



IUSA Congressional Handbook

2008-2009

This document was adapted from the IUSA Congressional Handbook written during the 2005-2006 academic year.

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Overview of IUSA

The Indiana University Student Association (IUSA) is the government of Indiana University's student body. It is composed of the Executive, Legislative, and Judicial branches.

The Executive branch consists of four elected Executives that include the Student Body President, Student Body Vice President, the Student Body Vice President for Congress, and Treasurer. Along with the four elected Executives, there are seventeen departments run by IUSA Directors, and four other Officer positions: Chief of Staff, Chief Policy Advisor, Chief of Operations, and Comptroller.

The Legislative branch is made up of the Student Body Congress, which has 62 members who are elected according to residential area or academic school. The Congress is the official student voice of Indiana University and meets on a regular basis during the fall and spring semesters. The members of Congress report to the Speaker of Congress and the Vice President for Congress.

The Judicial branch is run by the IUSA Supreme Court, which is composed of one Chief Justice and ten Associate Justices, all of whom are appointed by the Student Body President with the approval of 2/3 of the Congress. The Supreme Court has four internal standing committees: Internal Affairs, External Affairs, Judicial Affairs, and the Judicial Executive Committee.

At its core, IUSA is a congregation of Indiana University students that work to protect student rights, enrich student life, and improve Indiana University. Students join together to voice common concerns, hopes, grievances, and most importantly, to take action to realize an even stronger University.

List of Members of Congress for 2008-2009

Name	Constituency	E-mail
Sarah Colan	Ashton	scolan
Jimmy Lambert	Briscoe	jplamber
Christian Hines	Collins	dchines
Jessica Schul	Eigenmann	jschul
Oscar Amador	Family Student Housing	oamador
Shalisa Smith	Forest	smith630
Patricia Spiccia	Foster	pspiccia
Zac Ventress	Greek-Extension	zaventre
Alexandra Geller	Greek-North Jordan	adgeller
Matt Tyner	Greek-South Campus	mtynerr
VACANT	McNutt	VACANT
Omair Ali	Off-Campus	oali
Andrew Conley	Off-Campus	asconley
Laura DeWald	Off-Campus	ldewald
Matt Corsaro	Off-Campus	mcorsaro
John O'Hara	Off-Campus	jeohara
Veral Patel	Off-Campus	vbpatel
Laura Wyman	Off-Campus	lmwyman
Katherine Iaria	Off-Campus	kiaria
Timothy Williams	Off-Campus	tiowilli
Sheila Ellis	Off-Campus	shkellis
Kevin Rippey	Off-Campus	krippey
Matthew Hunckler	Off-Campus	mathunck
Jim Snaza	Off-Campus	jsnaza
Jonathon Howard	Off-Campus	jonhowar
Alexander Miere	Off-Campus	amiere
VACANT	Read	VACANT
Mike Coleman	Teter	mc32
Nicole Hakes	Willkie	nlhakes
Anuraag Tripathi	Wright	atripath
Thomas Littel	Business	tlittel
Mike Powell	Business	mijpowel
Matt McBroom	Business	mmcroom
William Yu	COAS	ywyu
Smita Das	COAS	smidas
Jennifer Conley	COAS	jjconley

Skylar Edwards	COAS	skyedwar
Danielle Loewenthal	COAS	dloewent
Paris Gray	COAS	ptgray
VACANT	Continuing Studies	VACANT
Mark Shadiow	Education	mshadiow
Sarah Bielski	Graduate School	sebielsk
Jaron Kient	HPER	jekent
Benjamin Agley	HPER	bagley
Erik Kiser	Informatics	ekiser
Kyla King	Journalism	kybking
VACANT	Labor Studies	VACANT
Benjamin Lawson	Law	lawson6
Jenny Kim	Music	kim52
Melissa Block	Music	melblock
Valerie Vandenberg	Nursing	vvandenb
Eric Weigel	Optometry	eweigel
VACANT	SLIS	VACANT
Megan Busam	Social Work	mbusam
Allison Shearer	SPEA	ahsheare
Amy Hougland	University Division	ahouglan
Elizabeth Schrader	University Division	elschrad
William French	University Division	wtfrench
Hannah Bennett	University Division	hanbenne
Ashley Reller	University Division	areller
VACANT	University Division	VACANT
Darian Stahl	Honors	dgstahl

List of Executives, Officers, and Directors for 2008-2009

IUSA Executives

Student Body President – Luke Fields

iusasbp@indiana.edu and lufields@indiana.edu

The President of IUSA will act as chief executive officer of the IUSA, spokesman for the student body, and will fulfill the requirements of that office as required by the University.

The President will also have the power to reach binding agreements with other organizations and individuals with the consent of a two-thirds vote of Congress. The President may also call the IUSA Congress into emergency session when necessary and has veto power over the Congress that can be overturned by a two-thirds vote in Congress.

Student Body Vice President – Dan Sloat

iusasbvp@indiana.edu and dsloat@indiana.edu

The Vice President of IUSA will act as the President's deputy and coordinate the activities of the executive branch. The Vice President will also oversee the appointment of the Directors and the day-to-day operations of the IUSA office.

Student Body Vice President for Congress – Andrew Hahn

iusavpc@indiana.edu and awhahn@indiana.edu

The Vice President for Congress will act as an executive ambassador to the legislative branch; provide guidance and assistance to members of Congress; be responsible for documenting important congressional records (in such documents as the Minutes, Attendance Rolls, and Voting Records); maintain relevant congressional references (such as governing documents and parliamentary references); and perform any other task the Speaker or Congress as a whole may request of him. The Vice President for Congress may also call the IUSA Congress into emergency session when necessary.

