

Code of Laws

Revised: September 29, 2020

www.uab.edu/usga

**Code of Laws of the University of Alabama at Birmingham Undergraduate Student
Government Association**

Title I – Table of Contents and Definitions

§ 100.0 Table of Contents

§ 100.1 There shall be titles, each composed of numerically designated sections, as follows:

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Title XI USGA Textbook Award

§ 100.2 Each section, as indicated by the section symbol (§), may be subdivided by means of a decimal arrangement. For example: § 100 may be divided into 100.1, 100.2, 100.3, et cetera.

§ 100.3 Each sub-section may be further subdivided by means of a decimal arrangement. For example: §100.1 may be divided into 100.1.1, 100.1.2, 100.1.3, et cetera.

Title II – Executive Branch

§ 200.0 Introduction

§ 200.1 The Undergraduate Student Government Association (USGA) does hereby establish the following guidelines concerning the USGA Executive Branch.

§ 201.0 Administration of the Executive Branch

§ 201.1 The Executive Cabinet shall be composed of the USGA President, Executive Vice President, Vice President of Communications, Vice President of Finance, Vice President of Student Services, all standing committee chairpersons, coordinators, and any such additional members deemed necessary by the President to be appointed by him or her and ratified by a two-thirds majority vote of the Senate.

§ 201.2 The Executive Cabinet shall be administered by the President and the Chief of Staff.

§ 201.3 The Chief of Staff shall serve as the chief administrative officer of the USGA, serving all branches and departments at the advice and consent of the USGA President after appointment by the President and approval by the USGA Senate. The Chief of Staff shall serve as the Executive Advisor to the President. The Chief of Staff will report directly to the President and will carry out duties at the will of the President of the USGA.

§ 201.4 The Chief of Staff shall specifically:

(1) Advise the President as needed in internal and external affairs of the USGA. Coordinate the President's schedule and serve as a personal aide as advised.

Compile an End-of-the-Year Administration Report.

Preside over Cabinet meetings and ensure that members of the Executive Cabinet are fulfilling the requirements of their job as outlined in the USGA Constitution and Code of Laws.

Manage the Executive Cabinet calendar in regards to meetings and related events.

Perform any other duty in relation to the Executive Cabinet at the discretion of the President.

§ 201.5 The President has the express power to appoint Cabinet officers and committee members as needed to fulfill the requirements of both the Constitution and the Code of Laws. These include, but are not limited to: Finance division members, Student Services division members, Communications division members, Executive Vice President Division members, Chief Justice, and Associate Justices.

§ 201.6 As the Undergraduate Student Government Association and UAB grows and expands this section shall be updated to accommodate additional officers and departments of the Executive Cabinet.

§ 202.0 Scholarship Requirements

§ 202.1 All Executive Cabinet members shall be required to hold five regularly scheduled and posted officer hours per week during regular business hours at the USGA office, at the discretion of the Chief of Staff and the Vice Presidents.

§ 202.2 Each Executive Cabinet officer shall be responsible for logging all office hours. The Chief of Staff shall verify these hours and keep an official log, known as the Executive Cabinet Log, of all Executive Cabinet business and office hours.

§ 202.3 The Vice President of Finance shall evaluate scholarship and stipend allocations every semester during the creation of the semester USGA Budget.

§ 203.0 Executive Branch Policies and Procedures

§ 203.1 All members of the Executive Branch are bound to the guidelines listed in the Executive Branch Policies and Procedures, and are subject to their respective demerit policies.

Title III – Legislative Branch

§ 300.0 Introduction

§ 300.1 The Undergraduate Student Government Association (USGA) does hereby establish the following laws concerning the USGA Legislative Branch.

§ 301.0 Senate

§ 301.0.1 As set forth in Article IV of the USGA Constitution, the Senate shall be the unicameral legislative body of the USGA and shall adhere to the following laws.

§ 301.0.2 The Executive Vice President presides over both formal and informal Senate meetings.

§ 301.1 Meetings

§ 301.1.1 Beginning the first or second full week of each semester, the Senate shall convene approximately every other week during a formal Senate meeting to conduct the Order of Business of the Senate.

§ 301.1.2 The Order of Business of the Senate shall consist of the following:

- I. Call to Order
- II. Introduction of Public Forum
- III. Roll Call
- IV. Approval of the Minutes
- V. Reports of the Executive Branch
 - a. President
 - b. Executive Vice President
 - c. Vice President of Communications
 - d. Vice President of Finance
 - e. Vice President of Student Services
 - f. Chief of Staff
 - g. Campus Relations Director
- VI. Reports of the Judicial Branch
 - a. Chief Justice of the Student Court
 - b. Attorney General
 - c. Student Advocate
- VII. Guest Speaker
- VIII. Reports of the Legislative Branch
 - a. School Reports
 - i. College of Arts & Sciences
 - ii. School of Business
 - iii. School of Education
 - iv. School of Engineering

- v. School of Health Professions
- vi. School of Nursing
- vii. School of Public Health

IX. Old Business

- a. Second readings of legislation
- b. Any business that was previously tabled

X. New Business

- a. First readings of legislation
- b. Other businesses that need to be addressed to the Senate
- c. Excuses

XI. Announcements

- a. USGA Advisor
- b. Others

XII. Student Forum

XIII. Adjournment

§ 301.1.3 The Senate may, by a majority vote, revise the Order of Business to take a section out or adjust its proper order.

§ 301.1.4 Standing Committees of the USGA shall meet in an informal Senate meeting at least every alternate week, being the week that the Senate is not in session.

§ 301.1.5 All meeting times and locations shall be set at least forty-eight hours prior to the meeting.

§ 301.2 Rules of Procedure

§ 301.2.1 While in session, the Senate shall adhere to the rules of parliamentary procedure as set forth in Robert's Rules of Order Newly Revised (RONR).

§ 301.2.2 The elected Executive Vice President of the USGA shall serve as the Chairperson of the Senate. The Vice Chairperson of the Senate shall serve in the Chairperson's absence. The Chairperson may leave the Chair to participate in debate or discussion, wherein the Vice Chairperson shall preside over the Senate until the close of the debate or discussion. The Chairperson shall then resume in presiding over the Senate.

§ 301.2.3 In the absence of both the Chairperson and the Vice Chairperson, the Senate shall elect a temporary presiding officer by a majority vote at the start of the meeting. The Vice Chairperson shall appoint a Senator to conduct the meeting while this vote occurs.

