are required to have their cameras on while they are speaking.
  - f. If video conferencing is used to conduct the hearing, complainants, respondents and Senators are required to acknowledge that no one else is present with the Student during the hearing. Advisors are not permitted during the hearings.
  - g. All parties and witnesses in a hearing shall be asked to affirm that their testimony is truthful and may be subject to charges of providing false information pursuant to Section III(I) of the Student Conduct Code.
  - h. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.
  - i. Impeachment hearings are not a formal court of law; therefore, formal rules of evidence and discovery are not applicable in this forum.
    1. The Senate shall give general consideration to privacy and privilege, but shall otherwise admit all information that reasonable persons may consider gathered from within the scope of ordinary student life into evidence.
    2. Unduly repetitious or irrelevant evidence may be excluded at the discretion of the Attorney General.
    3. Questions with the intent of harassing any complainant, respondent or witness will not be permitted.
  - j. The Attorney General shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of present individuals. Any individual who disrupts the hearing, refuses to adhere to the admonitions and rulings of the Chair or Attorney General may be excluded from the proceedings. Potential misuses of technology and disruptive behavior include, but are not limited to:
    1. Continually or significantly interrupting or disturbing the hearing;
    2. Joining the hearing without proper authorization or prior approval;

3. Using the chat function to harass, threaten, send inappropriate messages or otherwise disturb either the presider or other attendees;

4. Hacking into another person's account and/or unauthorized use of another person's account or identity or assuming the identity of another LMU community member.

### C. Impeachment Hearing Agenda

- a. Call to order by Vice President or appointed designee.
  - b. Introductions of the parties.
  - c. Attorney General specifies the exact nature of the allegation, basis of the hearing, reviews the hearing procedures and all evidence and written witness testimonies.
  - d. Four (4) minute opening statement(s) by the complainant(s).
  - e. Four (4) minute opening statement(s) by the respondent(s).
  - f. Call of witnesses.
    1. ASLMU Officers
      - i. Senate questions the ASLMU Officers.
      - ii. Complainant response to the statements made.
      - iii. Respondent response to the statements made
    2. Complainant
      - i. Senate questions the complainant and complainant witnesses regarding the evidence.
      - ii. Response by the respondent to the statements made.
    3. Respondent
      - i. Senate questions the respondent and respondent witnesses regarding the evidence.
      - ii. Response by the Complainant to the statements made.
  - g. Four (4) minute closing statement(s) by the complainant(s).
  - h. Four (4) minute closing statement(s) by the respondent(s).
  - i. Motion and a second to end the hearing.
  - j. Vote by Senate on the Impeachment Complainant.

## Section 7: Removal & Recall

### A. Presidential Removal and Recall

- a. At the next regularly scheduled Senate meeting following a successful

Impeachment vote, the Senate shall vote on the Removal of the individual in question.

1. A vote to remove may not take place until all formal ASLMU and University appeals of the Impeachment decision have been exhausted.
  2. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.
  3. Should the vote be insufficient to achieve removal, a majority vote of the entire membership of Senate may bring a recall referendum vote to the student body. The recall referendum is to be conducted by the Elections Advisor and in a manner pursuant to the Elections Code.
  4. The matter shall be closed following either a failure to garner a majority during a removal vote or a failure to bring a referendum before the electorate.
  5. Removal by the Senate is not subject to appeal or review by the Judicial Committee and cannot be reversed.
- b. The President, the Executive Vice President, the 4 Vice Presidents, and Leadership Team members are subject to recall by the student body as provided for in the Elections Code.
- c. A Presidential, Executive Vice-Presidential, Vice-Presidential, or Leadership Team member Vacancy now exists in the event of a successful removal/recall. Fill the vacancy as prescribed by these bylaws.

#### B. Senator Removal and Recall

- a. At the next regularly scheduled Senate meeting following a successful Impeachment vote, the Senate shall vote on the Removal of the individual in question.
  1. A vote to remove may not take place until all formal ASLMU and University appeals of the Impeachment decision have been exhausted.
  2. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.
  3. Should the vote be insufficient to achieve removal, the matter shall be closed.
  4. Removal by the Senate is not subject to appeal or review by the Judicial Committee and cannot be reversed.
- b. There is no recall process for Senator Removal.



- c. A Senator Vacancy now exists in the event of a successful removal. Fill the vacancy as prescribed by these bylaws.