Student Body Treasurer – Robin Featherston

iusasbt@indiana.edu and refeathe@indiana.edu

The Treasurer of IUSA will take care to ensure that accounts are properly kept, bills promptly paid, and revenues fully received. The Treasurer will also be responsible for preparing the main budget for the fiscal year of his or her term.

IUSA Officers and Directors

<u>Position</u>	<u>Name</u>	<u>Email</u>
Chief of Staff	Billy Bennett	wfbennet
Chief Policy Advisor	Torrey Kittle	tkittle
Chief of Operations	Nick Dugan	ncdugan
Comptroller	Shane Bohbrink	sbohbrin

<u>Department</u>	<u>Position</u>	<u>Name</u>	<u>Email</u>
Alumni Relations	Director	Jackie Stachowiak	jstachow
Diversity	Director	RJ Campbell	rajcampb
	Asst. Director	Akash Rusia	arusia
Finance	Director	Mike LaBelle	mjlabell
Health/Safety	Director	Kirk Cahill	kecahill
	Director	Nathan Click	nclick
	Asst. Director	Jedidiah Coate	jtcoate
Internal Affairs	Director	Cerena Olsen	cjolsen
IUSA AID	Director	Brian Saligman	bsaligma
Legislative/Gov't	Director	Jill DeLuna	jdeluna
	Director	Brandon Bennett	bcb
	Asst. Director	Matthew Burkhardt	matburkh
	Asst. Director	Eric Kim	kim325
Marketing	Director	Jen Naye	jnaye
	Director	Ion Diakov	idiakov
Member Development	VACANT	VACANT	
Public Relations	Director	Stefanie Smith	sas26
	Director	Catie Connors	connorsc
Special Projects	Director	Sean Kelley	kelleysm
Student Organizations	Director	Jesse Gross	jesgross
Student Rights	Director	Bryan Stuart	brstuart
Student Services	Director	Peter SerVaas	pservaas
Sustainability	VACANT	VACANT	
Volunteerism	Director	Sharon Wen	sxwen
Women's Affairs	VACANT	VACANT	

Overview of Congress

The 62-person Congress is divided into Academic Representatives and Residential Senators. Members of Congress serve as the voice of their constituents and IU students as a whole.

Among Residential Senators, eleven (11) members represent each residence hall on campus, three (3) represent Greek Housing, one (1) represents Family Student Housing, and fifteen (15) represent students who live off-campus.

Academic Representatives are elected on the basis of enrollment in a particular academic school. There are six (6) members from the University Division, six (6) from the College of Arts and Sciences, three (3) from the Business School, two (2) from the School of Music, two (2) from HPER, and one (1) member from each of the following: Education, Nursing, Informatics, SPEA, Journalism, Social Work, Continuing Studies, SLIS, Labor Studies, Optometry, the Honors College, and the Law School. One (1) member also represents graduate students.

General Expectations for Congress Members

- 1) Members of Congress are expected to maintain regular contact with constituents so as to be able to bring students' concerns to the attention of the IUSA Congress and IUSA Executives and to keep students informed of IUSA's initiatives.
 - a. Senators representing residence halls are expected to fulfill this obligation by attending Executive Board meetings with the residence hall president and holding regular student government office hours in their residence hall.
 - b. Other members of Congress should arrange to hold meetings or office hours twice a month for constituents. This can be done by being available in the IUSA Office for two hours a month, or by being available in another public area specific to their constituency.
 - i. Academic Representatives may consider being on the Dean's Advisory Board for their college in order to fulfill this obligation.
 - c. Academic Representatives should also consider publicizing IUSA initiatives and their office hours in their school's e-newsletter or other public place.
- 2) Attendance at Congress meetings is mandatory, and members who cannot attend are expected to contact the IUSA Vice President for Congress before the meeting if they are unable to attend. Members who cannot attend a meeting must send a proxy to vote and speak on their behalf during the meeting.
- 3) **NOTE: Per the IUSA Constitution—Members who miss three meetings without a proxy present at two of those three meetings, or members who miss a total of four meetings, will be impeached and removed from office.**

Overview of Congress Proceedings

Meetings of the Congress and Congress Committees are open to the public unless special circumstances require the meeting to be closed. These circumstances are addressed in the Special Rules of Order. The four executives will make every attempt to be in attendance at meetings, and they will keep the Congress informed of their activities at the beginning of each meeting. No one except for Members of Congress may vote on resolutions. The Vice President for Congress may cast a vote in the event of a tie.

At the first meeting of the Fall and Spring sessions, a Speaker of Congress is elected. This individual is responsible for presiding at meetings and assigning members of Congress to the five standing committees: Finance; Membership, Rules, & Internal IUSA Organization; Student Rights & Concerns; Educational Affairs; and Health, Safety & Leisure. Generally, legislation is first assigned to a standing committee by the Speaker of Congress or Vice President for Congress. Congress committees will meet in the week between full Congress meetings to discuss resolutions and other matters under their purview. After discussing resolutions, the committee will vote on a recommendation to give to the full congress.

Individual members of Congress may also sponsor legislation or resolutions. In order to do this, they should contact the Speaker and the Vice President for Congress before the Congress meeting. Rules governing advance notice of sponsored legislation or resolutions by individual members will be decided upon by the Congress in their Standing Rules. As a general rule, legislation must be submitted to the IUSA office by 4 pm at least two business days before Congress meetings. Any legislation submitted by an individual Member of Congress should have at least one Co-Sponsor. The Vice President for Congress can help individual members draft legislation and resolutions if need be.

Attendance will be taken by the Vice President for Congress at the start of each full Congress meeting and by Committee Chairs at the start of Committee meetings. The Vice President for Congress will also maintain the Congressional Record, which will be available for public viewing in the IUSA Office and will include records of attendance, the results of votes, minutes of Congress meetings, and IUSA governing documents.

