**PURDUE STUDENT GOVERNMENT**

**CONSTITUTION**

1198 Third Street

West Lafayette, IN 47907

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Author: Zach Stewart

(2019-2020 Senator for the College of Liberal Arts)

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Student Activities and Organizations (SAO)

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**Preamble**

We, the undergraduate students of Purdue University, in order to maintain our position as active partners in the university community pledge to support and facilitate learning, encourage discovery and engagement, represent student interests, promote university spirit, and fairly and accountability allocate the resources granted to us. We do ordain and establish this Constitution for the Purdue Student Government.

**Diversity and Inclusion Statement**

Purdue Student Government is committed to cultivating an inclusive environment where diversity is valued, respected, and celebrated. We strive to embrace all individuals in their identities, beliefs, and backgrounds. We strive to establish a supportive and safe atmosphere that promotes community, personal growth, and self-expression. Therefore, we strive to hold one another accountable in order to embody this mission throughout our daily lives and in our service to all students of Purdue University. In addition, membership and participation in Purdue Student Government shall be free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

**Mission Statement**

Serving as the primary representative organization of the undergraduate student body, Purdue Student Government seeks to act as a liaison between the Purdue University administration, governmental authorities, and the student body in order to serve the needs of Purdue students and to enhance the student experience at Purdue University. In support of this mission, Purdue Student Government is dedicated to:

● Conducting all business with the utmost professionalism and consideration.

● Encouraging initiatives that address the concerns of the student body and future prosperity of Purdue University and Purdue Student Government.

● Defending the rights, interests, and voices of the student body.

**Article I. Name and Membership**

**Section 1. Name**

The name of this organization shall be Purdue Student Government, hereafter referred to as “PSG”.

**Section 2. Membership**

**Part A. Definition of Membership**

All persons registered by the Purdue University Registrar as a student seeking one or more of the following degrees on the Purdue University – West Lafayette campus are members of PSG and shall collectively be known as the “Student Body”:

● A Bachelor of Science or Bachelor of Arts degree

● A professional degree from the College of Pharmacy

● A professional degree from the College of Veterinary Medicine

● Current enrollment within the College of Exploratory Studies

No Student Council President may hold an officer position within PSG.

**Part B. Officers**

1. Any member of PSG who is elected or appointed to a position within the organization shall be considered an officer.

2. A member of PSG that is not in good standing with the University Registrar and the Student Activities and Organizations office may not hold an officer position in PSG.

**Article II. Legislative Branch**

**Section I. The Student Senate**

**Part A. Purpose**

1. All legislative powers of PSG shall be vested in the Student Senate.

2. The Student Senate shall be the forum for debate on issues affecting the general welfare of the Student Body.

3. The Student Senate shall have the power to enact bills and resolutions by majority vote unless otherwise specified.

4. Responsibilities of the Student Senate shall include, but not be limited to, the following: a. The approval of the annual organization budget; and

b. The confirmation, by majority vote, of all appointed cabinet members, executive directors, and justices; and

c. The creation and maintenance of this Constitution, the Bylaws, and the Purdue Student Senate Standing rules.

**Part B. Composition**

The Student Senate shall be made up of members elected annually by their respective constituencies to serve as Senators. There shall be three senators representing each eligible college that enrolls undergraduates on Purdue University’s West Lafayette campus.

**Part C. Selection and Terms of Office**

The term of office for senators shall be from the first meeting of the Student Senate following the Student Body Election until the next Student Body Election, or until resignation or removal from office.

**Part D. Removal and Vacancies of Senators**

1. A petition to remove a senator from office shall be submitted as legislation in the form of a bill. An investigation performed by the Internal Affairs Standing Committee of the Student Senate of the senator’s proposed removal from office will be conducted before the bill is heard before the Student Senate. Passage of a bill that removes a Senator from office requires a two-thirds vote of the present membership of the Student Senate.

a. Should the senator in question be a member of the Internal Affairs Standing Committee, the senator shall recuse themselves from all voting proceedings related to the investigation into their removal from office.