### C. Justice Removal and Recall

- a. Removal is constituted by the following grounds.

1. Egregious and/or intentional violations of official ASLMU or University, rules, policies, or procedures as they relate to the individual's duties as a Justice.
2. Conduct that violates the mission of ASLMU or the University.
3. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
4. A Justice's decision-making conduct may not serve as grounds for removal.

- b. The removal process shall be as follows.

1. Any member of ASLMU may present a request to remove any Justice directly to the Senate.
  - i. Requests must include at least a description of the alleged improper conduct and indicate the grounds for removal into which the conduct falls.
  - ii. Requests must be physically distributed to each Senator.
2. A motion and a second are required to commence removal proceedings.
  - i. Following a successful motion to commence removal, the Senate shall approve by a simple majority a list of relevant Officers of ASLMU required to appear before the Senate during the proceeding.
3. During the next regularly scheduled Senate meeting following the meeting during which the removal proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.
  - i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of the Senate be the subject of the hearing then the Executive Vice President shall serve as Chair.
  - ii. The ASLMU member filing the original complaint must be present.
  - iii. The individual facing impeachment may be present.

- iv. The Senate may only question present witnesses listed on the complaint form and officers of ASLMU required to appear.
4. A motion and a second is needed to adjourn the questioning and discussion.
5. Following the discussion, the Senate shall vote on the removal.
  - i. A two-thirds (2/3) vote of the entire membership of the Senate shall achieve removal.
  - ii. Failure to garner a two-thirds (2/3) vote during a removal vote shall indicate the close of the matter.
6. Removal decisions are not subject to review by the Judicial Committee and cannot be reversed.
7. There is no recall process for Justice Removal.
8. A Justice Vacancy now exists in the event of a successful removal. Fill the vacancy as prescribed by these bylaws.

## Article 9: Vacancies

### Section 1: Executive Branch Vacancies and Succession

#### A. Presidential Vacancy

- a. In the event of a Presidential vacancy or incapacitation such that the President cannot perform the functions of office, the Executive Vice President shall succeed to the Presidency.
  1. The new President shall appoint an Executive Vice-President per the Presidential appointment procedures described in these Bylaws. The new President shall recommend an Executive Vice-President to the Senate for approval within ten (10) calendar days of assuming the role of President.
    - i. The Senate must approve the nomination by a majority vote.
  2. An Executive Vice President, when called upon to succeed to the Presidency, may not refuse the succession and cannot retain his/her position as Executive Vice President.
    - i. Should the Executive Vice President be unwilling to

succeed, they will be considered to have resigned and a Dual Vacancy situation will exist.

#### B. Executive Vice-Presidential Vacancy

- a. In the event of an Executive Vice-Presidential vacancy or incapacitation such that the Executive Vice President cannot perform the functions of office, the President shall appoint a new Executive Vice President.
  1. The President shall appoint an Executive Vice-President per the Presidential appointment procedures described in these Bylaws. The President shall recommend an Executive Vice-President to the Senate for approval within ten (10) calendar days after the vacancy begins.
    - i. The Senate must approve the nomination by a majority vote.

#### C. Dual Vacancy

- a. In the event of a simultaneous Presidential and Executive Vice-Presidential vacancy or incapacitation such that the President and Executive Vice President cannot perform their functions of office, the Speaker of the Senate shall become President.
  1. The new President shall appoint an Executive Vice-President per the Presidential appointment procedures described in these Bylaws. The new President shall recommend an Executive Vice-President to the Senate for approval within ten (10) calendar days of assuming the role of President.
    - i. The Senate must approve the nomination by a majority vote.
  2. The new President shall forfeit their Senate seat and a new Speaker shall be selected in the manner prescribed in these Bylaws.
    - i. A new Senator shall also be selected using the mid-year vacancy procedure.

#### D. Non-Presidential & Executive Vice-Presidential Executive Branch Vacancies

- a. Vacancies in non-Presidential and Executive Vice-Presidential Executive Officers must be filled according to the Presidential Appointment Procedures outlined in these Bylaws.

- b. During the period following a vacancy and prior to the appointment of a permanent replacement, an interim officer may serve at the pleasure of the President.

- 1. Interim officers may not receive compensation for their duties.

