



## Statutory Code of the Joint Senate of the Dialectic and Philanthropic Societies of the University of North Carolina at Chapel Hill

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# **Title I: General Regulations**

# Chapter 1: Relationship to the Societies

## Article I: Purpose

### Section 100: Supremacy and Devolution

1. The Individual Societies shall be considered devolved institutions, and therefore any and all actions conducted by them shall be subject to the oversight and veto of the Joint Senate

### Section 101: Preservation of the Societies

1. The Joint Senate shall seek to preserve, protect, and defend the individual Societies and shall seek to ensure their continued existence in perpetuity.
2. The Joint Senate shall seek to ensure amicable relations exist between the Societies.

## Article II: Legal Foundation

### Section 110: Principles

1. The Statutory Code (hereafter referred to as the Code) of the Joint Senate and all amendments thereto shall be adopted in a transparent manner that allows for the input of all stakeholder parties.
2. No Code or amendment thereto shall be adopted by unilateral action.
3. The Code shall not be drafted with the purpose of limiting the participation of:
  - a. any individual, or
  - b. protected class in the Societies.
4. The Code shall be written without the use of jargon and shall be easy to understand.
5. The Code shall be organized using the following nomenclature:
  - a. Title
  - b. Chapter
  - c. Article
  - d. Section
  - e. Paragraph
  - f. Clause
  - g. Sub-Clause
  - h. Item
  - i. Sub-Item
6. When citing the Code, the Title and Section must be given.

### Section 111: Legality and Severability

1. The Code shall not compel any member of the Joint Senate to act in a manner that would be considered illegal or unethical.
2. The Code shall be considered severable and presumed Constitutional.
3. Any decision of the Joint Senate regarding the Constitutionality of any part of the Code shall apply only to that part of the Code.
4. The names of Title, Chapters, Articles, and Sections shall not be legally enforceable.

Section 112: Suspension

1. Any provision of this Code may be suspended by a two-thirds (2/3) majority vote for a period not to exceed the current meeting.
  - a. Title II Chapter 4 may not be suspended in whole or in part for any reason at any time.
  - b. Title VIII may not be suspended in whole or in part for any reason at any time.

# Chapter 2: Registered Student Organization Status

## Article I: Maintenance of Registered Student Organization Status

### Section 200: Responsible Parties

1. The President shall be responsible for ensuring the Societies' maintains Registered Student Organization Status as long as such status is of benefit to the Societies
2. The President shall be responsible for coordinating with the Joint Senate to ensure that this status does not jeopardize the integrity of the Joint Senate.
3. The Treasurer shall ensure that any funds secured by the Societies through this status are spent in accordance with the will of the Joint Senate.

### Section 201: Faculty Sponsor

1. The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or campus minister. The advisor does not have the right to vote.
2. The Faculty Sponsor shall advise and assist the Societies as needed.
3. The Faculty Sponsor shall be granted Honorary Membership.
4. An election for the post of Faculty Sponsor shall be held at the last regular meeting of each spring session. The Faculty Sponsor shall serve until the next election for the post.
5. Should the post of Faculty Sponsor fall vacant, the Societies shall elect a new Faculty Sponsor by majority vote at the next meeting.
6. The Societies shall maintain the right to dismiss the Faculty Sponsor by a two-thirds (2/3) vote.

# **Title II: Membership**

# Chapter 1: Membership Structure

## Article I: Classes of Membership

### Section 100: Definitions

1. There shall be four classes of membership:
  - a. Student;
  - b. Associate;
  - c. Alumni; and
  - d. Honorary.
2. Student Membership shall be defined as a membership that can be granted to any student currently enrolled at the University of North Carolina at Chapel Hill.
3. Associate Membership shall be defined as a membership that can be granted to any nonstudent that can demonstrate a substantial connection to the Societies.
4. Alumni Membership shall be defined as a membership that shall be granted to any Student or Associate that graduates from the University of North Carolina at Chapel or from the Societies.
5. Honorary Membership shall be defined as a membership that can be granted to any individual who the Societies deem worthy of such an honor.

### Section 101: Privileges and Immunities of Members

1. Student Members shall be entitled to all privileges and immunities of members as proscribed by the laws of the Societies.
2. Associate Members shall be entitled to all privileges and immunities of members as proscribed by the laws of the Societies.
3. Alumni Members shall not be entitled to the privileges and immunities of members except the following:
  1. The right to be addressed as "Senator Alumnus"; and
  2. The right to petition the Societies for Associate membership.
4. Honorary Members shall not be entitled to the privileges and immunities of members except the following:
  1. The honor of wearing a Society Pin;
  2. The privilege of being listed in the Societies' roll book; and
  3. The right to be addressed as "Honorary Senator."

### Section 102: Duties and Responsibilities of Members

1. In order for Student and Associate Members to retain their membership, they must be found to be in Good Standing with the Societies.
2. Good Standing shall be defined as:
  1. Payment of dues by the established deadline; and



2. Having no more than three (3) consecutive unexcused absences in a collegiate semester.
3. Failure to remain in Good Standing shall result in the immediate suspension of a Student or Associate Member.
4. Student and Associate Members must notify the Sergeant-At-Arms if they are unable to attend a meeting. The Sergeant-At-Arms shall have the discretion to excuse the absence.
5. Failure to notify the Sergeant-At-Arms of an absence shall constitute an unexcused absence.
6. Members who are present for less than one (1) hour of a meeting shall be considered absent for that meeting.

#### Section 103: Duration of Membership

1. Membership shall be granted in perpetuity and shall only be lost upon expiration, resignation, graduation while suspended, or expulsion.

#### Section 104: Special Statuses

1. Student and Associate Members shall have the right to petition for Ambassador or Graduation Status
2. Ambassador Status:
  - a. A Member who is in Good Standing and desires Ambassador Status shall petition the Societies, showing good cause for the request.
  - b. Upon acceptance of the petition by a majority vote, the member shall be reclassified as an Ambassador, for a period of one regular session or as specified in the vote.
  - c. A member on Ambassador Status shall be exempt from the requirement to remain in Good Standing and shall be prohibited from:
    - i. Voting on any matters before the Societies;
    - ii. Holding any Office;
    - iii. Serving on any Committees; and
    - iv. Running for Office.
  - d. Members on Ambassador Status shall be referred to as the "Ambassador Extraordinary and Plenipotentiary."
3. Graduation Status:
  - a. A Member who is in Good Standing and desires to attain Alumni Membership shall petition the Societies for Graduation Status, showing good cause for the request.

- b. Upon acceptance of the petition, the member shall be reclassified as an Alumni Member and will have the privileges and immunities of this status conferred upon them.
- c. After the acceptance of the petition, the Joint Senate shall provide to the member a diploma issued by their Society. The diploma is to be signed by the President and Clerk of the Joint Senate.

#### Section 105: Restoration of Rights

1. Members who are no longer in Good Standing may petition the Joint Senate for the restoration of their rights.
2. The member will be returned to Good Standing following a formal petition in an executive session during any regular meeting with a two-thirds (2/3) vote of present members.

#### Section 106: Expiration of Membership

1. Any member who is suspended at the end of a regular session of the Societies shall have their membership automatically expire at the conclusion of the next regular session if they have not entered a petition for a restoration of rights.
  - a. Acceptance of this petition shall not be necessary to avoid expiration of membership.
2. This person may reapply for admission to the Societies, being required to again fulfill all minimum requirements for admission as if they had never been a member.

#### Section 107: Resignation

1. Any Senator may resign at any time upon written notice to the Clerk or to such person or persons as the Clerk may designate. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, no acceptance of such resignation shall be necessary to make it effective.

### **Article II: Petitioning**

#### Section 110: Responsibilities of Petitioners

1. Prospective members shall petition to join one of the two Societies.
2. Any non-member petitioning for membership must be sponsored by a student or associate member of the Societies, who must have agreed to sponsorship at least one regular meeting prior to the night of the petition.
3. The Petitioner shall have read the most recent version of the "Guide to Petitioning the Dialectic and Philanthropic Societies."
4. The Petitioner shall attend at least one (1) meeting and at least three (3) other meetings or organized debates, including that of their petitioning meeting and the meeting immediately prior to it, within the six (6) weeks prior to, and inclusive of, their petition. They shall be present for the entirety of at least one (1) of these meetings.
5. The Petitioner shall speak on at least four (4) occasions before, and not

inclusive of, their petitioning speech. One (1) of these occasions shall be in an organized debate.

6. The Petitioner shall present a well-stated and clear topic and shall expand effectively on that topic. The Petitioner shall be knowledgeable on their topic and have done any necessary research.
7. A written copy of the Petitioner's speech must be delivered to the Clerk and Critic at the beginning of the petition.
8. Persons petitioning for membership shall supply their names, counties, and/or states of origin and the Society to which they have petitioned to the Clerk and Critic.

#### Section 111: Responsibilities of the Sponsor

1. A Senator who wishes to become a Sponsor will not approach a guest and ask to be their Sponsor.
2. The Sponsor shall have read the most recent version of the "Guide to Sponsoring."
3. The Sponsor shall have seen at least two (2) executive sessions during which the Societies shall have considered a petition before they shall agree to sponsor a Petitioner.
4. The Sponsor shall inform the body of their Petitioner's upcoming petition at least two (2) weeks in advance of the meeting of the petition.
5. The Sponsor shall inform their Petitioner of all the requirements, explicit or implicit, that the Societies place on Petitioners. Failure on the part of the Sponsor to do so shall not constitute grounds for admission or rejection of a Petitioner.
6. The Sponsor must be present during the petition and shall speak first during consideration of the petition.
7. The Sponsor shall present the following information regarding the Petitioner during the executive session following the petition:
  - a. Local address
  - b. Hometown; high school(s); year and major
  - c. High-school and college activities, especially those related to debate and literature; hobbies
  - d. Why they are Petitioning; previous speech or debate experience, if any
  - e. What they can offer the Societies; what the Petitioner plans to gain from the Societies
  - f. How many Joint Senate meetings the Petitioner has attended; which debate(s) the Petitioner has spoken in
  - g. Which PPMAs the Petitioner has given, if any
  - h. Which DiPhi events, outside of regular meetings, the Petitioner has attended, if any

### Section 112: Responsibilities of the Joint Senate

1. Only Senators shall question the Petitioner; all questions will be posed in a dignified manner.
2. All such questions shall be intended to ascertain a petitioner's argumentation skills, creativity, knowledge of the Societies and their history, motives for petitioning, or other characteristics that Senators deem appropriate for determining their qualifications.
3. Senators shall not ask frivolous questions or questions intended only to cause the body to laugh.
4. The Societies shall not entertain more than two petitions for membership in a single meeting.
5. Each application for membership shall be considered at the meeting at which the corresponding petition was delivered.
6. The Joint Senate shall approve by secret ballot by a two-thirds (2/3) majority vote of present senators who are eligible to vote on petitions for membership.
7. The Joint Senate shall ensure all members are properly inducted.
8. The Societies shall keep secret all their proceedings during consideration and acceptance or rejection of applicants for membership and all induction ceremonies.