Timeline for first 4 weeks of Congress

Week 1 of Classes

Thursday, Sept. 4

- One of two mandatory training sessions (choose 1)
7 pm to 10 pm in BU-201

Saturday, Sept. 6

- One of two mandatory training sessions (choose 1)
10 am to 1 pm in BU-201

Week 2 of Classes

Monday, Sept. 8

- Board of Directors meets in IUSA Office
- Resolutions, agenda, and all other relevant material posted on IUSA Oncourse website by 11 p.m.

Tuesday, Sept. 9

- Congress meets
- Congress elects speaker

Wednesday-Friday

- Speaker appoints Committee Chairs

Week 3 of Classes

Monday-Friday

- Congress Committees meet (time TBA by Chair)

Friday, Sept. 19

- All legislation for next Congress meeting must be handed into the IUSA Executive Assistant in the IUSA Office by 4 p.m.

Week 4 of Classes

Monday, Sept. 22

- Congressional Central Committee meets
- Resolutions, agenda, and all other relevant material posted on IUSA Oncourse website by 11 p.m.

Tuesday, Sept. 23

- Congress meets

Congressional Standing Committees

Rules, Membership, and IUSA Internal Affairs

Shall review resolutions regarding changes in the IUSA Constitution or Bylaws, changes to the Standing Rules of the Congress, internal policy changes, recommendations for organization-wide action, executive appointments, and impeachment proceedings. Will also be responsible for appointing a replacement if a Congressional seat becomes vacant.

Health, Safety, and Leisure

Shall review resolutions regarding recommendations of courses of action concerning individual and campus safety, issues of general health and well-being in and outside the campus community, and initiatives and/or activities of a recreational nature.

Student Rights and Concerns

Shall review resolutions regarding recommendations of courses of action concerning the rights and equality of students on campus and general concerns, feelings, and/or opinions of the student body on individual, campus, state, and national/world issues.

Finance

Shall review all resolutions requesting funds and internal line-item changes in the budget. The Committee shall also reserve the right to require a financial statement for any funds designated for or distributed from the IUSA accounts.

Educational Affairs

Shall review resolutions related to computing resources, classroom facilities, conduciveness to academic exploration, quality of academic instruction, faculty-student relations, the academic schedule, and orientation.

General Order of Business for Congress Meetings

The following is the General Order of Business for Congress Meetings. Not all items on the following list will be necessary at all meetings.

1. Call to Order
2. Swearing in Ceremony
3. Guest Speakers
4. Executive Reports
5. Supreme Court Report
6. Director Reports
7. Committee Reports
8. Congress Elections
9. Old Business
10. New Business
11. Announcements
12. Adjournment

1. Call to Order

The Speaker, Vice President for Congress, or whoever is presiding over the meeting will announce that the meeting is ready to begin.

2. Swearing in Ceremony

The IUSA Supreme Court Chief Justice will administer the Oath of Office when necessary.

3. Guest Speakers

Guests will be invited to speak before the Student Body Congress. These speakers are generally limited to ten minutes and must have prior approval from the Vice President for Congress. The Congress as a whole may give permission for guests to speak at the meeting with a 2/3 vote.

4. Executive Reports

The Student Body President (SBP), Student Body Vice President (SBVP), Vice President for Congress (VPC), and Student Body Treasurer (SBT) will update the Congress on current projects, IUSA related issues, and any other matters of concern.

5. Supreme Court Report

The Chief Justice or other member of the Supreme Court will inform Congress of the actions of the Student Body Supreme Court. Items reported by the Court will include opinions on constitutional interpretations and petitions for clarifications on a particular resolution's constitutionality.

6. Director's Reports

The Directors will brief the Congress on the actions of their respective departments. They will often ask Members of Congress for input and help. The willingness to participate and volunteer by Members of Congress will largely determine how successful IUSA will be in the upcoming year. When a director cannot attend Congress, a written report will be submitted.

7. Committee Reports

The Congressional Committee Chairs will provide a brief account of their respective committee's actions.

8. Congress Elections

During the first meeting of the Fall and Spring semester, a Speaker of Congress is elected. Other officials of Congress may also be elected if the Congress so desires.

9. Old Business

This is a time to re-introduce any business remaining from a previous meeting. An example would be a resolution that was still in discussion at the previous meeting and required more discussion and a vote.

10. New Business

When new business has been through the assigned committee and is ready to be presented to Congress, or if an individual Member of Congress has introduced new business, the following procedure will be followed:

- a. The Speaker will state the Business; in the case of new legislation, the Speaker will state the Resolution Number and Title
- b. Two Members of Congress, or a Congressional Committee, must Sponsor a bill before it can be brought to the floor. If a bill lacks such, the Speaker will ask for necessary sponsors.
 - i. At this time any Member of Congress may raise his/her hand to indicate co-sponsorship.
 - ii. Note: Bills sponsored by committees will have been voted upon by the committee, meaning that these bills have the necessary support to be introduced.
- c. Once the required number of Sponsors is reached, the new Business will be considered before the Congress.
- d. The Sponsor will then speak on the resolution. All additional co-sponsors will then be given the opportunity to speak. If the bill is sponsored by a committee, the Chair will be given the opportunity to speak first.
- e. The Speaker will then state that the speaker's list is empty. Any Member of Congress may indicate a desire to speak by silently raising his/her hand until acknowledged by the Speaker.