## Section 2: Legislative Branch Vacancies

### A. General Election Vacancies

- a. If fewer Senators are elected in the General Election than are supposed to be elected, the newly elected President shall nominate individuals for approval by the Senate by the end of the Spring semester. These vacant positions shall be appointed according to the Presidential Appointment Procedures outlined in these bylaws.

- 1. The Senate must approve any nominations with a majority vote.

### D. Spring Semester Vacancies

- a. Should a vacancy arise with any of the Senators elected during the General Election, prior to the completion of the Spring semester in which they were elected, the losing Senate candidate garnering the next most votes in the General Election shall fill the vacancy, provided that the former candidate accepts the position.

- 1. If the runner-up candidate declines the position, the position will become a General Vacancy and shall follow that process as described by these Bylaws.

- 2. The Elections Chair shall be responsible for contacting the former Senate candidate to notify them of the opportunity to serve.

### E. Summer Vacancies

- a. Should a vacancy in a Senate seat occur any time after the Spring semester in which General Elections are held and before the beginning of the Fall semester, the vacancy will be treated as a Spring Semester Vacancy.

- 1. The administration may opt to add a first-year senator when a

position is vacant.

#### F. Mid-Year Vacancies

- a. Should a vacancy in a Senate seat occur any time after the beginning of the Fall semester after the Spring semester in which General Elections are held, the position shall be filled within twenty-one (21) days after the vacancy has occurred using the Senator Appointment Process.

#### G. Inability to Meet Quorum

- a. If the number of vacant seats in the Senate is ever so great that Senate can no longer meet quorum, Senators shall begin to appoint new Senators to the vacant positions until such a time that all positions have been filled.

#### H. Speaker of the Senate Vacancy

- a. In the event of a Speaker of the Senate vacancy or incapacitation such that the Speaker cannot perform the functions of office, a new Speaker shall be selected using the Speaker of the Senate Selection Process as prescribed by these bylaws.

### Section 3: Judicial Branch Vacancies

#### A. Chief Justice

- a. In the event of a vacancy for the position of Chief Justice, a new Chief Justice shall be nominated by the President for approval by the Senate. This will follow the Presidential Appointment Process as outlined by these Bylaws.

1. The Senate must approve any nominations with a majority vote.

#### I. Associate Justice

- a. In the event of a vacancy for the position of Associate Justice, a new Associate Justice shall be nominated by the President for approval by the Senate. This will follow the Presidential Appointment Process as outlined by these Bylaws.

1. The Senate must approve any nominations with a majority vote.

### Article 10: Bylaw and Code Amendments

- A. Bylaw and Code amendments may be initiated by either the Attorney General, President., or a Senator by drafting a document describing the intent of the amendment and rationale for the amendment, referred to as a “Letter of Intent to Amend.”
- B. The Letter of Intent to Amend shall be forwarded to the Attorney General, who will, within fourteen (14) calendar days from receipt of the letter, draft the language of the proposed amendment in consultation with the primary author(s) of the Letter of Intent and forward the completed draft and the Letter of Intent to the Senate.
- C. The Senate may take either one of the following actions:
  - 1. Adopt the proposed amendment by two-thirds (2/3) vote and forward it to the President for action.
  - 2. Return it to the Attorney General with a simple majority vote along with items for reconsideration, redrafting and resubmission.
- D. Should the proposed amendment fail to garner a simple majority vote for revision, redrafting and resubmission, the proposed amendment shall be considered dead.
- E. The ASLMU Advisor shall keep in its files the Letter of Intent to Amend and multiple draft revisions for the purpose of later Judicial Committee interpretation of those actions.
- F. The Speaker of the Senate shall maintain a record comprised of all resolutions, letters, amendments, minutes and any other official documents written in each semester.

## Article 11: Programming Guidelines

- A. Procedures
  - a. All events and programs coordinated by ASLMU must adhere to the following procedures.
    - i. Complete planning documentation, as deemed necessary by the ASLMU Advisor and ASLMU President, for all performance events that have been agreed upon by the respective Officer(s).