2. Upon vacancy of any Student Senate seat, the Student Council of the respective college shall appoint a student to fill the vacancy. If the respective college does not have a student council, or the existing Student Council has not filled the vacancy after two regularly scheduled meetings of the Student Senate, then the Student Body Vice President shall petition the Dean of the respective College or an equivalent administrator for a replacement.

**Part E. Meetings**

1. The Student Senate shall convene for regular meetings at least once every other academic week during the Fall and Spring semesters. Meeting times shall be at the discretion of the Student Body Vice President.
2. The Student Body Vice President or the President Pro-Tempore may call a special meeting of the Student Senate for the purpose of discussing time-sensitive issues.
   1. No less than twenty-four hours of notice shall be given by the Student Body Vice President or President Pro-Tempore in the event of calling a non-regularly scheduled meeting.
3. The Student Body Vice President shall chair all meetings of the Student Senate, or designate a Senator to serve as chair.
4. The first meeting following the results of the Student Body Election shall begin with the swearing-in of new Senators by the outgoing Chief Justice of the Purdue Student Supreme Court.
5. Quorum during Student Senate meetings shall be defined as two-thirds of the membership of the student senate.
6. Quorum during Student Senate Standing Committee meetings shall be defined as one-half of the membership of that committee.

**Part F. Duties of Senators**

All Senators in the Student Senate shall be required to:

1. Attend all meetings of the Student Senate as outlined in the Bylaws of the Purdue Student Government.
2. Host at least one outreach event per semester with their constituency focused on PSG initiatives.
3. Write and distribute a constituent letter at least once per semester.
4. Serve on and attend all meetings of at least one Standing Committee of the Purdue Student Senate.
5. Serve on and attend all meetings of at least one University Senate or other University Committee.
6. Attend at least one meeting of their respective Student Council per semester at the discretion of the President Pro-Tempore.
7. Hold at least one meeting with the Dean of their respective college per semester.
8. Hold meetings with constituents through appointment.
   1. This will be done through a survey form set up by the Executive Committee of Strategic Planning and Assessment.
   2. This form will be found on the Purdue Student Government Website.
   3. This Internal Affairs Committee will manage this form.
9. Attend at least one Board of Directors meeting and one meeting of the Student Supreme Court per semester at the discretion of the President Pro-Tempore.

**Part G. Acts of the Student Senate**

1. All legislation passed by the Student Senate shall be certified as passed by the signature of the person who served as chair when the act passed. If a chair refuses to certify a vote, the President Pro-Tempore shall submit the legislation to the Student Body President accompanied by a vote tally taken by the President Pro-Tempore.
2. All legislation certified by the chair shall be submitted to the Student Body President, who then must either approve or veto said legislation within ten days. If the Student Body President does not explicitly approve and affix their signature unto the legislation within the given ten days, the legislation shall be considered immediately effective. Any veto of a piece of legislation of the Student Senate must be in writing. Upon the veto of a piece of legislation, the President Pro-Tempore of the Student Senate shall be notified by the Student Body President within 72 hours.
3. In the event a piece of legislation is vetoed, it may return to the Student Senate for another vote at the discretion of the author(s). The veto shall be overridden and the legislation considered effective if the legislation is newly passed by a two-thirds vote. If the legislation fails to obtain the approval of two-thirds of the Student Senate, the veto shall hold and the legislation will not be effective.
4. All acts of the Student Senate shall be submitted and passed in the form of legislation, being either a bill or resolution. A bill is considered internal and deals with governing documents, appointments, and financial documents or allocations. A resolution is a document serving as the official position of the Purdue Student Government.