§ 301.3 Passage of Bills and Resolutions

§ 301.3.1 All bills and resolutions introduced to the Senate must be presented in the following form:

- (1) All bills and resolutions shall be typed and submitted to the Vice Chairperson and

Executive Vice President;

- (2) All bills and resolutions must be titled. Bills and resolutions must be titled in either of the following two manners:
 - a. By using the words, "A Bill/Resolution to be Entitled," followed by a word or words indicating the subject matter;
 - b. By using a word or words indicating the subject matter, followed by the word, "Bill" or "Resolution";
- (3) All bills and resolutions shall be numbered consecutively for one year, beginning with the first meeting of the Senate during the summer and terminating at the end of the spring semester of that administration's year. This number shall be placed at the top right corner of every page using "Bill" or "Resolution" followed by the first two letters of the appropriate semester, followed by the bill or resolution number, followed by the last two digits of the appropriate year (i.e. Bill SP-01-10);
- (4) All bills and resolutions shall be line-numbered;
- (5) All bills and resolution shall have listed the author, sponsor, and contact, lined respectively, on the last page;
- (6) Any research conducted while writing bills and resolutions shall be cited. Citations shall be submitted as an addendum to the legislation. Citations pertaining to specific lines in legislation shall include the corresponding line and section numbers. This addendum shall be titled using the words: "Addendum to Bill," where "Bill" shall be the bill number (i.e. Addendum to Bill SP-01-10). In no way will this addendum be considered part of the legislation, therefore prohibiting any citation, definition, or exposition from being interpreted as law.

§ 301.3.2 A bill shall be defined as a change to the Code of Laws and a resolution shall be defined as a formal expression of support by USGA.

§ 301.3.3 All bills and resolutions must have an author, sponsor, and contact. The author is defined as the writer of the bill or resolution, the sponsor is defined as the USGA Senators who support the bill or resolution, and the contact is defined as the individual relevant to the bill or resolution.

§ 301.3.4 Any person or group can author a bill or resolution (i.e. student, organization, committee, etc.).

§ 301.3.5 All bills and resolutions shall be sponsored by a senator, and only senators may sponsor bills and resolutions.

§ 301.3.6 Any Senate decision pertaining to USGA finances shall be approved by a two-thirds vote of the Senate in accordance with § 301.5.7

§ 301.3.7 Resolutions cannot be used to allocate money.

§ 301.3.8 In accordance with § 301.5.7, all other bills and resolutions shall require a majority vote of the Senate in special sessions or formal Senate meetings.

§ 301.4 Passage of Bills to the USGA Code of Laws

§ 301.4.1 All bills introduced to the Senate shall be presented in the following form:

- (1) All bills must be typed and submitted to the Vice Chairperson and Executive Vice President no later than two business days prior to the next Senate meeting;
- (2) All bills shall be titled. Bills may be titled in the following manner: By using the words, "A Bill to Amend the USGA Code of Laws," followed by the title number with corresponding section number if applicable;
- (3) All bills shall be numbered consecutively for one year, beginning with the fall semester and terminating at the end of the spring semester of that administration's year. This number shall be placed at the top right corner of every page using, "Bill," followed by the first two letters of the appropriate semester, followed by the last two digits of the appropriate year (i.e. Bill FA-02-10);
- (4) All bills shall be line-numbered;
- (5) All bills shall have listed the author, sponsor, and contact, lined respectively, on the last page;
- (6) Any research conducted while writing bills shall be cited. Citations shall be submitted as an addendum to the legislation. Citations pertaining to specific lines in legislation shall include the corresponding line and section numbers. This addendum shall be titled using the words: "Addendum to Bill," where "Bill" shall be the bill number (i.e. Addendum to Bill FA-02-10). In no way will this addendum be considered part of the legislation, therefore prohibiting any citation, definition, or exposition from being interpreted as law.

§ 301.4.2 All bills shall have an author, sponsor, and contact.

§ 301.4.3 Any person or group may author a bill (i.e. student, organization, committee, etc.).

§ 301.4.4 All bills shall be sponsored by a senator.

§ 301.4.5 As set forth by § 301.5.8, all other bills shall require a majority vote of the Senate in either special sessions or formal meetings.

§ 301.5 Voting Procedures

§ 301.5.1 Each senator shall vote "yes" or "no" to the question at hand. Abstentions will be granted. Motions shall be considered approved if they receive a majority of the votes cast "yes". Conversely, motions shall be denied if they do not receive a majority of the votes cast "yes."

§ 301.5.2 Motions requiring a two-thirds (2/3) majority of the vote shall be considered approved if they receive two-thirds of the votes cast "yes." Conversely, motions shall be denied if they do not receive two-thirds of the votes cast "yes."

§ 301.5.3 Motions requiring a three-fourths (3/4) majority of the vote shall be considered approved if they receive three-fourths of the votes cast "yes." Conversely, motions shall be denied if they do not receive three-fourths of the votes cast "yes."

§ 301.5.4 Voting may be conducted by these ways: roll call, secret ballot or electronic device, voice vote, and hand vote.

§ 301.5.5 The roll call vote may be ordered by the Chairperson or by a senator on any motion, with the exception of giving the Senate's consent to appointments and the election of officers. A roll call vote will be conducted if the Chairperson hears "division."

§ 301.5.6 When a roll call vote is ordered, the Chairperson shall call the name of each senator individually. Each senator shall answer simply "yes", "no", "abstain", or "abstain from the order." "Abstain from the order" places the senator at the end of the roll. This may only be done one time per roll call vote.

§ 301.5.7 As required by parliamentary procedures according to Robert's Rules of Order Newly Revised (RONR), a simple majority vote shall be required:

- (1) To adopt all bills, amendments to bills, and resolutions;
- (2) To elect a Vice Chairperson of the Senate;

§ 301.5.8 A two-thirds (2/3) majority vote shall be required:

- (1) To close debate; To suspend the rules;
- (2)
- (3) To remove a senator from office if written excuse is not accepted;
- (4) To approve presidential appointments to Executive Cabinet and Student Court vacancies
- (5) To appoint a person to fill a vacant seat in the Senate;
- (6) To approve the RSO budget and pertinent amendments to the RSO Budget.
- (7) To vote not to send a bill to a committee;
- (8) To vote to bring a bill out of committee when a committee refuses to do so;
- (9) To adopt amendments to the Code of Laws;
- (10) To revise the Order of Business of the Senate.

§ 301.5.9 A three-fourths (3/4) majority vote shall be required:

- (1) To override a presidential veto;
- (2)
- (3) To vote as to whether impeachment shall take place against any elected or appointed member of the USGA.

§ 301.6 Attendance

§ 301.6.1 Senators shall be required to attend all regularly scheduled Senate meetings.

§ 301.6.2 Any Senator who misses two (2) unexcused Senate meetings in one semester automatically forfeits his or her seat.

§ 301.6.3 A removed Senator may appeal the forfeiture of his or her seat to the Senate; the Senate can reinstate a forfeited seat with a three-fourths majority vote.

§ 301.6.4 An absence from one (1) unexcused committee meeting shall be the equivalent of an unexcused Senate meeting absence of seventy-five hundredths (0.75)

§ 301.6.5 Committee chairpersons are responsible for taking attendance and reporting attendance to the Vice Chairperson.