### Section 113: Granting Honorary Membership

1. If a Senator believes an individual is deserving of Honorary Membership, they shall submit a petition to the President Pro-Tempore bearing the following information:
  - a. Name;
  - b. Email Address;
  - c. Phone Number;
  - d. Mailing address;
  - e. Highest level of education attained;
    - i. If applicable, the College or University the individual attended;
    - ii. If applicable, any Graduate or Professional Schools the individual attended;
  - f. High-school or college activities, especially those related to debate and literature; and
  - g. Which Society they shall be listed as an honorary member of.
2. The petition shall be presented to the Societies at the next regular meeting.
3. At this meeting, the Societies shall vote to accept or reject the petition to grant Honorary Membership.
4. The petition may only be accepted upon a majority vote of the Senators present.

### Section 114: General Provisions

1. The outcome of the vote on a petition for membership shall not be announced

immediately. The Clerk shall send a letter of acceptance or denial to the Petitioner the following week, and if accepted, the Petitioner shall be inducted at the next regular meeting unless otherwise determined by the Societies.

2. Petitions for membership shall be delivered orally and shall be entertained under Papers, Petitions, Memorials, and Addresses.
3. No petitions shall be heard during the last two meetings of the regular session.
4. The "Guide to Petitioning the Dialectic and Philanthropic Societies" shall be approved by the Joint Senate and regularly maintained and updated by the Membership Committee.
5. The "Guide to Sponsoring" shall be approved by the Joint Senate and regularly maintained and updated by the Membership Committee.

# Chapter 2: Equal Opportunity

## Article I: Standards

### Section 200: Statement of Principal

1. The Societies are committed to acting honestly and with integrity, in accordance with applicable laws and with the highest ethical standards, and treating each other and the community with honor. That means the Societies are an equal opportunity organization committed to providing an environment that's based on professionalism and respect and is free from discrimination, retaliation, and harassment.

### Section 201: Anti-Discrimination

1. The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:
  - a. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
  - b. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.
2. The Societies shall not tolerate discrimination on the basis of actual or perceived race, color, religion (including religious dress and practices), creed, sex/gender, marital status, age, national origin, ancestry, physical or mental disability, medical condition, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, immigration status, caste, socio-economic status or on any other category protected by applicable law.
3. The Societies also shall not discriminate based on perceptions that a person is associated with someone else who is in any of the protected categories.

4. The Societies absolutely will not tolerate discrimination against third-party guests.

Section 202: Reasonable Accommodation

1. The Societies will also make reasonable accommodations for those Senators or Guests who are impacted by a disability or who observe religious practices.
2. The Societies will reasonably accommodate a Senator or Guest unless doing so would cause an undue hardship on operations.

Section 203: Limited English Proficiency

1. The Societies prohibits discrimination against any person who is limited in English proficiency.
2. The Societies will take the necessary steps to provide Limited English Proficiency persons meaningful access to such programs and activities.

# Chapter 3: Code of Ethics

## Article I: Professional Conduct

### Section 300: Expectations

1. All members of the Societies are expected to observe the highest standards of ethical and professional conduct and to conduct all business and related professional activities in good faith and with fairness, accuracy, integrity, and respect for others.

### Section 301: Respect

1. The Joint Senate embraces diversity as a core value and is committed to establishing a culture that reflects fundamental respect for different ways of living, working, and learning.

### Section 302: Privacy and Confidentiality

1. The Societies will protect the privacy and confidentiality of Senators. The Societies will not compromise a Senator's trust by disclosing confidential information absent external factors.

### Section 303: Safety

1. The Joint Senate is committed to protecting the health and safety of Senators and Guests. Senators are required to follow all safety laws and procedures and to report any unsafe conditions immediately. The Joint Senate does not tolerate, in any manner, any threats, acts, or intent to commit a violent act that jeopardizes or appears to jeopardize, the safety of Senators, guests, or physical assets.

### Section 304: Interaction with Guests

1. Each Senator must deal fairly with Guests. Senators will not misstate facts, provide misleading impressions or make false claims about the Societies.
2. Senators will not take unfair advantage of anyone through manipulation, concealment, abuse of confidential information, misrepresentation, or any other unfair or unethical practice.



# Chapter 4: Disciplinary Procedures

## Article I: Forms of Discipline

### Section 400: Types of Disciplinary Actions

1. The following disciplinary actions may be taken against Senators of the Societies regardless of their Office:
  - a. Fine;
  - b. Removal from the Chambers;
  - c. Censure;
  - d. Suspension;
  - e. Expulsion.
2. The following disciplinary actions may be taken against Senators of the Joint Senate if they hold an Office or Committee assignment:
  - a. Suspension from Office or Committee assignment;
  - b. Impeachment from Office or removal from Committee

### Assignment. **Article II: Fines, Removal from the Chambers, and Barring from the Chambers**

#### Section 410: Grounds for Fines and Removal from the Chambers

1. The following shall be grounds for fines and removal from the Chamber:
  - a. Rowdy, obscene, unseemly, inebriated, or otherwise indecent, disrespectful, or ungentle displays of behavior.

#### Section 411: Procedure for Fines

1. The Chair may, at their discretion, fine a Senator or be directed to fine a Senator by a majority vote of the Joint Senate.
  - a. The maximum fine shall be ten dollars per count.
  - b. If a member feels that a fine was levied unjustly, that member may appeal the fine to the Societies, and a majority vote of members present shall sustain the fine.
2. Non-payment of fines shall not constitute grounds for further disciplinary action.

#### Section 412: Procedure for Removing a Senator from the Chambers

1. The Chair may, at their discretion, direct the Sergeant-At-Arms to remove a Senator from the Chambers for the remainder of the meeting. The Sergeant-At-Arms may also be directed to remove a Senator from the Chambers by a majority vote of the Senators present.
  - a. At the conclusion of the immediate item of business, the Societies must enter an executive session to discuss two matters:

- b. Whether to sustain the decision of the Chair if the Chair directed the removal of the Senator; and
  - c. The duration of the removal.
2. A simple majority vote is required to override the decision of the Chair to remove a Senator.
3. If the Societies wishes to bar a Senator from the chambers for longer than the remainder of the meeting, a motion must be made specifying the duration of this prohibition.
  - a. Such a motion cannot bar a Senator from the chambers for longer than two (2) meetings.
  - b. Such a motion can only be passed upon a three-fifths (3/5) of the Senators present.

#### Section 413: Procedure for Removing a Guest from the Chambers

1. The Chair may, at their discretion, direct the Sergeant-At-Arms to remove a Guest from the Chambers for the remainder of the meeting. The Sergeant-At-Arms may also be directed to remove a Guest from the Chambers by three-fifths (3/5) vote of the Senators present.
  - a. At the conclusion of the immediate item of business, the Societies must enter an executive session to discuss two matters:
    - i. Whether to sustain the decision of the Chair if the Chair directed the removal of the Guest; and
    - ii. The duration of the removal.
  - b. A simple majority vote is required to override the decision of the Chair to remove a Guest.
  - c. If the Societies wishes to bar a Guest from the chambers for longer than the remainder of the meeting, a motion must be made specifying the duration of this prohibition.
    - i. If the Societies wishes to bar a Guest for less than or equal two (2) meetings, such motion shall require a three-fifths (3/5) vote of Senators present.
    - ii. If the Societies wishes to bar a Guest for more than two (2) meetings, such motion shall require a two-thirds (2/3) vote of the Senators present.

#### Section 414: Barring a Guest from the Chambers

1. The Joint Senate may vote to bar a Guest from the Chambers for conduct not done in the Chambers.

2. If the Societies wishes to bar a Guest from the Chambers, a motion must be made during an executive session specifying the duration of this prohibition.
  - i. If the Societies wishes to bar a Guest for less than or equal two (2) meetings, such motion shall require a three-fifths (3/5) vote of Senators present.
  - ii. If the Societies wishes to bar a Guest for more than two (2) meetings, such motion shall require a two-thirds (2/3) vote of the Senators present.

### **Article III: Censure, Suspension from Office or Committee Assignment, Suspension, and Removal from Committee Assignments**

#### Section 420: Procedure for a Bill of Censure

1. A Bill of Censure may be brought against any Senator at any time for any reason.
2. A Bill of Censure must be submitted to the President. If the President is the subject of the Bill of Censure, then the Bill shall be submitted to the President Pro-Tempore.
3. Such a Bill must contain the following:
  - a. A description of the action(s) in question; and
  - b. An explanation as to why these actions are deserving of censure.
    - i. Such explanation need not be based on the Constitution or Code.
4. The subject of the Bill of Censure shall be notified of the bill not less than two (2) days before its presentation to the Joint Senate.
5. A Bill of Censure may be adopted by a simple majority of the Senators present at any regular or special meeting of the Societies.

#### Section 421: Procedure for a Bill of Reprimand

1. A Bill of Reprimand may be brought against any Senator at any time for conduct that is less deserving of expulsion or impeachment but more deserving than a censure.
2. Suspension from Office or Committee assignments, suspension, or removal from Committee assignments must be brought forward as a part of a Bill of Reprimand.
3. A Bill of Reprimand must be submitted to the President. If the President is the subject of the punitive Bill of Reprimand, then the bill shall be submitted to the President Pro-Tempore.
4. A Bill of Reprimand may include up to two (2) disciplinary actions as punishment.
5. A Bill of Reprimand must include the following:
  - a. The signatures of one-tenth (1/10) of the active Senators in the Societies;

- b. The duration of the suspension from Office or from Committee assignments if applicable;
  - c. The duration of the suspension, if applicable;
  - d. A description of the action(s) in question; and
  - e. An explanation as to why these actions are deserving of reprimand.
    - i. Such explanation need not be based on the Constitution or Code
6. The subject of the Bill of Reprimand shall be notified of the bill not less than four (4) days by either the President or President Pro Tempore before its presentation to the Joint Senate.
7. A Bill of Reprimand may be adopted by a three-fifths (3/5) majority of the Senators present at any regular or special meeting of the Societies.
8. At the discretion of the Chair or by a vote of the majority of members present, the Societies may vote on the disciplinary actions separately if applicable.