- f. Debate will continue until each Member of Congress wishing to speak has had the chance to do so twice. At this point, debate will no longer be open.
 - a. At this time, a Member may move to vote (“call the bill to question”) or to extend debate, requiring a majority vote. The Member must stipulate the conditions of the extended debate (ie: how many times each Member may speak and for how long).
- g. At any point during the debate, a Member of Congress may make a motion—for example to limit debate by “Cutting the speaker’s list,” or moving the resolution to a vote by “Calling the bill to question.” Any motion that would cut debate before all members wishing to speak have had a chance to do so will require a 3/5 vote.
- h. If such a motion is made, the Speaker will ask for a second.
 - a. Once a second is given, the Speaker will ask for any objections.
 - i. If there is an objection, the Speaker will ask the Member of Congress to state his/her objection. The Speaker will then conduct a vote of acclimation to determine whether the motion will be acted upon.
 - ii. A 3/5 vote is required to act upon a motion that would prematurely cut debate.
 - iii. If the Speaker is unsure of whether 3/5 of the Congress has voted to enact the motion, he or she will conduct a roll call vote.
 - iv. The Speaker will announce the outcome
 - b. If no second is given, the Speaker will return to the Speaker’s list
- i. Once debate has ended, either through a motion or because all members have had the opportunity to speak twice and no motion to extend debate has been enacted, the Congress will vote on the Bill or Resolution.
- j. The Speaker will announce the Resolution Number and Title, and will announce that a vote will be taken.
- k. A vote of acclimation will be taken, during which the Speaker will ask all members of Congress in favor to say “aye” and all those opposed to say “no.”
- l. If the Speaker believes it is clear which side has won, he or she will say “In the opinion of the Speaker, the (aye’s/no’s) have it.”
 - a. At this point, a member may request a roll call vote be taken.
 - b. If a roll call vote is asked for by any member, the Speaker will direct the Vice President for Congress, or his proxy, to call the roll and record the vote. The Speaker will then announce the results.
- m. If the Speaker is unsure of which side has won after a vote of acclimation, he/she will direct the Vice President for Congress to call the roll and record the vote. The results will then be announced.
- n. Once the vote has been recorded and the results announced, the next item on the agenda will be taken up.

11. Announcements

If a Member of Congress wishes to make an announcement to the group, he/she needs to write his/her name on the announcement sheet that will be posted at the front of the room. At this time, the Speaker will call on anyone who signed the sheet to make his/her announcement.

12. Adjournment

A Member of Congress must say, "I move to Adjourn," and another Member of Congress must second the motion. The Speaker will ask for any objections. If there are no objections, Congress will adjourn. If there are objections, the Congress will vote on the motion to adjourn.

IUSA Congress Parliamentary Procedure

The IUSA Congress will be run according to Parliamentary Procedure. This will ensure that everyone is on the same page regarding how meetings are run, make sure each Member of Congress is treated fairly and equally, and provide an efficient way to conduct business. What follows is a brief description of the Parliamentary Procedure that will be used this year. If a subject arises that is not covered below or in the Special Rules of Order or Standing Rules of the IUSA Congress, the most recent edition of Roberts Rules of Order will be used.

A. Quorum

- a. A quorum is the minimum number of members who must be present at a meeting for business to be legally transacted.
- b. An organization may define its own quorum in its established rules. If a quorum is not defined in an organization's rules, it consists of a majority of the entire membership.

B. Obtaining the Floor

- a. Before a member in an assembly can make a motion to speak in debate, he or she must obtain the floor; that is, the member must be recognized by the chair as having the exclusive right to be heard at that time.
- b. If two or more members raise their hands to seek recognition at the same time, the member who rose and addressed the chair first after the floor was yielded is usually entitled to be recognized.

C. Introducing Business (Making Motions)

- a. Business may be introduced by an individual member or by a committee.
- b. Business is always introduced in the form of a motion
- c. To make a motion, say "I move that..."

D. Seconding a Motion

- a. Many motions require a "second" member to support the motion—this is to make sure that the body does not waste its time on motions that have no chance of passing.
- b. When a motion is made, any member may simply say "second" to give his or her second to the motion.
- c. "Seconding" a motion does not always mean that a member supports a motion, as members sometimes second motions if they think there should be a discussion of it.

E. Placing a Motion Before the Congress

- a. To make a motion, a Member of Congress must be recognized by the Speaker.
- b. Once called upon, the member may state his or her motion, beginning with "I move that..."
- c. Only questions of correct parliamentary procedure, called a "point of order," may be raised by members without proper recognition.
 - i. Points of order can only be raised if a member thinks parliamentary procedure is not being followed correctly. By making such a motion, a member is essentially asking the Speaker or Parliamentarian to make sure all rules are being followed.

F. Debate

- a. When legislation or a motion that is debatable is “on the floor” (meaning that it is being considered by the Congress at that specific time), any member may raise his or her hand to be recognized to speak.
- b. Members may not speak more than twice on any one issue, and they may not speak more than once on an issue until all members wishing to speak have spoken at least once.
- c. Once every member wishing to speak has been given the chance to speak twice, debate is closed.
- d. When debate is closed, members must move to act on the legislation or motion before the Congress—ie: to vote on it by “calling the (bill/resolution/motion) to question,” to Amend it, or to “table” the (bill/resolution/legislation) to another time or date.
- e. Debate can be extended by a majority vote.

G. Amendments

- a. Members of Congress may offer Amendments to legislation or resolutions.
- b. To make an Amendment, a member must be recognized by the Speaker and state the Amendment.
- c. The Amendment will then be up for debate and/or a vote.
- d. Once the Amendment is added or discarded, debate on the original legislation/resolution continues.

H. Voting

- a. The process of voting begins when a member makes a motion to “call the (resolution/legislation/bill) to question.”
- b. At this point, the Speaker will request a vote.

I. Announcing a Vote

- a. Once voting has taken place, the Speaker announces the results.
- b. Generally, a member may ask for a Roll Call vote if the vote was taken by Acclimation and the result was unclear.