§ 301.6.6 The Senate retreat or orientation may be counted as a regular Senate absence at the discretion of the Executive Vice President.

§ 301.6.7 Any senator who enters a Senate meeting more than ten minutes after the starting time, or who leaves the meeting and does not return before the announcements, shall be considered absent.

§ 301.6.8 It shall be the responsibility of the Vice Chairperson:

- (1) To keep an attendance record of the USGA Senate;
- (2) To notify a senator by email to his or her UAB email address when he or she has three absences;

§ 301.7 Dress Code

§ 301.7.1 When in session, senators and officers of the USGA shall adhere to a dress code consisting of business casual attire.

§ 301.8 Committee Structure

301.8.1 There shall be at least four Standing Committees of the USGA. The Standing Committees of the USGA shall be structured by the Executive Vice President who will present this structure to the Senate for approval by 2/3 majority vote.

§ 301.8.2 All Standing Committees shall hold regularly scheduled meetings.

§ 301.8.3 Every USGA member in the Senate, Cabinet, and Judicial shall belong to at least

one of the Standing Committees.

§ 301.8.4 It shall be the responsibility of each Committee Chairperson to:

- (1) Keep typed minutes, including committee member attendance and a record of all voting on committee action;
- (2) Provide a copy of all committee minutes for the USGA file, committee members, and the USGA President;
- (3) Notify any committee member by email to his or her UAB email address upon being absent for more than two meetings;

§ 301.9 Student Forum

§ 301.9.1 For the purposes of this section within this Title, the term "Student Forum" shall refer to the allotted time in the Order of Business during a meeting of the Senate in which a student may address the Senate, not the semester event hosted by the USGA, which is referred to the Fall/Spring USGA Student Forum.

§ 301.9.2 Students shall have the right to address the Senate at all regularly scheduled meetings to express concerns and complaints about the campus community.

§ 301.9.3 Any student wishing to make a statement shall file such intent with the Vice Chairperson and Executive Vice President at least twenty-four (24) hours before the Senate.

§ 301.9.4 Students participating in the Student Forum shall have ten (10) minutes with which to speak.

§ 302.0 Freshman Forum

§ 302.1 The USGA Freshman Forum will be made up of freshmen who will be selected through an application and interview process.

§ 302.3 Members of the Freshman Forum may elect their own officers.

§ 302.4 Freshman Forum Director(s) will be appointed by the USGA President and confirmed by two-thirds majority vote of the Senate. They will act as the Director(s) of the Freshman Forum and serve on the USGA President's Executive Branch.

Title IV – Judicial Branch

§ 400.0 The Judicial Process

§ 401.0 Procedure and Complaint Notification

§ 401.1 All actions against any party will commence by filing a written complaint with the Student Court, which shall in turn notify the Student Advocate and Attorney General.

§ 401.2 All complaints filed with the Student Court shall be reviewed by the Student Court as a whole. The Student Court shall render the decision for Acceptance or Dismissal within ten business days after receiving it. Grounds for Dismissal of a Complaint shall include, but not be confined to, abuse of powers, lack of remedy from the Student Court, lack of jurisdiction of law, moot issues, and personal grievances. A vote of a majority of the court will be needed for a Dismissal.

§ 401.3 The decision for Dismissal of a complaint may be appealed by written request submitted to the USGA Advisor(s) within five business days after a decision to dismiss by the Student Court. The decision of the USGA Advisor(s) shall be rendered at least ten business days from receipt of written request. Upon receipt of appeal of a dismissal, the USGA Advisor(s) may either affirm the Student Court's decision or direct the Student Court to entertain the complaint, following the procedure set forth in Title IV of the USGA Code of Laws. The decision of the USGA Advisor(s) shall be considered final.

§ 401.4 A complaint shall consist of the specific charge and appropriate USGA alleged violation.

§ 401.5 The USGA Student Court shall not consider questions of tort law (a wrongful act arising from a breach of duty created by law for which civil actions could be taken), although such matters maybe presented as evidence in most cases when applicable.

§ 401.6 The USGA Student Court shall not have jurisdiction over any matters of violation of Alabama Criminal Laws (Title 13A) and such filed complaints will be dismissed.

§ 401.7 In the event that the filed complaint is directed toward the interpretation of the USGA Constitution, amendments to the Constitution or legislation signed into law, the Student Defendant shall be the USGA. The President shall appoint the Attorney General to represent the USGA and act as its spokesperson. These cases shall be treated in the same manner as adversary cases.

§ 402.0 Student's Rights Afforded by Due Process

§ 402.1 These Rights shall include:

1. Right to a Notice in writing of all Charges.

2. Right to appear in person at the Hearing or not appear with the assurance that failure to attend shall not be construed as being indicative of guilt.
3. Right to counsel of the Student Advocate.
4. Right to select non-professional Counsel of one's choice.
5. Right to enter a Plea of Guilty or Not Guilty.
6. Right to change a Plea of Guilty or Not Guilty until such time as a Decision is rendered.
7. Right upon request to receive at the Preliminary Hearing a list of all witnesses who will appear. Witnesses not listed may not testify.
8. Right to call Witnesses and present Witnesses on one's behalf.
9. Right to confront and cross examine Witnesses and Accusers.
10. Right to choose whether to testify on one's behalf.
11. Right to have access to all relevant information and evidence.
12. Right to present written, notarized briefs.
13. Rights to request and receive a written copy of the record or tape of recorded court proceedings.
14. Right to be free from "Double Jeopardy."
15. Rights to an appeal.

§ 403.0 Judicial Hearings

§ 403.1 The procedure for Judicial Hearings shall be as follows:

§ 404.0 Hearings with Witnesses Testifying

§ 404.1 Both the Plaintiff and Defendant's respective counsel are eligible to deliver a five-minute opening statement. Only one statement will be given from both sides.

§ 404.2 Each Witness shall testify under oath, hereinafter provided for and to be given by the Court Clerk and shall remain under oath for each examination and cross-examination given during the Hearing.

§ 404.3 The Plaintiff or Prosecutor shall call and examine Witnesses in any order he chooses. The Witnesses may be cross-examined at this time. The Student Defendant may then call and examine Witnesses in any order. These Witnesses may be cross-examined by the Plaintiff; however, questions may be directed to the testimony given, only. Re-direct of witnesses shall be allowed during the Hearing.

§ 404.4 Both sides shall be limited to no more than 30 minutes for witness testimony, cross examination, and re-direct. Closing arguments will be heard by both sides for no

more than 5 minutes each.

§ 404.5 Written statements by absent Witnesses will be admissible as evidence only if the Student Court determines that good cause is shown. Prior to the Hearing, these written statements shall have been notarized. These statements shall be entered as testimony and shall be read aloud, if feasible, by the Court Clerk. The Student Court shall take into consideration that cross-examination is not possible.