**Section II. Senate Committees**

**Part A. Authority**

The Purdue Student Senate shall have the authority to create and dissolve Senate Standing and Ad Hoc Committees. All Standing Committee’s roles shall be defined in the Bylaws of the Purdue Student Government. The Student Senate may create or dissolve Senate Ad Hoc Committees by a two-thirds vote of the present membership of the Student Senate.

**Section III. Senate Leadership**

**Part A. Function**

To serve as a steering committee for the Purdue Student Senate.

**Part B. Composition**

Senate Leadership shall be composed of the Student Body Vice President, the President Pro Tempore of the Student Senate, and each of the chairs of the Senate Standing Committees. The President Pro-Tempore shall be the chair of Senate Leadership.

**Part C. Pro-Tempore Vacancy**

Upon vacancy of the office of President Pro-Tempore, the President Pro-Tempore shall be a Senator elected at the next regularly scheduled meeting of the current Student Senate by a plurality vote of Senators. The slate for election shall consist of all Senators receiving a nomination and a second.

**Section IV. Senate Associate Members**

**Part A. Function**

The Senate Associate Member Program shall exist to assist Senators with their Constitutionally prescribed duties as well as to retain membership in the Senate as an organization.

**Part B. Selection**

The Senate of the Purdue Student Government shall open applications at a time before the first Senate meeting of the academic year for those interested in applying to be a Senate Associate Member for the Purdue Student Senate. The application shall be open and made available on the Purdue Student Government website and shall remain open until all Senate Associate Members positions are filled. The term length for a Senate Associate Member will be until the end of the academic year in which they were appointed.

**Part C. Roles and Removal**

The Senators from each of the colleges shall receive applications from those who applied within their specific college constituencies. They shall then conduct their own interviews and choose the Senate Associate Member they find to be the best fit for them. Each College is entitled up to three Senate Associate Members per academic year. A Senator may petition the President Pro Tempore for a different Senate Associate Member if the need arises.

Specific Responsibilities of the Senate Associate Member are found in the Bylaws of PSG.

The removal of a Senate Associate Member may be initiated by the Senate Associate Member’s respective senator, but must ultimately be approved by the President Pro-Tempore.

**Article III. Judicial Branch**

**Section I. The Student Supreme Court**

**Part A. Function**

All judicial powers of PSG shall be vested in the Student Supreme Court.

1. The Student Supreme Court shall be responsible for the review, upon petition of any member of PSG, of the constitutionality of any document or action of the Purdue Student Government.

2. The Student Supreme Court shall also be responsible for resolving disputes between any member of PSG and other parties, which may include other PSG members, relating to this Constitution and the procedures and policies of PSG.

3. The Student Supreme Court shall be responsible for resolving conflicts of interest as defined in Article I. Section II. in the Bylaws of the Purdue Student Government.

4. The Student Supreme Court will retain the right to modify or overturn its previous rulings or officially issued opinions.

5. Subject to the Constitution and Bylaws of PSG, the Student Supreme Court shall be responsible for the creation and amendment of the Purdue Student Supreme Court Standing Rules by a majority vote of the current active Justices of the Student Supreme Court. These Standing Rules shall be separately published and made available to all members of PSG.

6. The Student Supreme Court shall also be responsible for handling all disputes between campaigns during the election process, as explained further in the Election Rules.

**Part B. Composition**

The Student Supreme Court shall be composed of nine justices with one Justice serving as Chief Justice and other members of Purdue Student Supreme Court serving as Clerks.

1. No PSSC member may hold an office within the entirety of PSG’s legislative Branch or be a current Executive Cabinet member, with the exception of the Chief Justice, and cannot be an employee or staff member of a campus media outlet. Further information on the membership of PSSC shall be found in Article IV. Part H. of the PSG Bylaws.
2. Justices shall be appointed by the Student Body President, through a nomination process where the Chief Justice shall submit two to three names to be considered by the Student Body President, and confirmed by the Student Senate.