1. Excludes projects funded through the SAFAB.
- ii. Present the planning documentation for a proposed event or project to the Chief Programming Officer, who then presents it to the President, Chief Financial Officer and the ASLMU Advisor for written approval.
  1. Using the Form Builder tool within the ASLMU LEO organization, the President shall create a process at the beginning of the year for proposals to be collected.
  2. Senators may also submit a proposal by submitting a proposal through the Speaker of the Senate.
- iii. Make any mutually agreed upon changes or edits.
- iv. Execute the event or project planning within the dollar amount budgeted for that event or project in the ASLMU Budget for the year in which your event or project will take place. Spending in excess of the amount budgeted for a specific event or project must first be approved by the President, Chief Financial Officer and the ASLMU Advisor before any excess transactions are made.
- v. Large scale events that [meet certain criteria](#) are required to complete the Event Planning Process.
- vi. Serve as the primary contact for performers, production contractors, and all internal and external vendors for the event.
- vii. Oversee and manage the activity of all Leadership Team members. All officers are required to staff ASLMU programs unless otherwise stated. Specific assignments will be provided no later than one week in advance of the program date.
- viii. Submit the Post-Event Evaluation Form on LEO to the ASLMU Adviser and the President within two weeks following the event date. The Evaluation Form includes:
  1. Successes of the event.
  2. Weaknesses of the event planning or execution.
  3. Difficulties encountered in the University Administration.
  4. Recommendations to anyone planning this event in the future.

## Article 12: Definitions

These definitions apply to the ASLMU Constitution, Bylaws, Codes, rules, policies, and

procedures.

“Advisor” means any current faculty, staff or religious community member, but not Law School students, faculty, and staff. Off-campus individuals, parents, or those who have no affiliation with the University cannot serve as advisors. Current faculty or staff cannot act as advisors to their familial relations.

“Associate Justice” serves as a member of the Judicial Committee.

“Calendar Days” means all days including Saturday and Sunday.

“Campaign Period” means the span of time between the beginning of campaigning and end of the campaigning.

“Campus Media” means any University sponsored student media organizations.

“Chief Justice” means the Chair of the Judicial Committee.

“Committee Member” means all students selected to serve on a Department Committee within this Association.

“Complainant” means the party who makes the complaint.

“Complaint” means the report submitted by the Complainant.

“Elections Committee Member” means all students appointed to serve as members of the Elections Committee.

“Election Period” means the period beginning when elections information packets become available and ends with the certification of the election.

“Entire Membership of the Senate” means all of the Senate seats, regardless of vacancy or absence.



“Excused Absence” means missing a meeting, giving written 24-hour notice, and receiving approval from the President (Leadership Team and Vice Presidents) or Vice President (Senate).

“Executive Officer” means all students elected or appointed to serve within the Executive Branch of this Association.

“Filing Time” means the time-stamp made when a Violation Report Form was received by the controlling party.

“Petition” means the procedure enabling a specified number of undergraduate students, by petition, to propose legislation by submission to a vote of the membership.

“Institution” and “University” mean Loyola Marymount University.

“Involuntary Resignation” means the process of removing an official from their position due to the inability to fulfill established standards and expectations intended for appointed individuals who receive the leadership award.

“Judiciary” means the ASLMU Judicial Committee.

“Judiciary Advisor” means the University staff member serving as the advisor to the ASLMU Judicial Committee.

“Justice” means a member of the ASLMU Judiciary Committee, including the Chief Justice.

“LMU” means Loyola Marymount University.

“Majority Vote” means a majority of individuals present at a duly commenced meeting.

“Member” means all full-time and part-time students pursuing undergraduate studies. During the recess period between semesters or the summer period, membership includes individuals who have completed the immediately preceding term and are eligible for either enrollment or graduation.

“Officers” mean all Executive Officers, Senators, Elections Committee Members, Justices and Committee Members within the Association.

“Official Candidate” means a candidate who has declared their candidacy by the deadline.

“Party” means the complainant or respondent.

“Preponderance of Evidence” means the evidentiary standard that has been met when the evidence presented by the complainant, when weighed against the evidence presented by the respondent, has more convincing force and the greater probability of truth. Note that the amount or sheer quantity of evidence is irrelevant to meeting a standard of preponderance. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or one signed agreement with definite terms may outweigh numerous opinions or speculation about what the signing parties intended.

“Quorum” means the required proportion of members required to be present for open business to be conducted.

“Recall Leader” means the leader of the recall effort.

“Referendum” means the practice of submitting to a vote of the membership a measure passed upon or proposed by the Senate for such purpose.

“Retaliation” means any adverse action taken against a Party in response to the filing of a Complaint.

“Respondent” means the party a complaint is made against.

“SAFAB” means the Student Activity Fee Allocation Board.

“School Day” means days when undergraduate classes are scheduled. It shall not include Saturdays, Sundays, summer sessions or administrative holidays.