J. Adjournment

- a. Meetings end when a motion to “adjourn” is made, seconded, and accepted by a majority of the body.

List of Common Motions

To Do This:	Say This:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be re-considered?
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority	Yes
Introduce New Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
Request Information	"Point of Information"	Yes	No	No	No	No Vote	No
Ask the Chair to make sure all Rules are being followed	"Point of order"	Yes	No	No	No	No Vote	No
To Vote	"I move to call in to question..."	No	Yes	Yes	No	Majority	No
Call an Intermission	"I move that we recess for..."	No	Yes	No	Yes	Majority	No
Express a Problem with the current condition (heat, noise, etc.)	"I rise to a question of privilege"	Yes	No	No	No	No Vote	No
Temporarily Suspend Consideration of an Issue	"I move to table the notion"	No	Yes	No	No	Majority	No
Take up a Matter Previously Tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
End Debate & Amendments	"I move the previous question"	No	Yes	No	No	2/3 Vote	No
Postpone Discussion for a Certain Time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give Closer Study to Something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes
Adjourn Meeting	"I move that we adjourn"	No	Yes	No	No	Majority	No

How to Manipulate Motions for Passage or Defeat

To help defeat a motion:

1. Do not second it. Remain silent.
2. Speak against it while it is before Congress.
3. Vote against it.
4. Move to postpone it indefinitely to “kill” it.
5. Move to refer it to committee to delay it. Vote against referring it.
6. Move to postpone it to the next meeting. Vote down all postponements.
7. Move the previous question to shut off debate on its good points.
8. Move to table it.
9. Move to recess to acquire more votes.
10. If their motion wins, move to reconsider it.
11. If their successful motion remains unexecuted by a later meeting, move to rescind it.
12. Move to adjourn, so as to prevent action on their motion at this meeting.
13. Only votes win. Get your voters to the meeting. Urge them to vote as you or another key leader will vote.

To help pass a motion:

- Say, “I second it.”
- Speak in favor of it.
- Vote for it.
- Vote against postponing it to “rescue” it.
- Defeat the previous question so you can continue to debate its meritorious points.
- Vote against tabling it.
- Defeat recess so they may not go seeking more votes.
- Vote against their motion to reconsider your motion.
- Execute motions promptly, so they may be subject to rescind at a later meeting.
- Vote down all motions to adjourn, so as to achieve adoption of your motion now.
- Votes are what win elections and other proceedings at meetings and conventions. Have your supporters there to help you with their votes.

****REMEMBER: Your primary responsibility is to your constituents****

Parliamentary Terms

- Address the Chair:*** This is a reminder to direct all of your comments to the presiding officer. Use “Madam Chairman” or “Mr. Chairman”. The importance of this is to maintain civility in the members. Attack the issue, not the person behind it.
- Announcing the vote:*** After a vote on a motion, the chair announces the affirmative results, followed by the negative results, and then the abstentions. This order is followed regardless of whether the motion is passed or failed.
- Assembly:*** The members of an organization that have gathered to conduct business.
- Audit:*** A formal inspection of an organization’s accounts and records.
- Ballot:*** Stationery for voting, usually a printed slip.
- Carried:*** Same as passed or adopted when referring to action taken on a motion.
- Chair/Chairman:*** The presiding officer. To chair a meeting means to preside over it.
- Change the Order of the Day:*** This occurs when a motion passes to move a certain part of the agenda to a different place. This should not be used for personal strategy, and only if it is necessary.
- Commit:*** If a matter is committed, it is referred to a committee for consideration.
- Convene:*** To open a legislative session.
- Cum Die:*** “With day.” Adjourning “cum die” means adjourning with a fixed day for reconvening.
- Dilatory:*** Term used to describe an action which slows procedure at a meeting.
- Division of the Assembly:*** Occurs when the outcome of a vote of acclamation cannot be determined and/or when a member asks for a roll call vote.
- ex-Officio:*** An ex-officio member of a committee has membership by virtue of some other position he/she holds.
- Expunge:*** To remove from the records.
- Holding the Floor:*** When a member has the right to speak. Only one member may hold the floor at a time.
- Hostile Amendment:*** An amendment that is opposed to the spirit or purpose of the motion to which it is applied.
- Immediately-Pending Question:*** The motion which an assembly must act on first.

<i>Incidental Motion:</i>	A motion arising out of another motion. Such a motion must be settled before further consideration of the motion that gave rise to it, and incidental motions are, therefore, given precedence.
<i>In Order:</i>	“Correct” from a parliamentary view.
<i>To Table:</i>	To postpone action on a question either to a definite time or for a period not definitely fixed. Tabled motions may be taken up as “Old Business” at the next meeting.
<i>Main Motion:</i>	One that introduces a subject to an assembly.
<i>Majority:</i>	More than half of those voting.
<i>Motion:</i>	A proposal that something is done. Motions may be main, subsidiary, privileged, or incidental.
<i>To Move:</i>	To propose a motion: “I move...”
<i>Nomination:</i>	A proposal of a person’s name for an office.
<i>Obtaining the Floor:</i>	Securing permission or recognition from the chair to speak to the assembly.
<i>Pending Question:</i>	A motion before the house that whose outcome has not been decided.
<i>Plurality:</i>	A plurality vote is less than half of the legal votes cast but is the highest number of votes received when three or more candidates vie for one position.
<i>Precedence:</i>	The rank of motions, which establishes the order in which they are to be acted upon.
<i>Previous Question:</i>	If a member moves the previous question, he is moving to put the immediately-pending question to vote without further debate.
<i>Proxy:</i>	A person authorized to act or vote for another.
<i>Quorum:</i>	Number of persons required to be present at a meeting before business can be conducted legally. Unless indicated otherwise, it is a majority of the members.
<i>Recognize:</i>	The chair recognizes a member by calling his/her name or nodding to him/her. Recognition gives the member the floor.
<i>Roll Call Vote:</i>	When the person recording the vote calls the name of each member of the assembly individually to record their vote.
<i>Second:</i>	To agree with the proposed that a motion should be considered by saying, “I second the motion...” Motions introduced by individuals cannot be considered unless they receive a second.
<i>Slate:</i>	List of candidates for election.
<i>Subsidiary Motion:</i>	Motion made while a main motion is pending to facilitate the disposition of the main motion.