3. Clerks shall be appointed by the Chief Justice to prepare individuals for the role of Justice at a later date.

4. Justices and Clerks shall serve from confirmation until resignation, removal, or until they are no longer a member of the Student Body.

5. Only Justices may vote in Student Supreme Court proceedings.

**Part C. Removal of Justices**

Justices may be removed from the Purdue Student Supreme Court by a majority vote of the Justices of the Student Supreme Court or by a two-thirds vote of the present membership of the Student Senate.

# Article IV. Executive Branch

## Section I. Cabinet

### Part A. Function

The Cabinet shall be the executive administrative body of PSG. Its role shall be to direct all executive aspects of the organization.

1. The Cabinet is responsible for carrying out the daily affairs of PSG
2. The Cabinet shall serve in an advisory role to the Student Senate and the Student Supreme Court, with the main purpose of assisting the Student Body President.
3. When the Student Senate is not in session, the Cabinet may, by majority vote, make decisions relating to the operation, conduct, and procedures of PSG that are not contrary to any previous action of the Student Senate. Any decision of the Cabinet may be subject to review by the Student Senate.

### Part B. Composition

The Cabinet shall consist of the following officers, listed in order of authority:

1. Student Body President

The Student Body President shall have the authority to make interim appointments for any executive office requiring Student Senate confirmation, lasting no longer than until the next meeting of the Purdue Student Senate, and lasting no longer than two weeks for any single individual.

1. Student Body Vice President

The Student Body Vice President shall be charged with, or appoint a designee, every other year, or as circumstances dictate, with the convening of a committee that will make a selection of finalists for the Student Trustee position on the Board of Trustees for Purdue University; The Student Body Vice President shall work with the Senators to ensure accurate completion of their responsibilities outlined in the Constitution of the Purdue Student Government

1. President Pro-Tempore

The President Pro-Tempore of the Student Senate is the spokesperson for the Student Senate and is responsible for the communication of all concerns of the Students Senate to the Cabinet and rest of PSG. The President Pro-Tempore will be responsible for assisting the Student Body Vice President in tasks relating to the Student Senate.

1. Chief of Staff

The Chief of Staff shall be the Chief Administrative Officer of PSG, appointed by the Student Body Vice President and confirmed by the Student Senate. The Chief of Staff shall report to the Student Body President and serve as Chair to the Board of Directors.

1. Student Body Treasurer

The Student Body Treasurer shall be, subject to the Student Senate, the authority on all budgetary matters and expenditures that are not specifically reserved to the jurisdiction of the Student Senate. The Student Body Treasurer shall keep accounts, deposit the organization’s funds, and make expenditures in a manner approved by the Business Office for Student Organizations. All books and records of the Purdue Student Government may be inspected by any member, for any proper purpose, at any reasonable time.

1. Student Body Secretary

The Purdue Student Body Secretary shall also keep minutes of the proceedings of its Senators, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Purdue Student Government may be inspected by any member, for any proper purpose, at any reasonable time. As Chief Records Officer, the Student Body Secretary shall be responsible for producing minutes for all PSG meetings, as outlined in the Constitution of the Purdue Student Government, as well as maintaining updated versions of all legislation, including amendments, when applicable.

Following each Student Senate meeting, the Student Body Secretary shall be responsible for directing all passed legislation to its stated destination. The Student Body Secretary shall direct all relevant legislation to the Senate Standing Committee on Internal Affairs, which will update any relevant governing documents. To ensure open access to the operations of Purdue Student Government, the Student Body Secretary shall make available all minutes, voting records, and agendas to the Student Body at large. The Student Body Secretary shall be responsible for the maintenance of Student Governments physical assets, and other such duties as the Student Body President may direct. The Student Body Secretary shall be required to produce a spreadsheet detailing who gets editing, suggestion, and viewing privileges on the file-share system to the ED of Technology by the Student Body Secretary and this spreadsheet will be available to all PSG officers.