§ 404.6 The Student Defendant may testify under oath in his own behalf. If the Student Defendant appears as a Witness, the Student Defendant is subject to cross-examination; however, the Student Defendant may decline to answer any or all questions.

§ 404.7 The Student Defendant's prior record(s) from any prior Hearing shall be inadmissible as evidence to prove Guilt. Credibility of the Plaintiff and all Witnesses will always be in question. The Plaintiff can never initiate an attack on the credibility of the Defendant.

§ 404.8 All Justices may ask questions provided that they are relevant to the issues being argued before the Student Court. If questions are deemed irrelevant, the Chief Justice may instruct counsel to disregard the question presented to them.

§ 404.9 The Student Defendant shall be presumed Innocent until proven Guilty. The burden of proof rests with the Plaintiff and must be supported by clear and convincing evidence.

§ 404.10 Any evidence presented to the Student Court that is found to be obtained illegally or irrelevant in nature to the hearing shall be rendered inadmissible.

§ 404.11 The Chief Justice shall have the authority to declare an individual in Contempt of Court for an action which impedes the Court's proceedings. Any student found in Contempt of Court shall be referred to the Non-Academic Judicial Affairs Officer for disciplinary action. Any non-student found in Contempt of Court will be asked to leave the campus immediately. If he/she refuses, the Chief Justice has the authority to summon UAB Police and may file charges of trespassing.

§ 404.12 A complete, factual, taped recording shall be kept by the Court Clerk of all Hearings. The Court Clerk shall be responsible for keeping all records on file in the USGA office. In the event of an Appeal, the Chief Justice shall forward all records concerning the Hearing to the Court of Appeals within two business days.

§ 404.13 The Chief Justice shall be responsible for maintaining proper decorum during the Hearing and shall do so by whatever means deemed appropriate within the bounds of jurisprudence.

§ 405.0 Hearings without Witnesses

§ 405.1 In the event there are no witness to be called on both sides, the Student

Court will entertain arguments from the Plaintiff, Defendant or respective counsel.

§ 405.2 All other rules stated in Title IV shall apply in this setting of a Judicial Hearing.

§ 406.0 Decisions

§ 406.1 All Court Decisions, Preliminary and Judicial, must be in writing, must state the basis for the Decision and must be kept on file in the USGA office. All final decisions shall be voted on by the Associate Justices. The Chief Justice shall only vote in the event of a tie. The Chief does however have the first prerogative to write either the majority or dissenting opinion if he/she does so choose.

§ 406.2 The Student Court shall send a copy of the decision to all parties involved in the matter within three business days of rendering of a decision. Official UAB email address should be used to guarantee each party's opportunity to receive such notification. Furthermore, if any other email addresses are provided by the parties, it is the Student Court's responsibility to send a copy of the decision to these addresses as well.

§ 406.3 A Chief Justice and any Associate Justice may Dissent from the Decision of the Court. This Dissent shall be in writing, stating the basis for such disagreement. Dissents shall become a part of the permanent record.

§ 406.4 All decisions shall be rendered within five business days.

§ 406.5 A majority of the Justices must be present for a Hearing to commence and shall be required for any votes in deciding a case. Note that the definition of Justices includes both Associate Justices and Chief Justice.

§ 407.0 Sanctions

§ 407.1 Disciplinary Sanctions, which may be imposed, are:

1. Oral Reprimand.
2. Written Reprimand.
3. Suspension of the individual's participation in student co-curricular activities for a specified time.
4. Suspension of the Student Organization from co-curricular activities for a specified time.
5. Restitution or Reimbursement.
6. Other sanctions listed in the Code of Laws.
7. The USGA Advisor may suggest other sanctions such as those listed above for Contempt of Court.
8. Referral to the Non-Academic Judicial Affairs Officer.
9. Other appropriate sanctions deemed appropriate but not listed in the Code of Laws.

§ 407.2 These sanctions shall be set forth in writing within the decision announced

by the Student Court.

§ 408.0 Code of Ethics

§ 408.1 Justices shall refrain from discussing in detail any matters currently before the Student Court, except during the private Judicial Conference.

§ 408.2 Justices shall disqualify themselves from any case which involves parties that may influence or enjoy their favor. If the Chief Justice has reason to believe that an Associate Justice is not recusing themselves when appropriate, then the rest of the Judicial Branch may vote on a decision to force the Associate Justice in question to recuse themselves. The Chief Justice alone cannot force Associate Justices to disqualify themselves from a case.

§ 409.0 Appeals Procedure

§ 409.1 Appeals must be submitted by written request to the USGA Advisor(s) within 5 business days of a decision by the Student Court.

§ 409.2 An Appeal Hearing shall be scheduled by the USGA Advisor(s) or individual(s) the USGA Advisor(s) delegates within five business days of receipt of appeal request.

§ 409.3 All appeals must be given the right to a hearing unless the appeal does not show clear grounds of error, law, or procedure by the USGA Student Court as determined by the USGA Advisor(s). Any case in which at least two Justices dissented must be considered for appeal.

§ 409.4 Before the Appeal Hearing, the Court of Appeals shall meet to listen to the recorded proceedings of the original trial. This session will be closed to all parties outside of the Court of Appeals.

§ 409.5 If the Court of Appeals schedules a formal hearing, the Court may recall any witnesses from the original trial it deems necessary. New, pertinent evidence shall be admissible as long as the evidence was not available for use in the original trial.

§ 409.6 The Court of Appeals shall consist of three students from the Student Body, to be selected by the USGA Advisor(s) and approved by a 2/3 majority vote by the Senate. Students must not be affiliated with either party in the proceedings. The Assistant Vice President of Experience shall appoint two more individuals to serve on the Student Court.

§ 409.7 All decisions may be appealed upon request to the Assistant Vice President of Student Experience, whose decision shall be final.

§ 410.0 Rulings on Amendments, Bills, and Resolutions

§ 410.1 All amendments, bills, and resolutions passed by the Senate must be reviewed by the Judicial Branch to ensure that such legislation is constitutional. This review will be referred to as a Constitutionality Hearing.

§ 410.2 The Chief Justice and at least three of the four Associate Justices must be present at all Constitutionality Hearings. There must be a majority vote by the Associate Justices to deem any amendment, bill, or resolution unconstitutional.

§ 410.3 In the event of a tie, the Chief Justice will make the tie-breaking vote.

§ 410.4 If an amendment, bill, or resolution is deemed unconstitutional, the Judicial Branch must submit a written denial of the legislation. Such submissions must be made two (2) weeks of the Senate vote during which the legislation was passed.

§ 410.5 The Judicial Branch cannot alter any amendment, bill, or resolution passed by Senate, though the Branch may provide recommendations for revision.