Suspending the Rules: Waiving regular parliamentary procedure or Standing Rules for the convenience of an assembly. Provision of the constitution or bylaws cannot be suspended.

Unanimous Consent: When something passes by unanimous consent, it means that every member agrees with the decision. If the chair thinks there is no objection to a motion passing, he or she may ask if there is anyone who disagrees. If no one indicates their opposition, then he or she may pass the motion “by unanimous consent.”

Voice Vote: Voting by word-of-mouth.

Vote of Acclimation: When a body votes at the exact same time by voicing their vote or raising a hand. It is usually obvious which side has won if the issue is not controversial. In the event that there is even a small amount of doubt about the outcome, a roll call vote is taken.

Yield: In debate, this means to let someone else have the floor to speak.

Commonly Used IU/IUSA Acronyms

“AID” (Assisted Inter-organizational Development)

One of the eleven departments of the Indiana University Student Association and is responsible for assisting groups with funding.

“BOT” (Board of Trustees)

Nine individuals that are authorized by the State Legislature as a policy making body for Indiana University. <http://www.indiana.edu/~trustees/>

“BU” (Kelley School of Business)

Map code for Business School, which is generally where Congress will be held unless otherwise notified.

“CASI” (Commitment to Assist Student Initiatives)

Applications handled by the AID Department. This program provides student organizations with different types of support when support is needed for events.

“CCC” (Congressional Central Committee)

A bi-weekly committee made up of the Vice President for Congress, Speaker of Congress, and all Congressional Committee Chairs.

“IDS” (Indiana Daily Student)

Indiana University’s campus newspaper.

“IMU” (Indiana Memorial Union)

The IUSA office is on the 3rd floor of the Student Activities Tower of the IMU, Room 387.

“SAO” (Student Activities Office)

Room 371 in the IMU. This office is down the hall from the IUSA Office and oversees all Greek organizations as well as all student groups on campus. The Student Activities Office is directed by Dean Veldkamp.

“SBP” (Student Body President)

“VPC” (Vice President for Congress)

“SBVP” (Student Body Vice President)

“SBT” (Student Body Treasurer)

“SOA” (Student Organizational Accounts)

Credit accounts for Indiana University Student Groups. This office is located in Franklin Hall 002.

The Constitution of the Indiana University Student Association

We, the students of Indiana University's Bloomington campus, join together as the Indiana University Student Association to give voice to our common grievances, concerns, and hopes, and to take action to realize an ever stronger University. The Indiana University Student Association will work to protect student rights, enrich student life, and improve Indiana University.

Article I

Definition of Membership

All students, as defined by the "Code of Student Rights, Responsibilities, and Conduct", who have enrolled in Indiana University at the Bloomington Campus are constituent members of IUSA.

Article II

The IUSA Congress

Section 1: Composition

The Congress will have sixty-two seats, such total divided equally between academic Representatives and residential Senators, except as otherwise provided in this article. Members of the Congress will be elected annually to serve terms of one year ending on April 1. Members of the Congress must be members of IUSA and constituents in the district they represent. No member may hold more than one seat in the Congress. The Congress may adopt other rules governing its members' qualifications.

Section 2: Authority

The Congress will serve as final policymaking authority within IUSA and have original jurisdiction over all expenditures and fundraising activities. There are three legislative sessions defined within a calendar year: the two semesters of a normal academic year, plus the summer session.

Section 3: Constituencies

Each degree-granting unit of the University will be a constituency for academic Representatives. There will be an additional constituency for students not enrolled in a degree-granting unit of the University. The constituencies for residential Senators will be exclusively divided into four groups. These groups, each as a whole, are the Residence Halls, the Greek Community, Family Student Housing, and Off-Campus Students.

Section 4: Apportionment

Congress will annually apportion seats among defined constituencies by population as given in official University residential and enrollment statistics from the fall semester of each academic year, except as otherwise provided in this article. Each constituency defined in this constitution shall be guaranteed at least one voting, representative seat within Congress. If a new constituency is created during a legislative session, that constituency will receive the number of seats to which it would have been entitled in the previous apportionment, but no seats will be taken from an already existing constituency.

Section 5: Speaker of the IUSA Congress

At the first meeting of each legislative session, the Congress will elect from its own number a Speaker to preside over all legislative meetings, oversee congressional committees, appoint and manage other congressional officers, and fulfill other duties as the Congress may require. The Speaker will be allowed to vote as a member of Congress. The Congressional Secretary will cast a vote only in the case of a tied vote in the Congress.

Section 6: Congressional committees and officers

The Congress will establish a system of standing committees, each charged with a specific area of legislation or parliamentary authority. The Speaker will appoint members to each committee from the membership of Congress such that each member serves on one committee. The Speaker will designate one

member of each committee to act as chairman, who will preside over and schedule committee meetings and serve as liaison between the committee and Speaker. The Speaker will also appoint a Parliamentarian and a Grammarian. The Parliamentarian must be impartial and familiar with the most recent revision of Robert's Rules of Order or such other parliamentary authority and rules as the Congress may adopt. The Grammarian must be impartial and familiar with the requirements of clear writing and the intent of the authors and committees of jurisdiction of each piece of legislation. The Grammarian will correct grammatical, typographical, and other inconsequential errors in legislation before its final consideration by the Congress. The Grammarian's corrections may be expunged by a one-third vote of Congress. Congress may establish other offices to carry out its business as necessary without fear of an executive veto as provided in Article II, Section 3.