## **Article IV: Impeachment from Office and Expulsion from the Societies**

### **Section 430: Procedure for a Bill of Impeachment**

1. Any Senator may bring a Bill of Impeachment against any Officer of Societies at any time.
2. Such a Bill must contain the following:
  - a. The charge(s),
    - i. This shall be limited to the charges listed in the Constitution;
  - b. The signatures of at least one-fifth (1/5) of the active Senators; and
  - c. The name of the individual who shall act as the principal prosecutor.
3. The Bill of Impeachment must be submitted to the President or to the President Pro-Tempore if the President is the subject of the impeachment.
4. The subject of the Bill of Impeachment must be notified not less than seven (7) days prior by either the President or President Pro Tempore to its presentation to the Joint Senate.
5. The President or President Pro-Tempore shall be responsible for scheduling the presentation of the Bill of Impeachment. The Bill of Impeachment must be presented within twenty (20) days of the bill being submitted to either the President or President Pro-Tempore.
6. The subject of the Bill of Impeachment may choose to defend themselves or appoint another Senator to serve as the principal defense.
7. The author of the Bill of Impeachment or their designee shall serve as the principal prosecutor.
8. The presentation of the Bill of Impeachment shall proceed as follows:

- a. The principal prosecutor shall have fifteen (15) minutes to present the case for impeachment
- b. The principal prosecutor shall have twenty-five (25) minutes to call witnesses.
- c. The principal defense shall have fifteen (15) minutes to present the case against impeachment
- d. The principal defense shall have twenty-five (25) minutes to call witnesses.
- e. The Joint Senate shall have fifteen (15) minutes to ask questions of both sides during a moderated questioning period during which:
  - i. Questions shall be submitted to the Chair, who will then ask the question to either the principal prosecutor, principal defense, or both.
  - ii. The questioning period can be extended for up to five (5) minutes at a time upon a simple majority vote.
9. Following the presentation of the Bill of Impeachment, the Joint Senate shall vote via secret ballot on whether to adopt the bill.
  - a. A Bill of Impeachment may only be adopted upon a two-thirds (2/3) vote of the Senators present.
10. If a Bill of Impeachment is adopted, the subject of the Bill shall immediately be removed from Office.

#### Section 431: Procedure for a Bill of Expulsion

1. Any Senator may bring a Bill of Expulsion against any member at any time.
2. Such a Bill must contain the following:
  - a. The charge(s),
    - i. This shall be limited to the charges listed in the Constitution;
  - b. The signatures of at least one-fourth (1/4) of the active Senators; and
  - c. The name of the individual who shall act as the principal prosecutor.
3. The Bill of Expulsion must be submitted to the President or to the President Pro- Tempore if the President is the subject of the impeachment.
4. The subject of the Bill of Expulsion must be notified not less than ten (10) days prior by either the President or President Pro Tempore to its presentation to the Joint Senate.
5. The President or President Pro-Tempore shall be responsible for scheduling the presentation of the Bill of Expulsion. The Bill of Expulsion must be presented within twenty (20) days of the bill being submitted to either the President or President Pro-Tempore.

6. The subject of the Bill of Expulsion may choose to defend themselves or appoint another Senator to serve as the principal defense.
7. The author of the Bill of Expulsion or their designee shall serve as the principal prosecutor
8. The presentation of the Bill of Expulsion shall proceed as follows:
  - a. The principal prosecutor shall have fifteen (15) minutes to present the case for expulsion
  - b. The principal prosecutor shall have twenty-five (25) minutes to call witnesses.
  - c. The principal defense shall have fifteen (15) minutes to present the case against expulsion.
  - d. The principal defense shall have twenty-five (25) minutes to call witnesses.
  - e. The Joint Senate shall have fifteen (15) minutes to ask questions of both sides during a moderated questioning period during which:
    - i. Questions shall be submitted to the Chair, who will then ask the question to either the principal prosecutor, principal defense, or both.
    - ii. The questioning period can be extended for up to five (5) minutes at a time upon a simple majority vote.
9. Following the presentation of the Bill of Expulsion, the Senate shall vote via secret ballot on whether to adopt the bill.
10. A bill of expulsion may only be adopted upon a two-thirds (2/3) vote of the Senators present.
11. If a Bill of Expulsion is adopted, the subject of the bill shall immediately be removed from the Societies and shall be prohibited from seeking membership in the Societies in the future unless two-thirds (2/3) of the Senate votes to remove this disability.
12. Immediately after the adoption of a Bill of Expulsion, the Joint Senate shall vote on whether to bar the subject of the bill from the Chamber either indefinitely or for a set period of time.
  - a. Such a motion shall require only a simple majority vote.

## **Article V: General Provisions**

### **Section 440: General Regulations**

1. If any two Officers are the subject of a disciplinary bill(s), the Executive Committee shall be responsible for ensuring that all necessary and proper actions

are taken to ensure that the disciplinary proceedings occur as outlined by the Constitution and Code.

2. All reasonable efforts shall be taken to ensure that the principal prosecutor and principal defense are present at a meeting to consider a Bill of Impeachment or Expulsion.
3. The author of a bill of censure or the subject of a Bill of Censure or Bill of Reprimand need not be present at a meeting to consider a Bill of Censure or Bill of Reprimand.
4. The defendant, should they be a Senator, shall suffer a vote in their favor in all votes, despite their absence.
5. No member shall vote on disciplinary action if they have not been present for the entirety of the presentation of a disciplinary bill.
6. Any Officer who is the subject of a Bill of Impeachment or Expulsion shall be suspended from such Office upon the introduction of such a bill to the Joint Senate. Such suspension shall last until the end of the disciplinary action.

# **Title III: Officers**



# Chapter 1: Duties and Responsibilities

## Article: Responsibilities

### Section 100: President

1. The President shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Serve as the chief executive officer of the Societies;
  - b. Preside at all meetings of the Societies;
  - c. Appoint all standing committees as deemed necessary;
  - d. Decide, when presiding, all questions of order and interpretation of the Constitution subject to veto by the Societies, requiring a majority vote in the case of a question of order and a two-thirds (2/3) majority in the case of a question of interpretation;
  - e. Deliver, at the time of inauguration, an originally written address which shall be filed with the Clerk;
  - f. Consider the long-term strategic interest of the Societies;
  - g. Serve as an ex officio member without vote of all other committees;
  - h. Serve as a member of the Board of Directors of the Dialectic and Philanthropic Societies Foundation;
  - i. Request in writing the opinion of any Officer on matters under their jurisdiction;
  - j. Serve as the official representative of the Societies; and
  - k. To serve as an authorized signer for official documents.
2. After serving out their term as the President, a Senator shall be bestowed the title of President Emeritus, which shall be their title in perpetuity.

### Section 101: President Pro Tempore

1. The President Pro Tempore shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Serve as the chief administrative officer of the Societies;
  - b. Serve as the chief operations officer of the Societies;
  - c. Serve as Parliamentarian being responsible for advising the presiding officer as to questions of order;
  - d. Serve as the Jurist of the Societies being responsible for serving as the scholar of the Societies' laws;
  - e. Resolve disputes arising between Officers;
  - f. Serve as an authorized signer for official documents;

- g. Keep members supplied with current copies of the Constitution and Code of the Dialectic and Philanthropic Societies; and
- h. Ensure any resolutions are properly enforced and keep an appropriate record of such resolutions.

#### Section 102: Critic

1. The Critic shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Serve as the chief experience officer of the Societies;
  - b. Serve as the chief product officer of the Societies;
  - c. Make an oral evaluation at each meeting of speeches given by members;
  - d. Present the resolutions or topics for the Societies' debates or programs; and
  - e. Serve as moderator during debates involving speakers invited by the Societies for that purpose.

#### Section 103: Clerk

1. The Clerk shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Serve as the chief information officer of the Societies;
  - b. Serve as the chief communications officer of the Societies;
  - c. Keep neat, accurate, and complete records of all meetings and correspondence of the Societies and read the minutes of the previous meeting at the direction of the President;
  - d. Handle all official correspondence and all publicly-facing materials;
  - e. Maintain the current files of the Societies and turn over all current files and records to their successor in Office;
  - f. Send out weekly guest and Society emails with the following week's updates and events; and
  - g. Notify all members and interested parties of special meetings at least a day in advance, including the time, place, and purpose of the meeting.

#### Section 104: Treasurer

1. The Treasurer shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Serve as the chief financial officer of the Societies;
  - b. Maintain a balance sheet available to all members as a record of the financial transactions of the Societies and a record of each financial transaction, including receipts;

- c. Rectify the balance sheets with the checking account of the Societies monthly;
- d. Collect all dues, fines, and assessments;
- e. Pay out money when authorized by the Societies;
- f. Apply for grants and other external funding sources with the approval of the Executive Committee;
- g. Prepare the budget for each session; and
- h. In the Spring semester, file the Societies' federal corporate income tax returns by no later than the fifteenth (15<sup>th</sup>) day of April.

Section 105: Sergeant-At-Arms

1. The Sergeant-At-Arms shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Serve as the chief security officer of the Societies;
  - b. Keep a roll of all members and call the roll of active members at the commencement of each meeting;
  - c. Determine the presence or absence of a quorum at the beginning of each meeting or upon request of the Chair;
  - d. Tabulate and record all votes of the Societies.
  - e. Distribute to all members a roll of the members with University email addresses and telephone numbers and update it periodically;
  - f. Keep a list of those having keys to the Di and Phi chambers and the New East and New West buildings;
  - g. Administer the Societies' library;
  - h. Be responsible for the drafting and maintenance of the "Chamber Use Policy of the Societies" which shall further subject to the approval of the Joint Senate.
  - i. Conduct a yearly census of the portraits of the Societies and compose a written index of their condition for restoration purposes. This census shall be conducted prior to the first Foundation meeting of the year, and a copy of this report shall be given to both the Societies' minutes and the Foundation;
    - a. Be responsible for the condition of the properties of the Societies and for the cleanliness of the chambers; and
    - b. Enforce order in the Chambers.

Section 106: Historian

1. The Historian shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:

- a. Serve as the chief knowledge officer of the Societies;
- b. Prepare and report to the Societies at least twice during the term of Office on some incident, event, or member of interest in the history of the Societies;
- c. Be responsible for maintaining order in the Societies' papers and archives with recent additions;
- d. To prepare for the Mangum Medal competition and the Margaret Evans Lerche Lecture.
- e. Lead a tour of the Old Chapel Hill Cemetery on the Friday immediately preceding Halloween, as well as an equivalent historical event in the Spring semester;
- f. Turn over to the University Archivist, all records no longer needed for current business for deposit with the Societies' archives; and
- g. Maintain the Societies' genealogical records.

#### Section 107: Responsibilities and Duties of all Officers

1. All Officers of the Societies shall be expected to:
  - a. Represent the Societies and themselves to the best of their ability;
  - b. Attend all meetings pertaining to their position;
  - c. Complete any tasks assigned to them by the Executive Committee or Joint Senate.
  - d. Ensure that the Societies are in compliance with local, state, and federal laws.

### **Article II: Officer Handbooks**

#### Section 110: Content

1. The Officers of the Joint Senate shall each write and update a handbook containing all information necessary for the completion of the duties of their respective offices.
2. Each of the aforementioned officers shall be responsible for updating the handbook for their Office with all new information obtained since the beginning of their term.
3. Each Officer shall give the handbook of their Office to their successor within one (1) week of the successor's election.

# Chapter 2: Order of Succession

## Article I: Presidential Succession

### Section 200: Presidential Succession

1. If by reason of resignation, removal from Office, inability, or failure to qualify, there is no President, then the Officer of the Joint Senate who is highest on the following list and who is not under disability to discharge the powers and duties of the Office of President shall act as President:
  - a. President Pro Tempore;
  - b. Critic;
  - c. Clerk;
  - d. Treasurer;
  - e. Sergeant-At-Arms;
  - f. Historian.
2. If by reason of resignation, removal from Office, inability, or failure to qualify, there is no Officer to act as President, then the Senator of the Joint Senate who is the most senior in their duration of membership and who is not under disability to discharge the powers and duties of the Office of President shall act as President.
3. The same provisions shall apply in the case of the resignation, removal from Office, or inability of an individual acting as President.
4. The individual shall serve as Acting President until such time as a permanent successor is elected.
5. The Acting President shall call for a Special Election within seven (7) days of assuming the powers and duties of the Office of President.
  - a. A special election shall not be called if an election is scheduled to occur within ten (10) days of the Acting President assuming the powers and duties of the Office of President.
6. The individual elected to the Office of President shall serve the remainder of the term of the President.