1. Senior Policy Advisor

The Senior Policy Advisor shall be appointed by the Student Body President and confirmed by the Student Senate. They will work directly with Cabinet and Executive Directors to advise the Student Body President on issues of policy and operations as well as the strategic plan of PSG.

1. Student Body Press Secretary

The Student Body Press Secretary will work with all Cabinet-level officers and Executive

directors to coordinate the interest, opinions, and actions of the individual branches of PSG. They shall advise officers of PSG on public relations and oversee a committee of Staff Writers to assist with their duties.

1. Chief Justice

The Chief Justice shall be chosen by current justices, appointed by the Student Body President and confirmed by the Student Senate. They shall be responsible for the administration of the Student Supreme Court and shall be the spokesperson for the Student Supreme Court.

1. Purdue Association of Big Ten Students (ABTS) Liaison

The ABTS Liaison shall be appointed by the Purdue Student Body President and be confirmed by the Student Senate. They shall report directly to the Student Body President. The ABTS Liaison will be responsible for assembling a team of PSG and University stakeholders in their pursuit in crafting inclusive, holistic, and all-encompassing legislative prerogatives on behalf of the student-body and PSG, while also consulting with the student government representatives in the Big 10.

1. Deputy Chief of Staff

The Deputy Chief of Staff shall be appointed by the Student Body President and confirmed by the Student Senate. They shall report directly to the Student Body Vice President and Chief of Staff to assist in the operations of the Board of Directors and daily administrative duties of the Chief of Staff.

1. All remaining cabinet members' descriptions and responsibilities, as well as more detailed descriptions, can be found in Article III, Section I, Part C of the Bylaws of the Purdue Student Government.

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### Part C. Removal and Vacancies of Members of Cabinet

1. The line of succession to the office of Student Body President, in the case that the Student Body President becomes incapacitated, dies, resigns, or is removed from office, shall be as follows:
   1. Student Body Vice President
   2. President Pro-Tempore of the Student Senate
   3. A Senator elected by a vote of plurality to be the new Student Body President in a special meeting of the Student Senate. If the Student Senate does not reach a plurality, the Student Senate shall be considered hung and shall not function in any other capacity until a plurality is reached.
2. In the event that the office of Student Body Vice President becomes vacant, the Student Body President may appoint a new Student Body Vice President to take office before the next meeting of the Student Senate. This individual must be confirmed by a majority vote of the Student Senate at the next regularly scheduled Student Senate meeting.
3. In the event that the office of President Pro-Tempore becomes vacant, a new President Pro- Tempore shall be elected from among Senators at the beginning of the next regularly scheduled Student Senate meeting by a vote of plurality.
4. A petition to remove a Student Body President or Student Body Vice President from office shall be submitted as legislation in the form of a bill. An investigation of the Student Body President or Vice President’s proposed removal from office will be conducted before the bill is heard before the Student Senate. Passage of a bill which removes the Student Body President or Student Body Vice President from office requires a two-thirds vote of the present membership of the Student Senate.
5. The President Pro-Tempore of the Student Senate may be removed from office with a two-thirds vote of the present membership of the Student Senate.
6. Upon vacancy of any appointed Cabinet seat, the Student Body President may appoint someone to fill the position, with majority consent of the Student Senate.

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## Section II. Board of Directors

### Part A. Function

The Board of Directors shall serve to assist the Student Body President with the operations of PSG.

### Part B. Composition

1. The Board of Directors shall be chaired by the Chief of Staff.
2. The Board of Directors shall consist of the Chief of Staff and the following committees, each to be chaired by one or more Executive Director(s) who shall be appointed by the Student Body President and confirmed by the Senate:
   1. Communications
   2. Diversity and Inclusion
   3. Engagement
   4. Governmental Relations
   5. Programming
   6. Strategic Planning and Assessment
   7. Sustainability
   8. Technology
   9. Healing Endeavors and Empathy Matters (HEEM)
3. The Student Body President shall appoint Directors to assist the Executive Directors and members of Cabinet.