§ 411.0 Oath of a Witness

§ 411.1 The Court Clerk will ask the witness to raise his or her right hand and administer the following oath:

“Do you solemnly swear (or affirm) that the testimony which you are about to give is the truth, the whole truth, and nothing but the truth, with this oath being taken fully realizing that perjury might result in action being taken against you in this Court?”

§ 411.2 All witnesses must take the oath in order for testimony to be admissible.

§ 412.0 Oath of a Justice

§ 411.1 All Justice shall take an Oath of Office immediately upon a vote of confirmation by the Senate. The Chief Justice shall administer the oath to all new Justices upon their confirmation. If the Chief Justice is unavailable, the President may designate a member of the USGA to administer the oath, including an Associate Justice. The Justice shall repeat the following:

“I do solemnly swear to uphold the Constitution and Code of Laws, and always seek to be mindful of the interests of parties before me, as well as the interests of the UAB Community.”

§ 412.0 Advisory Opinion

§ 412.1 Any student may request the Student Court for an Advisory Opinion on the matter dealing with the laws of the USGA. The question must be presented to the Chief Justice in writing and include any pertinent information on the area in question.

§ 412.2 The Court may publish advisory opinions as needed or upon request by students.

§ 412.3 Advisory Opinions shall not be binding upon the parties involved.

§ 413.0 Court’s Self-Discipline Powers

§ 413.1 Any member of the Judicial Branch shall be subject to a demerit system approved for by the Judicial Branch.

Title V – Funding Guidelines

§ 500.0 Introduction, Definitions, and Eligibility

§ 500.1 The USGA portion of the Student Services Fee provides funds to promote student activities beyond those services and programs which are directly academic in nature. At the same time, the USGA is held responsible for the allocation of its budget. Therefore, it is the responsibility of the Vice President of Finance to use the following guidelines and definitions for the finances of the USGA.

§ 500.2 A Registered Student Organization (RSO) is defined as a club or organization whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. An RSO must meet all of the criteria delineated in the RSO Handbook.

§ 500.3 The “USGA Budget” is defined as the operating budget of the USGA. The “RSO Budget” is defined as the budget allocated to RSOs. The RSO Budget is created each semester. The USGA budget may be presented at the first Senate meeting of the start of the academic year.

§ 501.0 Funding Restrictions and Priorities

§ 501.1 In accordance with the UAB Non-Discrimination Policy, The University of Alabama at Birmingham and USGA prohibit discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

§ 501.2 USGA funds shall not be used to purchase alcoholic beverages.

§ 501.3 A student organization shall be eligible for no more than five percent of the total USGA budget in a given calendar year.

§ 501.4 Reallocation of USGA funds may take place if necessary.

§ 501.5 USGA funds shall not be used directly as a donation to any organization, whether it be political, charitable, non-profit, or social.

§ 501.6 The USGA may co-sponsor University-wide programs in which undergraduates will receive the most benefit. USGA University wide programs shall be defined as programs, which involve students at UAB other than those in the Undergraduate Academic Unit.

§ 501.7 USGA funds shall not be used to fund programs or services which conflict with the Constitution or the Code of Laws.

§ 501.8 USGA will not financially support off-campus activities for registered student organizations, unless an exception is granted by the Division of Finance.

§ 501.9 The USGA shall not fund any program, service, or event, which is not open to all Undergraduate Academic Unit students.

§ 501.11 The USGA will not fund mailing, except for those originating from the USGA.

§ 501.12 USGA allocation of money for programs, activities, or material items shall be determined by the Vice President of Finance

§ 502.0 Budgeting Process

§ 502.1 The USGA shall administer the following system of semester allocations:

§ 502.2 The Division of Finance shall be responsible for initial letters or emails to be sent to funding-eligible student organizations at least one month before budget hearings via Engage.

§ 502.3 Budget Request Forms shall be designed by the Vice President of Finance.

§ 502.4 All funding requests from RSOs must be submitted by Budget Request form within the Budget Request Period. The Vice President of Finance will set the Budget Request Period each semester.

§ 502.5 The Vice President of Finance shall set up processes and a timeline for USGA members to request internal USGA funding.

§ 502.6 Groups requesting funds must send an officer or a representative to the Budget Hearing or contact the Finance Committee with a satisfactory reason for their absence in case of an emergency or unavoidable conflict. The representative must be knowledgeable of the specifics pertaining to the group's current budget request. If these conditions are not met, the groups may forfeit their right to funding.

§ 502.7 The RSO Budget must be read to the Senate by the last formal meeting of the semester and approved by the Senate by the last meeting of the semester.

§ 502.8 Once the RSO Budget has been approved, the Vice President of Finance shall contact each RSO that submitted a Budget Request and notify them of the USGA decision on their request.

§ 502.9 This process will be in effect for each semester of the academic year.

§ 502.10 An Emergency Allocation from the USGA Budget shall be defined as an unforeseen allocation that is necessary for the maintenance of the USGA or a Special Program/Service. It will take a two-thirds vote of members present of the Senate to approve the Emergency Allocation.

§ 503.0 Budget Allocation Process

§ 503.1 The Budget Allocation Process will be determined by the Vice President of Finance. The process may utilize a rubric for evaluation. The Allocation Committee will be headed by the Vice President of Finance and will consist of members of the Division of Finance, Executive Council, Cabinet, Senate, and Judicial. The Committee

will be created by the Vice President of Finance.

§ 504.0 Reviewing of Budget Allocation

§ 504.1 It is the responsibility and duty of the Finance Committee to regulate and enforce the Funding Guidelines of the USGA. Considering this duty, the following review process is established to aid the Committee's function of protecting student funds from misuse.

§ 504.2 The Finance Committee shall develop methods to implement Section 505.2 at its discretion, but the methods must not conflict with this Title or other Titles of the Code of Laws or the USGA Constitution.

§ 504.3 In reviewing funded programs and services, if the Finance Committee finds a violation of this title, the violation shall be referred to the procedure outlined in § 507.

§ 504.4 The Finance Committee has the right to incorporate restrictions for the use of funding into the proposed RSO Budget in order to aid in the proper use of funds.

§ 505.0 Duties of the Committee Officers

§ 505.1 The Vice President of Finance shall be held responsible for the carrying out of this Title and the actions of his/her Committee toward this Title. The Vice President of Finance shall be responsible to represent the USGA on funding matters within the University as assigned by the President.

§ 506.0 Auditing Process

§ 506.1 USGA and the Finance Committee reserves the right to audit any funded student organization's event, at any time, without cause.

§ 506.2 If there are events in which not enough committee members are available to audit, it is at the discretion of the Vice President of Finance to seek assistance from the Executive Cabinet, the Senate, or the Judicial Branch.