### Section 201: Self-Attested Inability

1. Whenever the President transmits to the Joint Senate their written declaration that they are unable to discharge the powers and duties of their Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by the President Pro Tempore as Acting President.

# Chapter 3: Acting Officers

## Article I: Appointment of Acting Officers

### Section 300: Appointing Acting Officers

1. If by reason of resignation, removal from Office, inability, or failure to qualify, an Office of the Joint Senate is vacant, the President (and only the President) may direct a Senator of the Joint Senate to perform the functions and duties of the vacant Office temporarily in an acting capacity.
2. The member shall serve as the Acting Officer until a permanent successor can be elected.
3. The same provisions shall apply in the case of the resignation, removal from Office, or inability of an individual acting as an Officer.
4. The President shall call for an election to select a permanent replacement.
5. Such an election must be called within seven (7) days of the naming of the Acting Officer
  - a. A special election shall not be called if an election is scheduled to occur within ten (10) days of the Acting President assuming the powers and duties of the Office of President.
6. The individual elected to the Officer position shall serve the remainder of the term of the Officer position.

### Section 301: Self-Attested Inability

1. Whenever an Officer transmits to the President their written declaration that they are unable to discharge the powers and duties of their Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by an individual designated by the President as the Acting Officer.

# **Title IV: Deputy Officers**

# Chapter 1: Appointment and Removal

## Article I: Procedures

### Section 100: Method of Appointment

1. The Officer who can appoint a Deputy Officer shall be known as the appointing Officer of that Deputy Officer.
2. The appointing Officer shall solicit applications from the Societies for the Deputy Office that they can fill.
3. The appointing Officer shall notify the Societies of their candidate to fill the role at the first available opportunity.

### Section 101: Restrictions

1. No member who holds an elected office in the Joint Senate or is the presiding officer of the individual Societies shall be eligible to hold a Deputy Office
2. No member of the Societies shall hold two or more Deputy Offices.
3. All candidates for Deputy Office must be in Good Standing with the Societies.

## Article II: Removal

### Section 110: Procedure for Removal

1. Deputy Officers may be dismissed at the discretion of the appointing officer.
2. Deputy Officers may be dismissed by a majority vote of members present at any regular meeting of the Joint Senate.



# Chapter 2: Duties and Responsibilities

## Article I: Responsibilities

### Section 200: Recensioner

1. The Recensioner shall:
  - a. Assist the Critic in the development and execution of the Societies programming;
  - b. Contribute to the continual improvement of members' rhetorical and literary abilities; and
  - c. Complete such duties as the Critic shall deem appropriate.

### Section 201: Correspondent

1. The Correspondent shall:
  - a. Assist the Clerk in the maintenance of the Societies' short-term records;
  - b. Assist in the development and execution of publically facing materials; and
  - c. Complete such duties as the Clerk shall deem appropriate.

### Section 202: Curator

1. The Curator shall:
  - a. Assist the Sergeant-At-Arms in the maintenance of the Societies library;
  - b. Assist the Sergeant-At-Arms in matters concerning the Societies property; and
  - c. Complete such duties as the Sergeant-At-Arms shall deem appropriate.

### Section 203: Archivist

1. The Archivist shall:
  - a. Assist the Historian in educating the Societies members about the Societies history;
  - b. Assist in ensuring that Society documents are properly archived;
  - c. Assist in recording the Societies genealogy; and
  - d. Complete such duties as the Historian shall deem appropriate.

# **Title V: Committees**

# Chapter 1: Executive Committee

## Article I: Powers and Responsibilities of the Executive Committee

### Section 100: Powers of the Executive Committee

1. The Executive Committee, in addition to the powers vested in the Committee by the laws of the Joint Senate, shall have the following powers:
  - a. To provide oversight over the Officers of the Societies;
  - b. To provide oversight over all Committees and other subdivisions of the Joint Senate;
  - c. To adopt a Transition Plan as governed by the Code;
  - d. Conduct preliminary consideration of matters of the Societies' business and reporting its findings; and
  - e. It shall also be empowered to conduct business for the Societies in situations where decisions must be made, but consultation with the Societies is impractical.
2. The Executive Committee shall also reserve the right to intervene in the following matters:
  - a. Disputes arising between Officers, the individual Societies, and any functional bodies of the Societies; and
  - b. Matters concerning the University, DiPhi Foundation, and external communications.

## Article II: Rules and Procedures

### Section 110: Meeting Procedures

1. The President Pro Tempore, in cooperation with the Clerk, shall establish the order of business for meetings and identify consent agenda items. At the direction of the President Pro Tempore, the Clerk shall distribute agendas in advance of regular meetings.
2. Agendas will include any anticipated discussions and actions. Agendas that include any action items must be distributed to the Committee and the membership at least twenty-four (24) hours in advance.
3. Any Committee member may request that the President Pro Tempore include a topic on an agenda before the agenda is published. Committee members who would like to offer action should notify the President Pro Tempore and Clker in advance, except in extenuating circumstances.

4. Robert's Rules of Order may guide the conduct of the Committee except where in conflict with the laws of the Societies. No action of the Committee is invalid or ineffective by reason of non-compliance with Robert's Rules of Order
5. The Committee, upon motion or at the request of the President Pro Tempore, may hold executive sessions. Barring emergencies or other exigent circumstances, a notice of the intent to hold an executive session at a Committee meeting will be provided to members of the Committee twenty-four (24) hours in advance, along with the purpose for the executive session and any relevant materials.
  - a. During executive sessions, no public comments shall be allowed, and only members of the Committee and those designated to attend shall be allowed to attend.

#### Section 111: Public Comment

1. Committee actions and deliberations are conducted openly and transparently.
2. Public comment at committee meetings is limited to matters within the purview of the Committee or items on the Committee's agenda unless expanded at the discretion of the President Pro Tempore.
3. The President Pro Tempore determines the amount of time each individual has to provide public comment. To ensure equal opportunity for the public to comment, the President Pro Tempore may limit the number of people speaking for or against an item.
4. An individual who fails to comply with these rules for public comment may be called out of order by the President Pro Tempore and issued a warning. If the individual continues to violate the rules, the President Pro Tempore may end the individual's comment period.

### **Article III: Transition Plan**

#### Section 120: Transition Plan Content

1. The Transition Plan shall be the primary tool for ensuring continuity of operations of the Societies following the end of a Regular Session.
2. The Transition Plan shall contain, at a minimum, the following information:
  - a. A complete list of all major projects and assignments which have been completed during the session;
  - b. A complete list of all active projects and assignments;
  - c. The most recent bank statement;
  - d. Up-to-date transaction log;
  - e. Updated Officer guides;

- f. A review of any issues that the new Executive Committee will need to address; and
- g. Any other information that the new Executive Committee will need to begin their work.

Section 121: Drafting of the Transition Plan

1. The President shall be responsible for drafting the Transition Plan.
2. All subdivisions of the Societies must be consulted during the drafting of the Transition Plan.

Section 122: Approval of the Transition Plan

1. The President shall present the final draft of the Transition Plan to the Executive Committee not less than two weeks before the transfer of power.
2. Upon receiving the final draft of the Transition Plan, the Executive Committee shall vote to adopt it.

# Chapter 2: Committees

## Article I: Areas of Responsibility of the Standing Committees

### Section 200: Membership Committee

1. The Membership Committee shall be responsible for the recruitment of new members to the Societies.
2. The Membership Committee shall be responsible for overseeing the Petitioning process by ensuring that Petitioners are treated fairly and provided all necessary support.
3. The Membership Committee shall also be responsible for the drafting and maintenance of the "New Senators Guide" which shall be a document that outlines the minimum necessary information for a new Senate to understand the Societies.

### Section 201: Diversity Committee

1. The Diversity Committee shall be responsible for ensuring that the Societies is in full compliance with its Code of Ethics and Equal Opportunity provisions of the Code.
2. The Diversity Committee shall support the Membership Committee in ensuring that the Societies membership is diverse and welcoming.

### Section 202: Programs Committee

1. The Programs Committee, herein called Programs, shall organize the topic, rules, format, location, and membership (specifying those permitted and required to attend) of all non-business items in regular and special meetings of the Joint Senate as allowable under this Code.
2. Programs will coordinate with all relevant standing committees to organize that programming that shares a purpose, time, or location with events or meetings of those other committees.
3. The "Protocols of Literary Exchange" shall be approved by the Joint Senate and regularly maintained and updated by Programs.
  1. The "Protocols of Literary Exchange" shall outline all forms of programming the Societies shall use in addition to the programming outlined with the Code.
4. Programs shall be constituted as a committee of the whole but quorum shall not be required at meetings.

### Section 203: Social Committee

1. The Social Committee shall be charged with organizing the social events of the Societies

#### Section 204: Finance Committee

1. The Finance Committee shall be the primary financial oversight authority of the Societies.
2. The Finance Committee shall ensure that all financial regulations are followed.

#### Section 205: Constitutional Committee

1. The Constitutional Committee shall be charged with ensuring that the governing documents of the Societies are up to date.
2. The Constitutional Committee shall be responsible for promoting understanding of the governing documents.

#### Section 206: Alumni Relations Committee

1. The Alumni Relations Committee shall be charged with maintaining active contact with the Societies Alumni.
2. The Alumni Relations Committee shall be charged with coordination with the DiPhi Foundation to ensure that Alumni are engaged in the Societies' activities.

#### Section 207: White and Blue Committee

1. The White and Blue shall be charged with being the primary literary publication of the Societies.
2. The White and Blue shall operate as an independent body of the Societies and, as such, shall adopt its own governing rules, but shall remain subject to the oversight and laws of the Joint Senate.

### **Article II: Membership and Structure of the Standing Committees**

#### Section 210: Selection of Committee Membership

1. The President shall appoint the members of the Standing Committees.
2. These members shall be selected through a competitive application process.
3. The President, in cooperation with the Committee Chair, may cap the total number of members on a Standing Committee.
4. The Standing Committees must have at least two members in addition to the Chair.
5. Standing Committees may also be constituted as committees of the whole, with all Senators being members subject to the approval of the President and Chair of the committee.

#### Section 211: Committee Leadership

1. The President shall appoint a member to Chair the Standing Committees, which do not have a Chair mandated by the laws of the Societies.

2. The Chair of a committee must be selected through a competitive application process.
3. The Standing Committees shall select from among themselves a Vice-Chair.

#### Section 212: Leadership Responsibilities

1. The Chair of the Standing Committee shall:
  - a. Preside at all meetings;
  - b. Prepare agendas and other materials; and
  - c. Shall ensure the responsibilities of the Committee are being fulfilled.
2. The Vice-Chair shall assist the Chair in their duties and shall serve as acting Chair in the absence of the Chair.

#### Section 213: Operating Procedures

1. Robert's Rules of Order may guide the conduct of the Standing Committees except where in conflict with the laws of the Societies. No action of a Standing Committee is invalid or ineffective by reason of non-compliance with Robert's Rules of Order

### **Article III: Establishment of Special Committees**

#### Section 300: Establishment and Purpose

1. The President shall have the power to create special committees.
  - a. The President must notify the Joint Senate of the creation of a special committee within five (5) days of its formation.
    - i. The notification must include the following information:
      1. The purpose of the committee;
      2. The ultimate goal of the committee; and
      3. The duration of the committee's existence.
2. Special committees must have well-defined purposes that do not overlap with the duties and responsibilities of the Standing Committees or Officers of the Societies.

#### Section 301: Membership and Leadership

1. The President shall have the power to appoint the membership of special committees.
2. The President shall have the power to appoint a Chair and Vice-Chair to lead a special committee.

#### Section 302: Leadership Responsibilities

1. The Chair of the special committees shall:
  - a. Preside at all meetings;
  - b. Prepare agendas and other materials; and



- c. Shall ensure the responsibilities of the special committee are being fulfilled.
2. The Vice-Chair shall assist the Chair in their duties and shall serve as acting Chair in the absence of the Chair.

Section 303: Operating Procedures

1. Robert's Rules of Order may guide the conduct of a special committee except where in conflict with the laws of the Societies. No action of a special committee is invalid or ineffective by reason of non-compliance with Robert's Rules of Order

# **Title VI: Joint Senate Rules and Procedures**

# Chapter 1: Meetings

## Article I: Order of Business

### Section 100: Agenda

1. At the direction of the President, the Clerk shall distribute agendas in advance of regular meetings.
2. Agendas will include any anticipated discussions and actions. Agendas shall be distributed to the Joint Senate at least twenty-four (24) hours in advance.
3. The Business Agenda shall consist of four parts:
  - a. Consent Calendar
    - i. These consist of items not requiring discussion that have been reported favorably by the committee that reported them to the floor and shall be collectively approved by a single motion and without objection of the Joint Senate.
    - ii. Any Senator may request a consent item be moved to the General Orders Calendar as long as such request is made at least one (1) hour before the start of a meeting.
  - b. General Orders Calendar
    - i. Items that shall be considered individually that have been reported without prejudice by the committee which reported them to the floor.
  - c. Unfavorable Calendar
    - i. Items that shall be considered individually that have been reported unfavorably by the committee which reported them to the floor.
  - d. Reports
    - i. These shall be reports of officers and committees that need no votes or motions but are to inform the Joint Senate of actions by officers and committees.
4. The agenda for a regular meeting shall be as follows:
  - a. The call to order
  - b. The call of the roll
  - c. Announcements
  - d. Reading of the minutes
  - e. The presentation of the scheduled program
  - f. Report of the Critic
  - g. Induction of new members
  - h. Business

- i. Consent Calendar
    - ii. General Orders Calendar
    - iii. Unfavorable Calendar
    - iv. Reports
  - i. Petitions, papers, memorials, and addresses
  - j. Announcements
  - k. Adjournment
5. The President may choose to alter the meeting agenda for regular meetings to accommodate the programming format for that meeting.
  6. The order of business for special meetings shall be established by the President.
  7. Any member may request that the President include a topic on an agenda before the agenda is published.
  8. Business must go through consideration in the appropriate committee or Office of jurisdiction as determined by the President before consideration on the floor of the Joint Senate.
  9. The Critic shall notify the President of what the program shall be for each regular meeting at least one (1) week in advance.

#### Section 101: Notification of Meetings

1. The Joint Senate of the Dialectic and Philanthropic Societies and any subdivision thereof shall provide Senators with at least twenty-four (24) hours' notice of intention to conduct business prior to the beginning of the meeting.
2. Failure to properly notify the members of the Joint Senate and any constituent subdivisions shall cause the Executive Committee by unanimous vote to declare such meeting invalid and nullify all actions taken during such meeting.
  - a. The Joint Senate may also declare any meeting invalid by a three-fourths (3/4) vote.

#### Section 102: Voting

1. All votes shall be recorded in the minutes of the meeting, and in the event of a roll call vote, the Senators' names and how they voted shall be recorded.
  - a. For the following items only, the action taken and not the vote shall be recorded:
    - i. Admission of members;
    - ii. Election of Officers;
    - iii. Disciplinary actions;
    - iv. Any other matter where the Societies have moved to vote by secret ballot.

2. Proxy votes may be accepted as valid provided that the proxy for an active member empowering another active member to vote shall be presented in writing to the Chair and that a valid excuse of absence has been presented and accepted by the Chair.
  - a. Proxies are not valid in the following circumstances:
    - i. Admission of members;
    - ii. Election of Officers;
    - iii. Disciplinary actions;
    - iv. Any other matter where the Societies have moved to vote by secret ballot.
  - b. Proxies may be of a general nature or may specify exactly to what issue the vote pertains to and/or the nature of the vote.
  - c. Proxies shall be counted as members present and voting. In the case of specific proxies, they shall be so for the particular issue(s) for which the proxy was issued.
3. Members who arrive after the start of discussion on a resolution, motion, or other items of business shall not be eligible to vote on that item but shall be eligible to vote on all succeeding items.
4. In all voting in which secret ballots might be used, the Chair may appoint one teller from each Society to assist.
5. When the Joint Senate is voting on the topic for the debate of a given meeting's program, all abstentions shall count as non-votes for the purpose of deciding in favor of a side.

#### Section 103: Decorum

1. All members shall attend regular and special meetings of the Societies in dress consonant with the respect due to the Societies and their traditions. Suggested dress shall be business casual or business professional. No member shall be subject to disciplinary action for failing to adhere to the suggested dress code.
2. No member shall allege misconduct by another member unless such remarks are prefixed by a disciplinary action. Members shall attempt to avoid the introduction of such items when guests are present.
- 3.

#### Section 104: Executive Sessions

1. The Joint Senate, upon motion or at the discretion of the Chair, may hold executive sessions. Barring emergencies or other exigent circumstances, a notice of the intent to hold an executive session at a meeting will be provided to

members twenty-four (24) hours in advance, along with the purpose for the executive session and any relevant materials.

Section 105: Officers at Meetings

1. If any Officer is not present at a meeting, the Chair may designate any other active member to serve in that Office for the duration of that meeting only.
2. Any presiding officer may call the next highest Officer in succession to preside for no longer than the remainder of the present meeting.

Section 106: Rules Not Covered

1. Robert's Rules of Order shall guide the conduct of the Societies except where in conflict with the laws of the Societies. No action of the Joint Senate is invalid or ineffective by reason of non-compliance with Robert's Rules of Order

# Chapter 2: Legislation

## Article I: General Procedures

### Section 200: Definitions

1. A resolution shall be any written motion before the Senate that seeks to:
  - a. Propose Constitutional Amendments;
  - b. Require reports from any entity under the jurisdiction of the Joint Senate;
  - c. Conduct business regarding internal affairs of the Joint Senate; and/or,
  - d. Bestow, honor, opine, or appreciate any individual or organization affecting the Students of the University.
2. A bill shall be any written motion before the Joint Senate that seeks to accomplish any task other than those which can legitimately be accomplished by resolution.

### Section 201: General Rules

1. Resolutions cannot amend, repeal, or modify a statute, nor do they have life beyond the term of the session during which they are adopted.
2. No bill or resolution may be considered unless copies of the bill have been made available to the entire membership of the Joint Senate.

### Section 202: Authorship

1. The Principal Sponsor of a piece of legislation shall be the member of the Joint Senate who introduces the bill or resolution.
2. A piece of legislation may have any number of members of the Joint Senate as cosponsors.
3. All legislation shall be given a title by its Sponsor, which shall adequately and fairly reflect its subject matter even when the bill or resolution is amended.

### Section 203: Form of Legislation

1. Bills submitted for introduction shall be in a typed form submitted to the President Pro Tempore.
2. The President Pro Tempore shall assign the measure a number.
  - a. The first part of this number being the number of the session of the Societies (1 for fall, 2 for spring);
  - b. The second part of which indicating the year since the foundation of the Societies;
  - c. The third part indicating the order in the session in which the bill or resolution was reported to the;
  - d. Bills and resolutions shall be numbered in separate sequences; and
  - e. The President Pro Tempore shall complete each number by prefixing "B" for bills or "R" for resolutions.

#### Section 204: Availability of Legislation

1. Twenty-four (24) hours prior to the next regularly scheduled meeting of the Joint Senate, the President Pro Tempore shall ensure that copies of all legislation for the meeting are made available to each member of the Joint Senate.

#### Section 205: Legislative History

2. All bills and resolutions shall include a legislative history section on their first page.
3. The history shall include:
  - a. The original introduction number;
  - b. The date of introduction;
  - c. The principal and cosponsors;
  - d. The date it was reported from committee, by whom it was reported, and how it was reported;
  - e. The numbers of any subsidiary documents relating to the bill or resolution;
  - f. Any relevant change in sponsorship that may result from the passing of amendments or otherwise;
  - g. The dates of any other relevant action on the measure, motions for reconsideration, actions taken;
  - h. The ayes, and nays, of roll call votes; and,
  - i. The final disposition of the bill.

#### Section 206: Clauses

1. Legislation may have optional clauses explaining the need for the legislation, which shall begin "WHEREAS," and shall contain one sentence each, terminating with a semicolon. Where there are two or more such clauses, the next to last clause shall terminate with a semicolon followed by the word "and."
2. There shall be an enacting clause in all bills which shall follow any explanatory clauses and shall read "BE IT ENACTED BY THE JOINT SENATE OF THE DIALECTIC AND PHILANTHROPIC LITERARY SOCIETIES THAT:" If there are explanatory clauses, this clause shall be preceded by the word "THEREFORE."
3. There shall be a resolving clause in all resolutions which shall follow any explanatory clauses and shall read "BE IT RESOLVED BY THE JOINT SENATE OF THE DIALECTIC AND PHILANTHROPIC LITERARY SOCIETIES THAT:" if there are explanatory clauses, this clause shall be preceded by the word "THEREFORE."

#### Section 207: Certification



1. Each copy of any legislation promulgated by the Joint Senate shall bear the name of the official paper (i.e., B-1-78-124) and the following statement "Certified correct and proper by President Pro Tempore and President" legally initialed by the President Pro Tempore (or Acting president Pro Tempore) and President (or Acting President).

#### Section 208: Signature Page

2. The signature page of legislation shall include the following items:
  - a. A statement "Done by the [insert Joint Senate session] Joint Senate on the (1) day of (2) in (3)"-in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out-to be followed by the President Pro Tempore's signature; and
  - b. A statement "And made law on the (1) day of (2) in (3)"-in which (1), (2), and (3) are as above- to be followed by the President's signature.

### **Article II: Referral to Committee**

#### Section 210: Committee

1. All bills filed for introduction in the Office of the President Pro Tempore shall be referred to the Constitutional Committee.
2. The Constitutional Committee may, if necessary, refer legislation to more than one committee serially, i.e., "B-1-227-001 is referred to the Constitutional Committee and upon a favorable report referred to the Finance Committee."

#### Section 211: Committee Reports

1. All legislation shall be reported from the standing committee with recommendations the standing committee may desire to make.
2. This report shall be submitted twenty-four (24) hours before the next meeting of the Joint Senate. The forms of report are as follows:
  - a. Favorable report,
  - b. Report without prejudice, or
  - c. Unfavorable report.

# Chapter 3: Elections

## Article I: Election Procedures

### Section 300: General Rules

1. All candidates for Office must be nominated by themselves or another member of the Societies. All nominations shall be made from the floor at the meeting during which the election shall take place.
2. All members of the Societies are entitled to one vote in any election.
3. A candidate for Office must receive a majority vote of those present to be elected.
4. The President shall abstain from all elections unless there is a tie, in which case the President shall break the tie.
5. No Senator shall preside over their own election.
  - a. The Order of Succession shall be followed to determine who shall preside in the event an Officer is a candidate.
6. All elections must be conducted during an executive session.

### Section 301: Registration

1. Candidates must declare their candidacy publicly, through which ever means the Executive Committee shall establish at least one (1) week prior to the election, or five (5) days in the instance of a special election.
2. Failure to declare their candidacy by the established deadline shall preclude a candidate from seeking Office.
3. Candidates shall not declare candidacy, campaign publicly before the Joint Senate, or otherwise engage in any manner of electioneering more than two weeks prior to the election.
4. If only one candidate exists after the official closing of the election registration window, members of the Joint Senate may have until five (5) days prior to the election, or three (3) days in the instance of a special election, to register with the President an objection to that candidate's election. Should no objection be lodged prior to that deadline, the candidate shall be elected by acclamation during the appropriate meeting of the Joint Senate.

### Section 302: Election Day

1. The order of elections shall be in declining order of succession.
2. Each candidate for Office shall be granted a period of time to present their platform.
  - a. The period of time shall be set at the beginning of the meeting but shall not exceed five (5) minutes.
3. Following the presentations of platforms from all candidates, the Societies shall enter into a period of questioning which shall not exceed fifteen (15) minutes

- a. All questions shall be submitted to the Chair either in writing or verbally.
    - i. The author of the question must indicate who they would like to answer the question.
    - b. The Chair shall ask the appropriate person the question.
4. At the conclusion of questioning, the Society shall enter a period of speeches on the floor.
5. Speeches may be made for each candidate in opposite order of nomination; no more than two (2) speeches shall be made for each candidate without a motion to extend.
  - a. No denigration of character whatsoever may be made against any candidate except to discuss any action by such candidate which was the subject of a previous disciplinary bill.
  - b. The Chair shall be responsible for the enforcement of this provision and any violations thereof shall cause the Chair to remove an individual from the Chambers subject to appeal to the Joint Senate.
6. If an objection is lodged, the procedure for the election to an uncontested office shall be identical to that of election to a contested office, except that the question shall be whether to elect the candidate.
  - a. Should the election of an uncontested candidate fail, a special election for that office shall be held at the next regular meeting.
7. The candidate who receives a majority of votes cast shall be declared the winner.
  - a. If no candidate receives a majority, the candidate who received the lowest number of votes shall be eliminated from contention.
  - b. The remaining candidates shall be granted two minutes to speak.
  - c. Following these speeches, the Societies shall vote again.
  - d. This process shall be repeated until one candidate receives a majority of votes cast.
8. The Chair shall announce the winner at the first available opportunity.

#### Section 303: Special Elections

1. Special elections shall follow all procedures outlined above.

#### Section 304: Regulations for Candidates and Supporters

1. No candidate for Office or their supporters shall intimidate, harass, bribe, or engage in any effort to coerce or pressure voters.
2. No candidate for Office or their supporters shall attempt to unduly influence the result of an election.
3. Campaigning is prohibited during official Joint Senate events and in the Societies' Chambers.
4. No candidate shall coordinate with any other candidate in order to seek office. No coalition shall be formed in order to elect a group of

multiple candidates to office.

- a. Seeking advice from former officeholders shall not constitute coordination.
  - b. Encouraging a Senator to seek an office shall not in itself constitute coordination.
5. Candidates shall only run for one Office, and down-balloting shall be prohibited.

# **Title VII: Special Summer Session**

# Chapter 1: Summer Session Rules

## Article I: Creation and Purpose

### Section 100: Creation

1. At the final meeting of the spring session, the Societies may deliberate upon the possibility of conducting a summer session. Any motion to conduct such a session must carry a majority vote to become effective.
2. The entire summer shall be considered one term. It shall be designated the Special Summer Session.
3. The summer session shall be subordinate to and not interfere with the Joint Senate.
4. If it is the will of the Societies to conduct a summer session, the next order of business shall be to elect a member to the Office of President of the Special Summer Session. Other summer session officers may be elected during the summer session.
5. All classes of members of the Societies shall be treated as eligible for full participation in the Special Summer Session.

### Section 101: Purpose

1. The Summer Session of the Societies shall not have the use of any funds of the Societies.
2. The Summer Session of the Societies shall not have the authority to change or amend the Constitution or Code in any manner, and it shall not have the power to take anyone into full membership in the Societies.
3. Participation in a Summer Session shall not be counted towards tenure for election to Office, and absences from a Summer Session shall not be counted towards suspension for absences.

# Chapter 2: Summer Officers

## Article I: Summer Session Officers

### Section 200: Summer Session President

1. The President shall, in addition to the responsibilities, powers, and duties established by the laws of the Societies, shall:
  - a. Preside at all meetings of the;
  - b. Regulate summer programming;
  - c. Communicate regularly with the Executive Committee; and
  - d. Ensure that all members that wish to participate in the special summer session shall be able to do so.

## Article II: Summer Warden

### Section 210: Appointment and Dismissal

1. The President may appoint any available Senator to the position of Summer Warden. The President may appoint, dismiss, or replace a Summer Warden with immediate effect at any time between the start of the final meeting of the Spring Session and the opening of the first meeting of the Fall Session. Such changes shall become effective upon notification to the Joint Senate.
2. If the Summer Warden finds themselves unable to continue in the position, they may submit their resignation to the President provided that they give forty-eight (48) hours' notice before it becomes effective without further action from the President, provided they return any keys associated with the position.

### Section 211: Duties and Responsibilities

1. The Summer Warden is responsible for the maintenance of the chambers and the checking of the Societies' mail during their tenure.
2. The Summer Warden may approve chamber requests and waive fees provided they notify the President and the Sergeant-at-Arms twenty-four (24) hours prior to communicating approval to the requesting group. The Summer Warden may accept payment on behalf of the Societies but may not disburse funds.
3. The President may assign the Summer Warden other duties that they deem necessary and proper.
4. The Summer Warden shall report on any Summer activities at the second regular meeting of the Fall Session of the Societies. This report shall conclude the duties of the Summer Warden unless otherwise determined by the Joint Senate.

# **Title VIII: Finances**



# Chapter 1: Membership Dues

## Article I: Setting of Dues

### Section 100: Dues

1. Dues for membership shall be \$45 per session and shall be paid to the Treasurer by the fourth regular meeting of the session.
2. The Clerk, in recognition of the large amount of work required of them outside the meetings of the societies, shall not be required to pay dues.

### Section 101: Pro-Rata Dues

1. New members admitted after the beginning of the semesters shall pay their dues on a pro-rata basis using the following formula:
  - a.  $\text{Dues Owed} = \$10 + (\% \text{ of meetings for which the new member was a member} \cdot 35)$ .

### Section 102: Review

1. Every even year in the spring semester following the adoption of this Code, the amount of dues owed by members shall be reviewed by the Treasurer.
2. The Treasurer shall submit a report to the Finance Committee reporting whether dues levels should be raised, lowered, or kept constant. The Finance Committee, in consultation with the Constitutional Committee, shall then act on the recommendation of the Treasurer to alter dues as needed.
  - a. The Finance and Constitutional Committees shall not be bound by the recommendation of the Treasurer and may substitute it for their own judgment.

## Article II: Dues Waivers

### Section 110: Requesting a Dues Waiver

1. In the event that a member of the Societies is unable to pay their dues, they may request a waiver of their dues in part or in full and for a definite or indefinite period of that session.
2. By the first regular meeting of the session, the Treasurer shall create a form or system whereby members may request a dues waiver.

### Section 111: Processing a Dues Waiver Request

1. Upon receiving a request for a dues waiver, the Treasurer shall present the information and facts in the request to the Finance Committee, keeping secret the name of the member who requested the waiver. Should the Treasurer believe that the content of the request would, by its nature, reveal the identity of the member requesting a waiver, they shall contact that member to ensure that they

may share the information or to help the member edit the request in order to ensure anonymity.

3. The Finance Committee shall consider all dues waiver requests within three (3) days of their submission to the Treasurer and shall grant the waiver in whole or in part by a majority vote.
4. The Treasurer shall communicate to the requestor the outcome of the Finance Committee's consideration of the request within one (1) day of the vote on the request.
5. The member may present evidence in support of their petition in confidence.
6. In the case that the Finance Committee denies the request, the member may request an executive session to present their petition to the Joint Senate.

# Chapter 2: Budgeting

## Article I: Budget Creation and Adoption

### Section 200: Budget Content

1. The budget shall be the primary tool for the financial planning of the Societies.
2. The budget shall contain, at a minimum, the following information:
  - a. All expenditures;
  - b. All savings and investments;
  - c. Estimated revenue;
  - d. Projected costs;
  - e. Year, session, and meeting at which it passes; and
  - f. The allocation of funds based on subunit.
3. The Treasurer, upon consultation with the Finance Committee, shall determine the method of budgeting and any other matters concerning the content of the budget.
4. The total expenditures in the Budget shall not exceed the total dues expected at that time, to be calculated as a portion of the number of active Senators multiplied by the per Senator cost of dues for active membership by more than \$100.
  - a. The portion of the number of active Senators used to calculate expected dues revenues shall be determined at the discretion of the Treasurer but shall not be greater than 80% of the number of active Senators.

### Section 201: Creating the Budget

1. The Treasurer shall be responsible for creating the budget
2. All subdivisions of the Joint Senate must be consulted during the creation of the budget.
3. The Treasurer shall ensure that the budget is uniformly formatted and easy to understand.

### Section 202: Approval

1. The Treasurer shall present the final draft of the budget to the Finance Committee no later than the second (2<sup>nd</sup>) regular meeting of the session.
2. Upon receiving the final draft of the budget, the Finance Committee shall review the budget.
3. The Finance Committee may take the following actions after reviewing the budget:
  - a. The Committee may amend the budget,

- b. The Committee may send the budget back to the Treasurer to be revised, or
  - c. The Committee may recommend the budget in line with the laws governing Committee recommendations.
4. After receiving approval from the Finance Committee, the budget shall be presented to the Joint Senate.
5. The Joint Senate must adopt the budget by the fourth (4<sup>th</sup>) regular meeting.

## **Article II: Special Expenditures**

### **Section 210: Consideration and Approval**

1. Any expenditure not included in the Budget shall be defined as a special expenditure.
2. Special Expenditures requests shall be submitted to the Treasurer.
3. Any special expenditure of \$100.00 or greater must be considered by the Finance Committee before approval by the Societies.
4. All special expenditures shall require approval by a simple majority of the Societies.

# Chapter 3: Expenditures

## Article I: Methods of Purchase

### Section 300: Methods of Purchase

1. Purchasing methods are listed as follows, regardless of dollar value:
  - a. Using personal funds and requesting reimbursement with proof of purchase,
  - b. Using Joint Senate funds to make a purchase, or
  - c. Using Joint Senate funds to purchase a good or service from a vendor.
2. If an individual is using personal funds, no further authorization is required unless reimbursement is requested.

## Article II: Requesting and Use of Joint Senate Funds

### Section 310: Requesting Joint Senate Funds

1. If an individual is using Joint Senate funds, they must receive authorization based on the amount of funds being requested and the purpose of the expenditure.
2. The individual must provide the following information when seeking authorization:
  - a. The exact amount being requested;
  - b. The purpose of the expenditure;
  - c. The planned time of the purchase; and
  - d. Where in the budget the funds shall be drawn from.
  - e. If paying for a good or service from a vendor, the individual must ensure that an invoice is included in the request for authorization for the use of Joint Senate funds.
    - i. The Treasurer shall be responsible for maintaining a process for members to use when requesting authorization for the use of Joint Senate funds.
3. The authorization limits for ranks are as follows:
  - a. Treasurer: \$0-\$150
  - b. Finance Committee: \$151-\$250+
4. Upon receiving authorization from the appropriate individual, the individual requesting the funds shall be granted access to the funds by the Treasurer.

### Section 311: Use of Funds

1. When using Joint Senate funds, expenditures must be made using the following methods:

- a. Business check;
  - b. Money order;
  - c. Electronic transfer; or
  - d. Business debit card.
2. If that individual is uncomfortable making the expenditure themselves, the Treasurer shall conduct the expenditure for them.
3. The Treasurer shall ensure that at least one authorized signer for the account(s) of the Joint Senate is available to perform an expenditure if necessary.

### **Article III: Reimbursement**

#### **Section 320: Reimbursable Expenses**

1. All purchases made for a legitimate business purpose may be submitted for reimbursement.

#### **Section 321: Reimbursement Procedure**

1. Receipts/supporting documents must be attached to the request.
2. Reimbursement checks will be received and issued with all necessary speed, assuming all receipts have been provided and there is approval from the Treasurer.

# Chapter 4: Fundraising

## Article I: Fundraising Guidelines

### Section 400: Rules for Fundraisers

1. All fundraisers must clearly display the name of the Joint Senate and state the purpose the funds will be used for.
2. All funds raised must be turned over to the Treasurer at the conclusion of the fundraiser.
3. The Treasurer shall ensure that the funds raised are allocated in accordance with the purpose of the fundraiser

# Chapter 5: Audits

## Article I: Annual Audit

### Section 500: Audit Procedures

1. The Finance Committee shall conduct an annual audit in the spring of each year using an appropriate risk-based methodology.
  - a. The audit is to be completed by the seventh (7<sup>th</sup>) regular meeting of the spring session.
  - b. The scope of the annual audit shall be limited to all financial affairs conducted in the previous calendar year.
2. If an individual is found to have misappropriated Joint Senate funds, the Treasurer shall make every attempt to reclaim the funds from the individual.
3. The Finance Committee is authorized to:
  - a. Have unrestricted access to all functions, company records, property, and personnel;
  - b. Allocate resources, set frequencies, determine scopes of work, select samples, and apply the techniques required to accomplish audit objectives; and
  - c. Obtain the necessary assistance of members.
4. The Finance Committee shall submit a final audit report by the ninth (9<sup>th</sup>) regular meeting of the spring session.



# Chapter 6: Financial Management

## Article I: Financial Practices

### Section 600: Funds Management

1. The Joint Senate invests the power of financial operations into the Treasurer and President.
2. Cash and checks shall be promptly deposited upon receipt, unless extenuating circumstances exist, whereby cash and checks must be secured in a secured location as soon as is practicable.
3. The Joint Senate designates the Treasurer and President as authorized signers of checks, drafts, or other orders for the payment of money.
4. Checks presented for payment (i.e., to be signed) are to be signed as expeditiously as practicable.
5. Checks will not be made payable to "bearer," "cash," or other unidentifiable entity. Blank checks will not be signed and will be left blank to be filled in later by a third party.

### Section 601: Bank Account

1. All Joint Senate funds are required to be secured in a Federally insured bank account.
2. The Treasurer and President shall have the power to act as authorized signers on Joint Senate bank accounts.
3. The Joint Senate shall be barred from engaging in any kind of investment activity with its funds.

### Section 602: Credit/Debit Card Management

1. Only authorized signers of Joint Senate bank accounts shall be issued a credit and/or debit card.
2. All purchases made using credit/and or debit cards must be reported according to the procedures outlined in the laws of the Societies.

### Section 603: Transfer of Accounts

1. Any Treasurer-elect and President-elect of the Joint Senate must meet with the Treasurer and President of the current session before the end of the session in order to transfer the bank account and other financial documents of the Societies. It shall be the duty of the Treasurer-elect to organize the meeting.

# **Title IX: Joint Senate Property**

# Chapter 1: Access to the Societies' Chambers and Library

## Article I: Access to New East and New West

### Section 100: Key and Swipe Access

1. The Sergeant-At-Arms shall be responsible for providing Senators with access to the Societies Chambers.
2. The Sergeant-At-Arms shall be responsible for collecting keys from Senators leaving the Societies.
3. Any Senator expelled from the Societies, or choosing to resign, shall be required to surrender their key immediately to the Sergeant-At-Arms
4. Any Senator who graduates from the Societies and does not seek or plan on seeking Associate Status shall be required to return their key to the Sergeant-At- Arms at or before the Graduation Meeting in order to receive their diploma.

## Article II: Library

### Section 110: Purpose and Upkeep

1. All books, periodicals, and bound paper belonging to the Societies shall be maintained in the Societies' library in the Philanthropic chambers.
2. In order to remove a book or periodical from the Societies' library, a member must sign it out on a list.
  - a. The Sergeant-At-Arms shall make a physical copy of this list available in the Philanthropic Chamber. Only members may sign out materials, and they shall be responsible for their safekeeping and return. Members who lose or damage materials shall be liable for them at the cost of replacement or repair.
3. There shall be an up-to-date copy of the Joint Senate Constitution, the DiPhi Code, the Guide to Petitioning the Dialectic and Philanthropic Societies, and all of the minutes from the two most recent past regular sessions in the Societies' library at all times.

# **Title X: Document Preparation and Retention**

# Chapter 1: Simple Rules

## Article I: Document Preparation

### Section 100: General Requirements

1. The Clerk may develop and maintain a "Style Guide of the Societies," which shall describe the rules for documentation preparation.
  - a. The "Style Guide of the Societies" shall be approved by a majority vote of the Joint Senate.
2. The Clerk, in recognition of their already large workload, shall have the authority, for documents filed with them not comporting with the standards set forth in the "Style Guide of the Societies," to send the documents back to their authors for proper formatting and charge the Correspondent with the enforcement of these rules.

## Article II: Retention

### Section 110: Business Records

1. Business Records:
  - a. Annual Reports to Secretary of State/Attorney General Permanent
  - b. Meeting Minutes Permanent
  - c. Constitution Permanent
  - d. Fixed Asset Records Permanent
  - e. IRS Application for Tax-Exempt Status (Form 1024) Permanent
  - f. IRS Determination Letter Permanent
  - g. Contracts (after expiration) Seven (7) years
  - h. Correspondence (general) Three (3) years

### Section 111: Financial Records

1. Accounting and Corporate Tax Records
  - a. Annual Audits and Financial Statements Permanent
  - b. IRS Form 990 Tax Returns Permanent
  - c. General Ledgers Seven (7) years
  - d. Business Expense Records Seven (7) years
  - e. Invoices Seven (7) years
  - f. Credit Card Receipts Three (3) years

### Section 112: Bank Records

## 1. Bank Records

- |                                       |                 |
|---------------------------------------|-----------------|
| a. Check Registers                    | Seven (7) years |
| b. Bank Deposit Slips                 | Seven (7) years |
| c. Bank Statements and Reconciliation | Seven (7) years |
| d. Electronic Fund Transfer Documents | Seven (7) years |

### Section 113: Donor and Grant Records

#### 1. Donor and Grant Records

- |   |                                  |
|---|----------------------------------|
| a. Donor Records and Acknowledgment Letters | Seven (7) years                  |
| b. Grant Applications and Contracts         | Seven (7) years after completion |

### Section 114: General Rules

1. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon the conclusion of the investigation.
2. Failure on the part of Senators to follow this policy can result in possible civil and criminal sanctions against the Joint Senate and its members and possible disciplinary action against responsible individuals.

## **Article III: Archiving**

### Section 120: Reports of the Societies

1. At the end of the Spring Semester, the Clerk and the Correspondent shall be responsible for compiling the most current edition of the Constitution and Code, all bills and resolutions, all correspondence, and all other papers of the Societies from the Academic Year to be bound in a volume hereinafter called "Reports of the Societies."
2. This volume shall be sent for binding as a hard-cover, cloth volume.
3. The title of this volume shall be "Report of the [year of the Societies] Year of the Dialectic and Philanthropic Societies at the University of North Carolina at Chapel Hill."

### Section 121: Short Term Archives

1. The Clerk shall maintain the files, papers, documents, and other materials of the Societies which have not been archived in the Wilson Archives.
2. They shall maintain both digital and physical storage spaces, which shall be well maintained and accessible to all Senators.

### Section 122: Wilson Archives

1. At the conclusion of each academic Semester, the Historian shall oversee the transfer of documents and other materials to the Wilson Archives.

2. The Historian shall coordinate this transfer with the Clerk.
3. The Historian shall maintain a system for Senators to submit documents and other materials to be archived.

# Chapter 2: Records

## Article I: Original Classification

### Section 200: Classification Standards

1. Information may be originally classified under the terms of this Chapter only if all of the following conditions are met:
  - a. an original classification authority is classifying the information;
  - b. the information is owned by, produced by or for, or is under the control of the Joint Senate;
  - c. the information falls within one or more of the categories of information listed in this Chapter; and
  - d. the original classification authority determines that the unauthorized disclosure of the information reasonably could be expected to result in damage to the reputation or operations of the Joint Senate, and the original classification authority is able to identify or describe the damage.
2. If there is significant doubt about the need to classify information, it shall not be classified. This provision does not:
  - a. amplify or modify the substantive criteria or procedures for classification; or
  - b. create any substantive or procedural rights.
3. Classified information shall not be declassified automatically as a result of any unauthorized disclosure of identical or similar information.