Section 7: Impeachment and Removal

A member of Congress may be impeached and removed from office for just cause:

- (a) upon the adoption of a petition for impeachment by two-thirds of the entire Congress and the concurrence of two-thirds of the IUSA Supreme Court;
- (b) upon presentation of a petition to the Congress that the member is no longer a member of the constituency he represents and the concurrence of two-thirds of the IUSA Congress; or
- (c) upon missing three regularly scheduled Congress meetings without a proxy present for two of those meetings or four regularly scheduled Congress meetings with a proxy present. Absence will be determined by the failure of the attendance record and roll call votes to show the presence of a member. If a member is shown in the records not to be present for at least half of the roll call votes during a meeting, the member will be counted absent for that meeting. Absences during the summer will not be counted for purposes of impeachment. Congress may provide for procedures for the removal of an officer of Congress as necessary.

Section 8: Vacancies and Replacement

If any seat in a constituency becomes vacant, a Membership committee will appoint a replacement for the unexpired balance of the term, subject to the approval of the Congress. If the office of Speaker becomes vacant, then the Congressional Secretary will act as Speaker until the Congress elects a new Speaker. Congress may provide for the filling of other vacancies as necessary.

Article III

The IUSA Executive Branch

Section 1: Composition

The President, Vice President, Treasurer, Congressional Secretary and such other officers as provided for in this article and bylaws as Congress may adopt will comprise the executive branch of IUSA. The student body will elect the President, Vice President, Treasurer, and Congressional Secretary annually at the same time and place as the elections for Congress. Elected executive officers will serve terms of one year ending on April 15. Executive officers may not sign contracts after the general election which binds IUSA past the end of their term. Executive officers must be members of IUSA and may hold no other elected positions in IUSA.

Section 2: Authority

The IUSA executive branch will have all powers necessary and proper to fulfill their duties and the mandates of the IUSA Congress. The President of IUSA will act as chief executive officer of IUSA, spokesman for the student body, and fulfill the requirements of that office as required by the University. The President will also have the power to reach binding agreements with other organizations and individuals with the consent of a two-thirds vote of Congress. The President and Congressional Secretary may each call the IUSA Congress into emergency session when necessary. The Vice President of IUSA will act as the President's deputy and coordinate the activities of the executive branch. The Treasurer of IUSA will take care to ensure that accounts are properly kept, bills promptly paid, and revenues fully received. The Congressional Secretary will act as an executive ambassador to the legislative branch; provide guidance and assistance to members of Congress; be responsible for documenting important congressional records (in such documents as the Minutes, Attendance Rolls, and Voting Records); maintain relevant congressional references (such as governing documents and parliamentary references); and perform any other task the Speaker or Congress as a whole may request of them.

Section 3: Executive Authority Over Legislation

The Congressional Secretary will cast a vote in case of a tied vote in the Congress. The Congressional Secretary will transmit legislation adopted by the IUSA Congress to the President within three days of the legislation's adoption. Within three days of the President's receipt of the legislation, the President may enact the legislation by signing it or veto the legislation by informing the Speaker in writing. If the President vetoes the legislation, then the Congress may override the veto by a two-thirds vote. If the President neither signs nor vetoes the legislation within three days, then it will take effect as if the President had signed it.

Section 4: Other Executive Officers

The President may appoint officers to serve as directors of executive departments, liaisons to other organizations, or as assistants to the President. Congress must confirm officers appointed to serve as directors of executive departments or Ambassadors of IUSA. The Vice President and Treasurer may appoint assistants. Congress may provide for the appointment of other executive officers by the President or other executive officers. All appointments will be valid only for the term of the President or other officer making the appointment.

Section 5: Impeachment and Removal of an Executive Officer

The President, Vice President, Treasurer, Congressional Secretary, or other executive officers may be impeached and removed from office for just cause upon the adoption of a petition for impeachment by two-thirds of the Congress and the concurrence of two-thirds of the IUSA Supreme Court. The President may remove the executive officers he appoints. The President or the member of the executive branch who appointed the officer may remove executive officers appointed by other members of the executive branch.

Section 6: Executive Vacancies

If the office of Vice President, Treasurer or Congressional Secretary becomes vacant, the President will appoint a replacement to serve the unexpired balance of the term with the consent of Congress. If the office of President becomes vacant, the Vice President will become President. In the event that the offices of President and Vice President become vacant simultaneously, the Congressional Secretary will become President. In the event that the offices of President, Vice President and Congressional Secretary become vacant simultaneously, the Treasurer will become President. The Congress will provide in the bylaws for succession if the offices of President, Vice President, Treasurer and Congressional Secretary become vacant simultaneously.

Article IV

IUSA Judiciary

Section 1: Composition

The IUSA Supreme Court and other inferior courts and judicial commissions as Congress may establish will comprise the judicial branch of IUSA. Eleven justices, including one Chief Justice, appointed by the President and confirmed by the Congress, will comprise the IUSA Supreme Court. Justices of the Supreme Court will serve terms equal to three executive terms or portions thereof and will continue in office until their removal from office by impeachment, until their replacement has been confirmed by the Congress except in cases of impeachment and removal, or until they are no longer members of IUSA. Inferior courts and judicial commissions will be filled by appointments of the President confirmed by the Congress for a term set by the Congress. Justices and members of inferior courts must be members of IUSA and may not hold any other office in IUSA.