“Senator” means all students elected by the student body or appointed by the Senate of this Association for the position of Senator.

“Student” includes all persons taking courses at the University, both fulltime and parttime, and pursuing undergraduate studies. During the recess period between semesters or the summer period, it includes one who has completed the immediately preceding term and is eligible for enrollment or graduation.

“Student Body” means all members of the Association.

“Unexcused Absence” means missing a meeting without a written 24-hour notice or approval from the President (LT and Vice Presidents) or Vice President (Senate).

“University Community” means students, employees, faculty or religious community members of the University.

“University Premises” means the University campus including, without limitation, all buildings or grounds owned, leased, operated, controlled or supervised by the University at the relevant time.

“Voting Period” means the time bloc when voting occurs during an election.

“VP” means Vice President, used to refer to the 4 Vice Presidents: VP of Academic Affairs, VP of Cultural Affairs and Justice, VP of Sustainability and Operations, and VP of Student Wellness.

The terms of “will” or “shall” are used in the imperative sense. The term “may” is used in the permissive sense.

Article 13: Revision History

-Passed into Action: February, 21 2007 -Drafted By: Matthew S. Schechter (Class of 2007) and ASLMU 2006-2007

-Revised: [10/14/2013]

-Revision by: [Michael Hanover]

-Revision Summary: [updates include changes to the Director of Campus Community job description, stricter requirements for Senate meeting attendance, and a reworked dual vacancy procedure]

-Revised: [04/27/2014]

-Revision by: [Stephen Mangelsdorf]

-Revision Summary: [removes the position of the Assistant to the Director of Environmental Responsibility, removes the Director of Special Events, updates Director of Performance Events' responsibilities, removes Assistant Director of Physical Media, and adds ASLMU Videographer]

-Revised: [09/10/2017]

-Revision by: [Hayden Tanabe ('18), President and Miles Kent ('19), Attorney General]

-Revision Summary: [Terminology Update, Spring/Summer Vacancy Update, Quorum Updates, Senate Appointment Update]

-Revised [04/09/2018]

-Revisions by: [Alfredo Hernandez ('19), Attorney General]

-Revision Summary: [Restructuring of Executive Branch (creation of Leadership Team), SAFAB Process, Removed Standing Committees, Implemented Minimal Actions for Senators, and Conflict of Interest Guidelines]

-Revised [04/05/2021]

-Revisions by: [Leslie Sepulveda ('22), Attorney General]

-Revision Summary: [Restructuring of Executive Branch (dissolvement of cabinet and creation of 4 VPs, their staff, and executive VP committee), decreased size of Senate (removed constituency-

based representatives), compensation for Senate and VPs.]

-Revised [01/09/2022]

-Revisions by: [Kyle Saavedra ('22), Attorney General]

-Revision Summary: [Revised Senate Meeting Time]

-Revised [03/05/2022]

-Revisions by: [Kyle Saavedra ('22), Attorney General]

-Revision Summary: [Revised Position Responsibilities and Leadership Team Structure]

-Revised [03/30/2022]

-Revisions by: [Kyle Saavedra ('22), Attorney General]

-Revision Summary: [Revised Position Responsibilities]

-Revised [04/18/2022]

-Revisions by: [Kyle Saavedra ('22), Attorney General]

-Revision Summary: [Impeachment Procedures]

-Revised [09/26/2022]

-Revisions by: [Jeremy Valle ('24), Attorney General]

-Revision Summary: [Revised Senate Meeting Time]

-Revised [03/16/2023]

-Revisions by: [Jeremy Valle ('24), Attorney General]

-Revision Summary: [Revised Executive Branch Responsibilities, VP of Academic Affairs team make-up, VP of Cultural Affairs and Justice team make-up, Communications Team Structure, Senate Meetings, Senator Responsibilities, Senator Legislative Duties, Senator Appointment Process, Judicial Branch Structure, Justice Responsibilities, Hearing Procedures, Resignation, Impeachment, Removal & Recall, Executive Branch Vacancies and Succession, Programming Guidelines Procedures, and Definitions. Removed all Compensation sections. Added definition of Sanctions. Added Accountability section along with accountability procedures.]

-Revise [07/11/2023]

-Revisions by: [Ava Raymond, ('24), Attorney General, Drew Hartz, ('24) President]

Revision Summary: [Will insert in final draft]