### Section 201: Classification Levels

1. Information may be classified at one of the following three levels:
  - a. "Top Secret" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the reputation or operations of the Joint Senate that the original classification authority is able to identify or describe.
  - b. "Confidential" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the reputation or operations of the Joint Senate that the original classification authority is able to identify or describe.
2. Except as otherwise provided by law, no other terms shall be used to identify Joint Senate classified information.

### Section 202: Classification Authority

1. The authority to classify information originally may be exercised only by:
  - a. Officers; and



- b. Those delegated the authority by the President.
2. Officials authorized to classify information at a specified level are also authorized to classify information at a lower level.
3. Delegation of original classification authority.
  - a. Delegations of original classification authority shall be limited to the minimum required. Officers are responsible for ensuring that designated subordinate officials have a demonstrable and continuing need to exercise this authority.
  - b. Each delegation of original classification authority shall be in writing, and the authority shall not be redelegated. Each delegation shall identify the official by name or position.
  - c. Delegations of original classification authority shall be reported or made available by name or position to the President Pro Tempore.

#### Section 203: Duration of Classification

1. At the time of original classification, the original classification authority shall establish a specific date or event for declassification. Upon reaching the date or event, the information shall be automatically declassified.
2. If the original classification authority cannot determine an earlier specific date or event for declassification, the information shall be marked for declassification five (5) years from the date of the original decision unless the original classification authority otherwise determines that the sensitivity of the information requires that it be marked for declassification for up to fifteen (15) years from the date of the original decision.
3. No information may remain classified indefinitely.

#### Section 204: Identification and Markings

1. At the time of original classification, the following shall be indicated in a manner that is immediately apparent:
  - a. one of the two classification levels defined in this Chapter;
  - b. the identity, by name and position, of the original classification authority;
  - c. declassification instructions, which shall indicate one of the following:
    - i. the date or event for declassification.
  - d. A concise reason for classification that, at a minimum, cites the applicable classification categories.
2. Prior to public release, all declassified records shall be appropriately marked to reflect their declassification.

#### Section 205: Limitations

1. In no case shall information be classified, continue to be maintained as classified, or fail to be declassified in order to:
  - a. conceal violations of law, inefficiency, or administrative error;
  - b. prevent embarrassment to a person, organization, or agency.
2. Information may not be reclassified after declassification and release.

#### Section 206: Challenges

1. Authorized holders of information who, in good faith, believe that its classification status is improper are encouraged and expected to challenge the classification status of the information.

### **Article II: Declassification**

#### Section 210: Authority

1. Information shall be declassified as soon as it no longer meets the standards for classification under this policy.
2. If the President Pro Tempore determines that information is classified in violation of this order, the Pro Tempore may require the information to be declassified by the official that originated the classification. Any such decision by the President Pro Tempore may be appealed to the President. The information shall remain classified pending a prompt decision on the appeal.

### **Article III: Safeguarding**

#### Section 220: Access

1. A person may have access to classified information provided that:
  - a. a favorable determination of eligibility for access has been made by an Officer; and
  - b. the person has a need to know the information.
2. A member leaving the Joint Senate may not remove classified information from the Joint Senate's control or direct that information to be declassified in order to remove it from Joint Senate control.

### **Article IV: Violations**

#### Section 230: Corrective Action

1. Officers and members of the Joint Senate shall be subject to appropriate sanctions if they knowingly, willfully, or negligently:
  - a. disclose to unauthorized persons information properly classified under this Chapter;
  - b. classify or continue the classification of information in violation of this Chapter; or
  - c. contravene any other provision of this Chapter.

2. Sanctions may include termination of classification authority, loss or denial of access to classified information, or other sanctions in accordance with applicable law.

# Chapter 3: Information Requests

## Article I: Procedure for Processing Requests

### Section 300: Right to Know

3. Except with respect to the records made publicly available, the Joint Senate, upon any request for records that reasonably describes such records and is made in accordance with published rules, shall make the records promptly available to any person.
  - a. The Joint Senate and any entity subject to the jurisdiction thereof shall make reasonable efforts to maintain its records in forms or formats that are reproducible for purposes of this Section.

### Section 301: Processing Requests

4. The Joint Senate, upon any request for records, shall determine within twenty (20) days after the receipt of any such request whether to comply with such request and shall immediately notify the person making such a request of such determination and the reasons thereof.
5. The Joint Senate and any entity subject to the jurisdiction thereof shall withhold information only if:
  - a. it reasonably foresees that disclosure would harm a key interest of the Societies; or
  - b. disclosure is prohibited by the laws of the Societies; and
  - c. consider whether partial disclosure of the information is possible whenever the Joint Senate or any entity subject to the jurisdiction thereof determines that full disclosure of a requested record is not possible; and
  - d. take reasonable steps necessary to segregate and release nonexempt information.

# **Title XI: Vexillology**

# Chapter 1: Flag Code

## Article I: Specifications and Usage

### Section 100: Design of the Flag

6. The flag can be scaled to various sizes, but the perimeter must always have a ratio of 3:5 (height to length).
7. Layer one, the background layer of the flag, will be horizontally split evenly into two fields of color, the left will be Di blue (Defined as HTML code:#99BADD, RGB code: R: 153 G: 186 B: 221, or HSV: 210.88° 30.77% 86.67%) and the right will be Phi White (Defined as HTML code: #FFFFFF, RGB code: R: 255 G: 255 B: 255, or HSV: 0° 0% 100%).
8. Layer two, the stars on the flag, will consist of three stars. Each star has exactly the same dimensions (height, width, angles between "points"). All three stars are centered along the vertical axis, and the middle star is centered along both the vertical and horizontal axes. The left star that lies in the field of Di blue will be Phi white, the right star that lies in the field of Phi white will be Di blue, and the middle star that straddles the two background colors will be Joint Senate Gold (Defined as HTML code: #F9D302, RGB code: R: 249 G: 211 B: 2, or HSV: 50.77° 99.2% 97.65%).

### Section 101: Display

9. The flag may be presented in two ways, either a one-sided two-dimensional print (this would include, but is not limited to, printing the flag on DiPhi letterhead, including the flag in the petitioning guide, or creating a poster including the image of the flag) or a double-sided "true flag" (the reverse of the flag consisting of mirror image of the design). There can be no changes in color or disrespectful design changes to the flag. This includes, but is not limited to, changing the scale of stars to each other, allowing Di blue or Phi white to occupy an unequal area on the flag, or cropping the flag in any way.
  - a. If printed, the design of the flag may not be flipped horizontally (Di blue must remain on the left). It may be printed in grayscale, but this is discouraged as it will lose effect.
  - b. When presenting a "true flag," the flag may either be hung as a banner or flown on a pole. If hung, the flag may be presented in a normal horizontal fashion or turned vertically. When hung horizontally, Di blue must be on the left. When hung vertically, Di blue must be on top. If flown, the flag must be attached to the pole on the Di blue side. A cloth flag may not be presented in grayscale.

# **Title XII: Programs, Speakers, and Interventions**

# Chapter 1: Programs

## Article I: Debate Procedure

### Section 100: Regular Debates

1. The duration of the program section of a meeting may not exceed two hours. The Chair shall announce at the one (1) hour mark that an hour has elapsed and shall determine subject to appeal to the Joint Senate the amount of time the program shall continue for. The two (2) hour limit shall be considered to begin at the time the program is introduced, and when it has expired the Societies shall move immediately to the next item in the order of business. This limit may be suspended for a particular meeting by a majority vote, either in advance or as the time limit expires.
2. For regular debates, unless otherwise specified, the following time limits shall apply to individual speeches:
  - a. For primary speakers, seven (7) minutes with an additional two (2) minutes of queries.
  - b. For secondary speakers, five (5) minutes with an additional two (2) minutes of queries.
  - c. For speakers from the floor, four (4) minutes with an additional two (2) minutes of queries. Any or all of these limits may be extended for individual speeches, or for the entire program, by a majority vote. It is strongly suggested that all due courtesy be extended to guests in enforcing this provision.
3. All speeches and other presentations during Papers, Petitions, Memorials, and Addresses, except for memorials, shall be limited to a duration of five minutes unless the Societies waive the limit by a majority vote. It is strongly suggested that due courtesy be extended to guests and petitioners in enforcing this provision.
4. The Critic shall be charged with the enforcement of these time limits and with keeping speakers well informed of the time left to them.

### Section 101: Decorum

1. All members shall rise from their seats to gain the floor, and shall remain standing either at their seats or at the rostrum while addressing the Societies. However, no member may rise while another member or a guest is speaking except to make a motion or point which may interrupt a speaker in parliamentary procedure. For remarks of more than three (3) minutes' duration, it is advisable that members speak from the rostrum. Members shall request



permission from the chair to approach the rostrum and shall retire from it immediately upon completing their remarks unless responding to questions.

2. Members arriving late during a program may enter quietly by the door furthest from the rostrum.
3. When members wish to address a speaker during time reserved for questioning, they are not allowed to engage in "conversation," the practice of asking more questions than they were allotted when recognized or making statements that are not direct questions.
  - a. Members may ask for "multi-part" questions, but even with this qualifier may ask no more than three at once.

#### Section 102: Century Debates

1. Every Fall semester, the Societies shall engage in, as the program during a regular meeting, a Centennial Debate. Every Spring semester, the Societies shall engage in, as the program during a regular meeting, a Bicentennial Debate, as described in this Section.
2. The resolution for the Centennial Debate shall be a resolution debated by either or both of the Societies during the year one century (100 years) prior to the current year. The resolution for the Bicentennial Debate shall be a resolution debated by either or both of the Societies during the year two centuries (200 years) prior to the current year.
3. By the fifth (5th) meeting of each session, the Historian shall compile a list of suitable resolutions for the debate in question which shall be presented to the Societies at a regular meeting. At the time of their report, the Societies shall select one of the proposed resolutions by a majority vote.
4. After the Societies have selected a topic for the Centennial or Bicentennial Debate, as appropriate, the individual societies shall each select a Primary and a Secondary speaker to speak in the debate. The presiding officers of the respective societies shall report their society's Primary and Secondary speakers to the Societies.
5. The Dialectic Society shall speak in the affirmative and the Philanthropic Society shall speak in the negative in the Centennial Debate resolution, reversing sides for the Bicentennial Debate.
6. The format of the Centennial and Bicentennial Debates and the time limits for speakers shall be as follows, alternating between affirmative and negative:
  - a. Primary speeches, seven (7) minutes each
  - b. Secondary speeches, five (5) minutes each
  - c. Rebuttal speeches, given by the primary speakers, three (3) minutes each

- d. Any or all of these time limits may be extended or shortened by a majority vote, but only before the program is underway.
  - e. Queries and/or floor speeches are not allowed during Centennial or Bicentennial Debates.
7. At the conclusion of the Centennial or Bicentennial Debate, the Societies shall take two votes. These votes shall be by secret ballot.
- a. The first vote shall be with regard to accepting or rejecting the resolution.
  - b. The second vote shall be with regard to which Society gave the better presentation of their arguments.
  - c. The results of both votes shall be announced together.