§ 506.3 During the auditing process, the auditor will remain anonymous until the end. Upon completion of the auditing form (which shall be approved by the Finance Committee), the auditor will find the point of contact (or other officer of the student organization) to sign off on the auditing form. By signing the form, the officer is only stating that the auditor was at the event and does not have to agree with the assessment made by the auditor. If appropriate, the auditor may take pictures of the event. The auditor will sign the form and turn it in to the Vice President of Finance within 5 business days of the event.

§ 507.0 Reimbursements

§ 507.1 Student organizations requesting to receive their allocated funds as a reimbursement shall do so using the approved form within 7 days of the event, with exceptions granted by the Division of Finance.

§ 507.2 The last day to request reimbursements and accompanying documents is one week after the last day of final exams for each semester.

Title VI – Elections

§ 600.0 Introduction

§ 600.1 The USGA Elections shall be governed by this Title and Article VIII of the USGA Constitution and other laws of the USGA, where applicable. No parts of this Title may be amended after the timetable has been approved. In addition, each year the USGA shall pass appropriate legislation to cover the expenses and the exact scheduling dates and times as provided for in Section 601 of this Title.

§ 601.0 Election Timetable

§ 601.1 An Election Timetable shall be originated by the Election Coordinator to recommend the specific dates and times for each election cycle, defined as the General Election, Run-Off Election, and the various qualifying procedures associated with the election process.

§ 601.2 The Election Timetable shall be distributed by the Election Coordinator and Election Manager by the end of the January immediately preceding the election.

§ 602.0 Election Commission

§ 602.1 There shall be an Election Commission consisting of an Election Coordinator, Election Manager, and four assistants, and two alternates.

§ 602.2 The USGA Election Coordinator shall be the USGA Advisor or a designated representative in his or her absence.

§ 602.3 The Election Manager, assistants, and alternates shall be appointed by the President.

§ 602.4 The Manager and assistants may not be active candidates or assist any active candidates.

§ 603.0 Duties of the Election Coordinator

§ 603.1 Shall oversee the coordination and successful completion of the General Election and the Run-Off Election.

§ 603.2 Shall train the Election Commission.

§ 603.3 Shall verify potential candidate's qualifications for their respective positions with all verifications of enrollment and GPA based upon reports from the Registrar's Office.

§ 603.4 Shall certify the ballot (or ballots in the event a run-off election is needed) and the election results.

§ 604.0 Duties of the Election Commission

§ 604.1 Shall organize and coordinate mandatory candidate meetings. The Election Manager is the presiding officer for candidate meetings.

§ 604.2 Shall receive complaints of election violations and determine validity of said complaints. If complaint is valid, the commission shall instruct the candidate to correct any issues, issues sanctions, or disqualify the candidate. Candidates who filed a complaint and are the subject of a complaint have the right to request counsel from the Attorney General or the Student Advocate.

§ 604.3 Shall work with the USGA Communications Division to provide publicity for the elections.

§ 604.4 Shall ensure that the voting system opens and closes at the appropriate times.

§ 604.5 Shall uphold all Rules and Regulations concerning elections established in the USGA Constitution, Title VI of the Code of Laws, and other legislation pertaining to Elections.

§ 604.7 Election Commission members, including alternates, shall not endorse any candidate seeking office.

§ 605.0 Spring General Election

§ 605.1 The Spring General Election timetable shall be determined by the Election Coordinator and the Election manager to be released in the January immediately preceding the election.

§ 605.2 All students seeking to qualify for the elected positions of USGA President, Executive Vice President, Vice President of Finance, Vice President of Communications, or Vice President of Student Services must meet the eligibility requirements set forth in the USGA Constitution, Article VI.

§ 605.3 A candidate may only apply for one USGA executive position.

§ 605.4 A mandatory candidate meeting shall be held. Candidate(s) must sign a consent form stating that they received and understand the elections procedures and regulations as stated in the USGA Code of Laws.

§ 605.5 If a potential candidate must miss the mandatory meeting, they must obtain the election procedures and regulations before they can proceed with campaigning. Campaigning shall begin once the consent form is signed and received by the Election Commission.

§ 605.6 Each voter may cast one vote for each executive officer position with the winner receiving the majority of votes.

§ 605.7 Each voter may cast a ballot for senators in their respective schools. The number of allowable votes for senate shall be the number of allowable spots for this

election. See USGA Constitution, Article 4, Section 2. Composition.

§ 605.8 All executive council candidates must participate in the debate unless there are extenuating circumstances.

§ 606.0 Election Regulations

§ 606.1 Certain general preparations for the Election are permitted prior to the beginning of formal campaigning. These preparations include:

1. Printing and production of campaign materials, but no distribution.
2. General organization of campaign staff.
3. Arranging talks to student organizations that will occur at their meetings during the campaign period; however, no open distribution of campaign literature shall be allowed.

§ 606.2 While polls are open, candidates are prohibited from campaigning in person or online. Online promotion of the election by candidates must be limited to general statements that do not promote a specific candidate.

§ 606.3 No campaign materials may be placed on trees, light polls, or any other area that would result in defacing of university property, nor posted on departmental bulletin boards, nor directly on the walls, windows, poles, doors, etc., except in areas normally used for posting purposes.

§ 606.4 All campaign materials must be removed within forty-eight (48) hours following the close of the polls in all elections.

§ 606.5 FINES: Any candidate who violates sections 606.2, 606.3, and 606.4 will be charged with a maximum fine of \$100.00 or total restitution for damage.

§ 606.6 Only one item of campaign material per candidate per bulletin board shall be allowed.

§ 606.7 Any item larger than eleven by seventeen inches (11" X 17"), which shall be used for the purpose of campaigning, may be placed on walls or guide-rails as permitted by University Policy. Official documentation verifying permission to post these items must be submitted to the Election Commission three business days prior to the actual posting of these items.

§ 606.8 There shall be no deliberate destruction, obstruction, or removal of one candidate's campaign materials by another candidate or their campaign staff.

§ 606.9 Each candidate, with instructor's permission, may make an unlimited number of speeches and talks to voters in classrooms as long as it does not interfere with the educational process in any manner.

§ 606.10 All candidates are expected to conduct themselves in an ethically appropriate manner and in accordance with the Student Code of Conduct. No candidate may make

malicious or false statements, written or verbal, about another candidate. A candidate may not intentionally interfere with the campaign of another candidate in any way, including, but not limited to the destruction of campaign materials. Any complaints should be made to the Election Commission, who will determine the validity of any complaint and then take appropriate action.

§ 606.11 VOTER FRAUD: Any candidate who commits voter fraud will be subject to sanctions, including disqualification, determined by the Election Commission. Voter fraud is defined as offering or paying money, promising gifts in exchange for votes, causing otherwise eligible voters from voting, electronic voting fraud, or making false statements to election officials.

§ 606.12 Only a candidate may file a complaint against another candidate for a violation of an election law. A complaint must be made in writing and filed within twenty-four (24) hours following the alleged violations.