Section 2: Authority

The judicial authority of IUSA will include the power of judicial review, adjudicating elections disputes, certifying elections results, and fulfilling the requirements of the University judicial process.

Section 3: Duties of the Supreme Court

The Chief Justice will preside over meetings of the IUSA Supreme Court, administer the Oath of Office to IUSA officers, and coordinate the internal business of the judiciary. The Chief Justice will also appoint members of the judiciary to serve on such judicial boards and commissions as required by the University and appoint one member of the judiciary to serve as Clerk of the Court. If the Chief Justice is not present, the senior justice as determined by length of service to the Court will preside. Associate Justices will faithfully execute the duties inherent in their office. The Supreme Court will adopt internal rules of

procedure to protect due process. Such internal rules may not be in conflict with commonly accepted legal precedents, this Constitution, or University policy regarding student rights.

Section 4: Bias

No member of the judiciary may hear a matter in which he has a personal interest or bias. If the Chief Justice considers that for some reason one of the members of the judiciary should not hear a particular matter, he will give that member notice accordingly. If in any case the member of the judiciary and the Chief Justice disagree, a decision of the Supreme Court will resolve the matter.

Section 5: Due Process

All cases and petitions heard by the Court except elections appeals will be conducted according to the following due process procedures. University holidays and vacations will not be counted as part of any deadline or timeline outlined below. Violations of any part of these due process procedures will render the decision in that case null and void.

- (a) To obtain a hearing before the Court, a member of IUSA not currently sitting on the Court will complete the appropriate hearing request form and submit it to both the Chief Justice and Clerk of the Court.
- (b) Within forty-eight hours of the request's submission, the Chief Justice will notify the Court of the request.
- (c) A constitutionality challenge or a challenge to the bylaws will not be heard unless two-fifths of the Court grants a writ of certiorari within forty-eight hours of the justices' notification by the Chief Justice.
- (d) Within forty-eight hours of the request's submission, the Clerk of the Court will make the request public. If the request is a constitutionality challenge or a challenge to the bylaws, the Clerk will also inform the executive officers, directors, and members of the IUSA Congress. If a writ of certiorari is granted, the Clerk will make the writ public immediately in addition to informing the executive officers, directors, and members of the IUSA Congress.
- (e) Members of IUSA will have five calendar days from the time the Clerk makes the request public to submit amicus curiae briefs to the IUSA Supreme Court. In the case of a constitutionality challenge or a challenge to the bylaws where a writ of certiorari has been granted, members of IUSA will have seven days from the time the Clerk makes the writ public to submit amicus curiae briefs to the IUSA Supreme Court.
- (f) The Court may not act without a quorum of its members present.
- (g) No proxy may vote on a constitutionality challenge or a challenge to the bylaws.
- (h) All petitioners and respondents, including members of IUSA who have submitted amicus curiae briefs to the IUSA Supreme Court, will be notified of the Court's decision no later than twenty-four hours after the Court concludes its deliberations. The Clerk will make written statements and opinions on the final decision available to the public within three days after the Court concludes its deliberations.

Section 6: Impeachment and Removal from Office

Members of the judiciary may be impeached and removed for just cause.

- (a) Members of the judiciary may be impeached for dereliction of duty by a two-thirds vote of the member's currently occupying office of the IUSA Supreme Court and removed from office by an affirmative two-thirds vote of the IUSA Congress currently occupying office.
- (b) Members of the judiciary may be impeached for dereliction of duty by the President and one other elected executive official if they submit a petition requesting impeachment and removal of a justice no later than 72 hours before the next regularly scheduled meeting of the IUSA Congress. Removing an impeached justice will require an affirmative two-thirds vote of the IUSA Congress currently occupying office.
- (c) Congress may provide for other methods of removing members of the judiciary not serving on the Supreme Court.

Article V

Constitutional Adoption, Supremacy, and Amendment

Section 1: Ratification of this Constitution

This constitution will take effect as described in this article upon the adoption of this Constitution by two-thirds of the IUSA Congress and a majority of the student body voting in the next election.

Section 2: Officers of Previous Constitutions

Officers elected or appointed to fill the requirements of previous constitutions will not be denied their remaining term in office, but no successors to their offices will be elected or appointed. Specifically,

Members of Congress, the Vice President of Congress and the Vice President of Administration as elected under the previous Constitution will exercise the prerogatives reserved to their offices by the previous Constitution as it existed on January 1, 2002.

Section 3: Amendments to this Constitution

Amendments to this Constitution may be proposed by a two-thirds vote of Congress or by the presentation to the Chief Justice of a petition signed by ten percent of the student body. Proposed amendments to the Constitution will become part of this Constitution if ratified by a majority of students voting in the next IUSA election.

Section 4: Constitutional Supremacy

This Constitution will be the supreme authority for the governance of IUSA. No bylaw or resolution may be in conflict with this constitution.

Article VI

Bylaws

Section 1: Bylaws Adopted Under Previous Constitutions

All bylaws adopted under previous constitutions will remain in force, save for those provisions in conflict with this constitution, except as specified in Article IV, Section 2.

Section 2: Bylaw Adoption and Amendment

The Congress may adopt bylaws to supplement the Constitution and eliminate ambiguities. New bylaws or amendments to existing bylaws must be advertised two weeks before their final consideration by Congress.

Section 3: Summer Sessions

The IUSA Congress will adopt bylaws governing the conduct and organization of IUSA during the summer recess. The IUSA Supreme Court will establish rules governing Summer Court. The Summer Court will hear no case involving judicial review.

Section 4: Elections

The IUSA Congress will adopt bylaws governing IUSA elections. The Congress may not amend bylaws governing IUSA elections during the four weeks before the elections.