### Part C. Selection and Terms of Office

Executive Directors shall serve from the time of confirmation until resignation, removal by the Student Body President, or the next Student Body President takes office. Directors shall serve from appointment until the next Student Body President takes office, resignation, or removal by the Student Body President.

**Article V. Advisors**

The Purdue University administration shall assign at least one advisor to PSG. Advisors shall be responsible for safeguarding the wellbeing of the organization and advising officers in their responsibilities. An advisor may serve as the advisor to a particular committee or branch of the organization, provided that at least one of the advisors is responsible for advising all officers. Advisors may not vote or hold office in the organization.

**Article VI. Student Body Election**

**Section I. Timing of the Student Body Election**

The Student Body Election shall be held the third Sunday, and following Monday and Tuesday, upon the return of the Student Body to regular classes following the Spring Break of each year.

**Section II. Elections Rules**

The procedures for the Student Body Election shall be further defined in the PSG Election Rules, as adopted and reviewed annually with the majority consent of the Student Senate. The Election Rules, as proposed by the Elections Director, Vice President, or President Pro Tempore, shall be required to pass two readings as defined in the Standing Rules of the Purdue Student Senate, Article IV, Section II Reading of Legislation to take effect with a two-thirds majority vote. The Election Rules shall be voted on no later than the second regularly scheduled Student Senate meeting of the Spring semester. The Election Rules, once passed, shall take effect for the upcoming student body elections.

**Section III. Elections Director and Committee**

The appointment of the Elections Director by the Student Body President shall be brought before the Senate for majority consent by the second regularly scheduled meeting of the Student Senate in the Spring semester of the calendar year preceding the election. Once confirmed, the Elections Director shall report directly to the Chief Justice of the Purdue Student Supreme Court and shall be responsible for coordinating the Student Body Election. Specifically, the Elections Director shall be required to:

1. Choose a committee of three members to assist in the elections process. Members of the Elections Committee may be dismissed at the discretion of the Chief Justice of the Purdue Student Supreme Court;

2. Interpret the Election Rules of the Purdue Student Government, assure a fair Student Body Election, and guarantee confidentiality throughout the process;

3. Promote the Student Body Election by hosting call-outs and information sessions, and advertise the elections to voters, in order to encourage participation from both candidates and voters;

4. Host polling locations around campus, which shall be widely promoted. **Article VII. Bylaws**

Further specifications and laws of PSG shall be codified in a subordinate document to this Constitution, the Bylaws of the Purdue Student Government. These bylaws shall be originally enacted by a majority vote and modified upon by the procedures outlined within the Bylaws of the Purdue Student Government.

**Article VIII. Parliamentary Authority**

The current edition of Robert’s Rules of Order Newly Revised shall govern meetings in which actions will be deliberated.

**Article IX. Amendments**

**Section I. Amendments by the Student Senate**

**Part A. Authority**

The Student Senate may amend this Constitution in compliance with the terms herein. **Part B. Amending Process**

1) First Review: Any proposed amendment shall be written in the form of a bill and be sent to the President Pro-Tempore of the Purdue Student Senate. The President Pro-Tempore shall send the proposed amendment to the Internal Affairs Standing Committee of the Purdue Student Senate. The Internal Affairs Committee shall debate, amend, and conduct a majority vote for the proposed amendment. If the amendment passes First Reading in committee, it shall be sent to the floor of the Senate at the next regularly scheduled Senate Meeting for a Second Reading.

2) First Reading: Following committee review and being sent to the Senate floor, the amendment must pass a first reading. During the Second Reading of a proposed Constitutional amendment, the amendment may be amended during the Senate meeting by the entire Purdue Student Senate. See Article IV, Section 5 of the Standing Rules of the Purdue Student Senate for clarification on authoring an amendment to a bill or resolution on the floor of the Senate. The proposed Constitutional amendment, along with any additional amendments, must pass Second Reading by a two-thirds majority vote of the active membership of the Student Senate.