§ 606.13 Any candidate with proof that any provision of these regulations has been violated by another candidate may file a written complaint with the Elections Manager. The complaint shall include the regulations violated, the date and time of the alleged violation, and the name(s) of such person(s) who can substantiate the allegations.

§ 606.14 In the event that a complaint is filed before the close of the polls, the Elections Commission shall convene in a timely manner and review the complaint. During the meeting, the Elections Commission has the option of questioning all parties involved before rendering a decision. The Elections Commission will determine the penalty or penalties. The Elections Commission will, in a written form, render their decision. Each member of the Elections Commission, including Elections Manager, shall have one (1) vote. If the decision has been to disqualify a candidate, the remaining candidate (if only one) will be declared the winner. If two or more candidates remain, one must have a clear majority (as defined in USGA Constitution, Article VI) to be declared the winner. Otherwise, a run-off is held.

§ 606.15 In order for the Elections Commission to hear any cases, a majority must be present.

§ 606.16 In the event that any member(s) of the Elections Commission is/are involved in the election infraction in any way, as a candidate, or has special interest in the event in question, they shall not serve on the Elections Commission in terms of hearing and ruling on the cases in which they are involved. They shall be replaced by one of the alternates. If the Elections Manager is incapable of serving for this special session, the USGA President must appoint an acting Elections Manager from the remaining Commission in order for the case to proceed. The acting Elections Manager shall be governed by the same aforementioned guidelines.

§ 606.17 If disqualified, the candidate has twenty-four (24) hours to file a written request for appeal to the Chief Justice of the USGA Student Court. The Student Court

will convene within five business days and rule upon the appeal. The Elections Manager and any other Election Commission members will present their findings to the Student Court. During the meeting, the Student Court has the option of questioning all parties involved before rendering a decision. The candidate will be given equal time to present his/her case. Unless extenuating circumstances apply (determined by the Election Coordinator) and/or unless a Justice is involved in any election violation, all members of the Student Court must be present to hear and rule on all cases involving election infractions. Each member of the Student Court including Chief Justice has one (1) vote. Members of the Student Court cannot be replaced for these hearings and rulings. If a member of the Student Court is incapable of serving for this special session, permission must be granted from the USGA Advisor for the case to proceed. If the Chief Justice is incapable of serving for this special session, the USGA President must appoint an acting Chief Justice from the Associate Justices in order for the case to proceed. The acting Chief Justice shall be governed by the same aforementioned guidelines. A clear majority vote (50%+1) is needed to overturn or uphold the Election Commission's decision.

§ 606.18 All proceedings of the Elections Commission and Student Court, which involve the violation of an election law, must be audio-recorded by the Elections Manager and Chief Justice (respectively). All audio-recordings will be retained in the Office of Student Involvement for one semester.

§ 606.19 The Elections Commission and the Student Court may use the audio-recordings for election complaint hearings.

§ 607.0 Campaigning for President and Executive Vice President

§ 607.1 Candidates for the position of President and Executive Vice President shall be allowed, but not required, to campaign as a pair. This is defined as the candidates for President and Executive Vice President shall campaign together if they choose, including all campaign promotional materials. Any candidate may run for either President or Executive Vice President individually without being on a ticket. All candidates on the ballot during the voting process will remain separate choices.

§ 607.2 No elected positions other than President and Executive Vice President will be allowed to campaign together.

§ 608.0 Ballots

§ 608.1 Voting shall be by Secret Ballot, and no one shall be entitled to cast more than one ballot.

§ 608.2 Only students with the right to representation on the USGA shall be eligible to vote.

§ 608.3 Fall enrollment the semester prior to the spring general election as determined by the UAB Registrar's Office shall be used to determine the number of

Senate seats available to each school or college.

§ 608.4 A student is eligible to vote for senators in the school he/she is enrolled in. He or she is ineligible to vote for senators in any other school.

§ 608.5 When voting for school senators, a student may vote for up to as many candidates as senate seats exist within their school.

§ 608.6 There shall be no write-in candidates.

§ 610.0 Taking of Office

§ 610.1 All elected officers shall assume office upon administration of the Oath of Office. The oath of office will be administered by the Chief Justice at the USGA banquet or other designated time as included in the election timeline.

§ 610.2 Senators, the Chief Justice, and Associate Justices shall take an oath of office. The Oath of Office shall be administered by the Chief Justice. The Chief Justice's oath shall be administered by the USGA President.

Title VII – Candidate Orientation Program

§ 700.0 Purpose

§ 700.1 The purpose of this program is to provide a better understanding of the USGA for those preparing to serve in the organization.

§ 701.0 Candidate Orientation Program Coordinator

§ 701.1 The coordinator of this program is to be appointed by the President as per the guidelines in Title II.

§ 702.0 Structure

§ 702.1 The structure of the Candidate Orientation Program is to be determined by the President and Candidate Orientation Coordinator at the beginning of each term.

Title VIII – Travel Grant Program

§ 800.0 Administration of Travel Grant Program

§ 800.1 The Travel Grant Program shall be carried out by the Travel Grant Coordinator.

§ 800.2 The Travel Grant Coordinator shall be appointed by the Vice President of Finance from a list of willing prospects.

§ 801.0 Duties of the Travel Grant Coordinator

§ 801.1 The duties of the Travel Grant Coordinator are to review applications, adhere to the policies of Title IX, and determine allocation of funds by a majority vote.

§ 801.2 Letters of Acceptance must be sent to the Grantees with necessary information and Reimbursement Forms.

§ 802.0 USGA Travel Grant Request Forms

§ 802.1 USGA Travel Grant Request Forms must be completed and submitted with the following:

1. A letter of endorsement from a faculty advisor;
2. Proof of meeting participation or attendance;
3. A fair representation of expense estimates.

§ 802.2 For international travel (including Hawaii, Alaska, and Puerto Rico) the applicant must also submit a Letter of Permission signed by the appropriate Academic Dean. Only students who are presenting papers will be considered for funding. Students in the Study Abroad Program are not eligible for funding.

§ 803.0 Request Deadline

§ 803.1 Applications for funding must be received at least 2 weeks before the departure date of the conference or convention. The Travel Grant Program Coordinator may allow applications submitted less than 2 weeks before the departure date at his/her discretion.

§ 804.0 Applicant Qualifications

§ 804.1 All applicants must be full-time undergraduate students enrolled in the UAB Undergraduate Academic Unit at both the time of request and the time of the conference or convention.

§ 805.0 Eligibility of Expenses

§ 805.1 Transportation, lodging, and registration fees are the only expenses which may be considered for payment or reimbursement.

§ 805.2 Transportation expenses eligible for reimbursement include but are not limited to airfare, train fare (coach class only), rental car (applicants must give justification for why rental car was used instead of public transportation), taxi/van, parking in host city, and parking in Birmingham (if by air or by train was the method of transportation).

§ 805.3 Lodging expenses eligible for reimbursement include hotel room expenditures. Room service, including the purchase of alcoholic beverages, is not eligible for reimbursement.

§ 805.4 Registration expenses eligible for reimbursement include registration fees for the conference or convention only. Additional fees (e.g. t-shirt, meal plan, and additional materials) are not eligible for reimbursement.

§ 806.0 Award Amounts

§ 806.1 The USGA may pay or reimburse approved grantees up to fifty percent (50%) of eligible incurred expenses up to a maximum of \$300 for domestic travel and \$500 for international travel.

§ 806.2 The USGA will reimburse only those expenses substantiated by the original receipts and proof of payment.

§ 807.0 Priorities for Consideration

§ 807.1 Both participants and observers will be considered for funding, but participants (those who present papers, participate in panel discussions, compete for awards, give speeches, etc.) will be given first priority.

§ 807.2 Preference will also be given to applicants who have never received USGA Travel Grant Funds.

§ 808.0 Award Restrictions

§ 808.1 No student is eligible to receive more than one USGA Travel Grant per school year. A school year shall consist of the period of time from the beginning of the fall semester to the end of the break between the summer and fall semester.

§ 808.2 All students applying for Travel Grant funds must attend a mandatory meeting with the Travel Grant Coordinator or the USGA Advisor prior to travel.

§ 808.3 All approved grantees must submit all receipts eligible for reimbursement to the Travel Grant Coordinator no more than two weeks after the return date listed on the application to receive their awarded Travel Grant. Grantees that fail to do so will be at risk of forfeiting their Travel Grant.

Title IX – Corrections to the Code of Laws

§ 900.0 Errors are defined as the following:

1. Spelling errors
2. Grammatical errors
3. Other typing errors
4. Numeration errors
5. Continuity and consistency errors

§ 900.1 Errors as defined above may be corrected at-will by the USGA Advisor without a Senate vote or other USGA approval.

§ 900.2 Corrections may only occur if they in no way alter the meaning of any part of the Code of Laws. If meaning may be changed as a result of these corrections, then the Code of Laws must be amended to as per the normal process.

§ 900.3 The Code of Laws may be reviewed and updated by a Code of Laws Committee every year.

Title X – Demerit System

§ 1000.0 Regulations of a Demerit System

§ 1000.1 Every entity within USGA shall have a demerit system. The demerit system must be ratified by a two-thirds (2/3) majority vote of all members of their respective divisions.

§ 1000.2 Following the ratification of a demerit system, the USGA Advisor must approve the policies outlined in the demerit system to ensure fairness and consistency.

§ 1000.3 Changes can be made at any time to a demerit system, provided such alterations follow the steps provided for ratification.

§ 1000.4 The issuance of two (2) demerits will result in a 20% reduction in the stipend allowance and require a mandatory meeting with the student's direct supervisor, the USGA Advisor, and the Student Advocate.

§ 1000.5 Following changes to a demerit system, demerits cannot be given to a student retroactively.

§ 1000.6 Upon receiving the semester's stipends, all prior demerits will be absolved.

§ 1001.0 Appealing a Demerit

§ 1001.1 Students have the right to appeal any issued demerit through the Student Court. The student must file their intent to appeal within one (1) week of the issuance of the demerit.

§ 1001.2 Once an intent to appeal has been filed, the Student Court has one (1) week to schedule a hearing.

§ 1001.3 The hearing shall take place no later than two (2) weeks following the filing of the intent to appeal.

§ 1001.4 Students shall have the right to counsel from the Student Advocate.

§ 1001.5 Three demerits will result in the automatic dismissal from the USGA, barring that the third demerit is appealed and overturned.

Title XI – USGA Textbook Award

§ 1100.0 Administration of USGA Textbook Award

§ 1100.1 The structure and planning for the USGA Textbook Award shall be carried out by the USGA Division of Finance and the Financial Support Coordinator.

§ 1100.2 The application process and selection of candidates shall be carried out by the Office of Student Conduct & Outreach in accordance with FERPA guidelines.

§ 1101.0 Duties of the Financial Support Coordinator

§ 1101.1 The duties of the Financial Support Coordinator are to seek out additional financial contributors and partners, structure the application process, provide additional financial resources for students, and adhere to FERPA guidelines.

§ 1101.2 The Financial Support Coordinator will also help promote and direct students to the USGA Emergency Student Loan program.

§ 1102.0 USGA Textbook Award Application

§ 1102.1 The USGA Textbook Award Application must be completed and submitted. This application may include, but is not limited to, the following:

1. Proof of registration.
2. A fair representation of expense estimate.
3. A statement of financial need.

§ 1103.0 Request Deadline

§ 1103.1 Applications for funding must be received before the application deadline during the semester prior to the one in which funding will be dispersed.

§ 1104.0 Applicant Qualifications

§1104.1 All applicants must be enrolled as degree-seeking, undergraduate students at both the time of request and the time of receiving the award. Additionally, students must be enrolled in at least one credit hour of classes during the semester in which funds will be used.

§ 1104.2 Applicants who applied in semesters prior are eligible for reapplication independent of award status.

§ 1105.0 Redemption of Funds

§ 1105.1 Letters of Acceptance must be sent to the Awardees with necessary redemption information.

§1105.2 To access awarded funds, students must purchase their textbooks directly from the UAB Bookstore. Awarded amounts will be connected with students' names and BannerIDs.

§ 1105.3 Funds must be accessed only in the redemption period decided each semester prior. Any funds remaining after the pre-established redemption period will be forfeited by the student and allocated back to USGA for the next semester's Textbook Award.

§ 1106.0 Award Amounts

§ 1106.1 The USGA will allocate \$5000 per semester to the Textbook Award.

§ 1106.2 Each award recipient will receive \$250.

§ 1106.3 The USGA will grant funding only at the start of each semester during the decided redemption period.

§ 1107.0 Priorities for Consideration

§ 1107.1 Students with greater demonstrated financial need will be given priority for consideration.

§ 1107.2 Awards will be granted on a first come, first served basis.

§ 1108.0 Award Restrictions

§ 1108.1 All students applying for Textbook Award funds must attend a mandatory meeting with the Office of Student Conduct & Outreach prior to acceptance to determine level of need.

§ 1108.2 Eligible materials that can be purchased with the Textbook Award include textbooks, e-books, and access codes. While Textbook Award funds can be used toward rental materials, students will be responsible for any additional fees incurred during the rental period, including damage, replacement, and late fees.

§ 1108.3 Items that cannot be purchased with the Textbook Award include school supplies, food/beverages, clothing, and accessories.

§ 1108.4 Online orders cannot be fulfilled with funds from the Textbook Award unless otherwise indicated by the UAB Bookstore policies.