3) Second Reading: Following a first reading, the same Constitutional amendment shall be placed on the docket as Old Business at the next regularly scheduled Senate meeting. Constitutional Amendments on third reading cannot be amended, with the exception of technical amendments, as this is the final approval or disapproval of the proposed Constitutional Amendment. The proposed Constitutional amendment must pass Third Reading by a two-thirds majority vote of the active membership of the Student Senate.

4) Student Body President: The Student Body President may either approve or veto the Constitutional amendment. Veto procedures shall be followed as outlined in Article II. Section I. Part G.

5) Student Activities and Organizations Office: Once signed by the Student Body President or approved by a two-thirds vote of the active membership of the Student Senate in response to a presidential veto, Constitutional amendments shall be submitted to the Student Activities and Organizations office. Only upon approval of the Student Activities and Organizations office shall Constitutional amendments become effective and binding within the Constitution of the Purdue Student Government.

**Section II. Amendment by Referendum**

**Part A. Authority**

The Student Body, in a fairly conducted Student Body Election, shall be the final arbiter of any actions done in its name. The officers, advisors, or representatives of PSG may not deny or interfere with the right of the Student Body to petition or initiate referenda on amendments to the Purdue Student Government’s Constitution.

**Part B. Amending Process**

1) Any member of the Purdue Student Government, by the procedure herein, may amend this Constitution by submitting referenda to be placed on the ballot in the Student Body Election. Referenda must be submitted to the Student Body Secretary at least thirty days before the start of the Student Body Election and must be accompanied by the signatures of no less than one twenty-fifth of the Student Body, as determined by the University Registrar.

2) Student Activities and Organizations office: Any Constitutional amendment by referendum that receives a majority vote of those participating in the Student Body Election shall be submitted to the Student Activities and Organizations office. Only upon approval of the

Student Activities and Organizations office shall Constitutional amendments become effective and binding within the Constitution of the Purdue Student Government.

**Section III. Governing Document Update Policy**

**Part A. Timetable for Updates**

Throughout the course of each academic semester, during which time amendments and revisions to these Governing Documents may be made, it is the responsibility of the Secretary to maintain records of the changes passed by the Senate. At the end of the fall and spring academic semesters, the Secretary shall write the updates into the Governing Documents and send the updated documents (only if changes were made since the prior semester) to the Student Activities and Organizations office all at once for final approval so that the Purdue Student Government may have fully up-to-date Governing Documents at the beginning and for the duration of the following academic semester.

**Part B. Storage of the Documents**

The updated Governing Documents, after final approval by SAO at the end of the prior semester as detailed in Part A of this section, shall be considered the most current and “official” documents and shall be stored as a Portable Document Format (PDF) readily available to both the general public and all officers of PSG for the duration of the semester. These most current and “official” documents shall be made available on: the official Purdue Student Government website; the current student organization website employed by the SAO office, which at the time of the writing of this amendment is BoilerLink but shall be changed should SAO employ a new platform; and an electronic internal resource for PSG members such as (but not necessarily) Google Drive.

**Part C. Editing of the Documents**

The ability to directly edit an original file of the Governing Documents (which shall be a Google Doc, Microsoft Word document, or other word processing program file) shall be restricted only to the Secretary and specific persons they recruit to assist in their work. No changes to the most current and “official” Governing Documents shall be published for the general public and members of PSG to see until after receiving final approval by SAO at the end of the fall and spring academic semesters as detailed in Part A of this section. Only one original file of each governing document (which shall be a Google Doc, Microsoft Word document, or other word processing program file) may be kept and used for updates so as to avoid multiple versions of the same document being updated by different people, resulting in differing final products; periodic security backups of the files are exempt from this clause and encouraged.

Signatures:

Student Body President:

Student Body Advisor:

Student Activities and Organizations: