

Judicial Committee
Bylaws

- Article I. The Purpose of the Judicial Committee
- A. The Judicial Committee shall have the adjudicating powers of the Student Government to resolve all matters except those involving allocations of money.
 - B. The Judicial Committee shall also assist the Student Government Board in the interpretation of the Student Government Constitution and Student Government Bylaws.
 - C. The committee shall exist as a standing committee of the Student Government Board of the University of Pittsburgh.
- Article II. Duties and Responsibilities
- A. To address the violations of the Student Government Constitution and Bylaws.
 - B. To address appeals of cases involving violations of the constitution or bylaws of any organization receiving student activities fee monies allocated by the Student Government Board.
 - C. To address the filing of disciplinary actions against Student Government Board President, members, and standing committee officers.
 - D. To assist in the counting of election returns upon request of the Election Committee Chairperson.
- Article III. Membership
- A. Any non-CGS undergraduate student of the University of Pittsburgh may attend a committee meeting and participate in discussion.
 - B. A committee member shall become a voting member after having been interviewed by the judicial Chairperson and Executive Council and accepted by the Student Government Board liaison to the Judicial Committee.
 - C. Members of the Judicial Committee cannot be members of any other committee, board, or agencies of Student Government except the Senate Committees and the Constitutional Review Committee.
- Article IV. Responsibilities of Officers
- A. Chairperson
 1. Shall be selected in accordance with the Student Government Bylaws.
 2. Shall serve as the official spokesperson for the committee.
 3. Shall attend all public Student Government Board meetings and present a report.
 4. Shall keep five office hours per week.
 5. Shall appoint the other officers of the committee, subject to future approval by the members of the committee.
 6. Reserves the right to conduct executive board elections.
 - A. The elections shall be held during a general meeting.
 - B. Only Executive Council members as defined in Art. IV, Section E., may vote in a silent ballot.
 - C. The chairperson shall count the votes.
 7. Can create temporary officer positions with the approval of the Board Liaison.
 8. Reserves the right to set up ad hoc committees under their committee.
 9. Shall coordinate the activities of the committee.

10. Shall set meeting times in a designated place.
11. Shall create and follow agendas for committee meetings.
12. Shall supply the SGB President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork and change in meeting times.
13. Shall report to the Liaison assigned to the Judicial Committee.
14. In hearing proceedings, the Judicial Chairperson has the obligation to excuse, from a hearing, any member of the committee who would potentially compromise the fairness of the hearing process.
15. In hearing proceedings, the Judicial Chairperson shall have the power to overturn a tie.
16. In hearing proceedings, the Judicial Chairperson shall provide both the complainant and the defendant with a list of Judicial Committee members in order to determine any affiliations that may impact the fairness of the process. This shall be done after the submission of a hearing for an appeal and acknowledgment of jurisdiction.
17. In hearing proceedings, the Judicial Chairperson shall determine if the committee has jurisdiction over the complainant, and if so shall designate the time, date and place for any hearing.
18. In hearing proceedings, the Judicial Chairperson shall record the hearing for the purposes of deliberations and future records.
19. In hearing proceedings, the Judicial Chairperson shall inform both parties of the majority vote and read the prepared narrative of facts to the involved parties within twenty-four hours of the committee's decisions.

B. Executive Council Chairperson

1. Shall serve as chairperson in the absence of the chairperson.
2. Shall create agendas for Executive Council meetings along with the chairperson
3. Shall be responsible to work with the chairperson in coordinating any activities, planning sessions, or meetings that will be conducted outside the organization, with other organizations or within the Pittsburgh community.

C. Business Manager

1. Shall submit all budgets and financial requests from the committee.
2. Shall work with the chairperson and the business manager of Student Government Board to formulate an operating budget.

D. Secretary

1. Shall record minutes from all committee meetings.
2. Shall work with the chairperson to record meeting attendance.
3. Shall submit all secretarial work to the full-time secretary for the Student Government Board.

E. Executive Council Members

1. A SGBJC member can gain Executive Council status by serving one semester as a general committee member or be appointed by the standing Judicial Executive Council by a 2/3-majority vote (pending if a quorum is present) and approved by the chairperson.
2. Shall head any subcommittees.
3. Shall mentor new SGBJC members.
4. Shall attend all planning sessions.
5. Shall maintain one office hour per week.

Article V. Hearing Process and Components

A. The Jury

1. Members of the jury will come from the judicial committee. (From this point on the committee will be known as the jury.)
2. The jury will keep in confidence any information from a closed hearing until the decision is made public in a concerted manner by the Chairperson. (I.e., The Pitt News or public statement.)
3. Members of the Jury shall request to be removed from a hearing or request to attend only as a non-voting member, prior to the hearing, should the committee member feel that there is an unfair association or conflict of interest with the hearing at hand that would prohibit a fair hearing process. Any such request will be made in writing to the Judicial Chairperson. The circumstances for the request will be kept in confidence.
4. Members of the Jury shall not discuss circumstances of any hearing before the hearing takes place.
5. Members of the Jury shall not discuss the happenings of Judicial Committee deliberations.
6. Failure to uphold the responsibilities of the Jury shall result in immediate dismissal from the Jury, but not the committee.

B. Hearing Procedures

1. Written requests for hearing should be delivered to the Secretary of the Student Government Board, Room 639 William Pitt Union, during the normal working hours. This document should state the nature of the charges, the bylaws broken, the accused party (if any) and the requested remedy.
2. In the event the organization has an adjudicating body of its own, a request for a hearing must go before that body. An appeal of that body's decision may then be requested of the Student Government Judicial Committee.
3. Hearings of the Jury shall be closed. Exceptions can be made following a closed vote of the Jury, by a two-thirds majority vote. The vote will be taken at the meeting prior to the beginning of the hearing.
4. Hearings mandated as closed by the constitution or bylaws of another student organization shall be closed to any members not directly involved in the process.
5. The complainant shall have the burden of stating the charge and if presenting any witnesses and/or evidence.
6. The complainant shall be permitted to make an opening statement.
7. The defendant shall follow the complainant's opening statement with his/her own.
8. The Judicial Chairperson and Jury shall then question the complainant, the defendant, and any witnesses deemed relevant.
 - a. At a hearing, witnesses may be admitted to offer testimony and be escorted out of the room.
 - b. In the event that a relevant witness is a University employee and is not able to attend the hearing, a written statement will be accepted as testimony.
 - c. Based on the completeness of the written statement, the Jury has the power to include the written statement as evidence or not. The decision will be in effect by a two-third-majority vote in the grounds of completeness.
9. The complainant and the defendant shall have the option to make a closing summary.
10. The Judicial Chairperson shall recess the Jury for closed deliberations and voting, following the closing summaries of both parties.
11. The deliberations shall be closed and private. No recordings will be made. The Judicial Chairperson shall develop a narrative of the facts for a public statement agreed upon by the majority vote of the Jury.
12. The chairperson shall inform both parties of the vote and read the prepared narrative of the facts to the involved parties within twenty-four hours of the committee's decision.
13. The decision reached by the Jury are final and represent the last student oriented means of appeal in relation to the outlined bylaws of the Judicial Committee and the Student Government Board Constitution and Bylaws.

C. Hearing Procedure for Student Organizations

1. All of the above listed hearing procedure shall be followed.
2. Requests for the hearings concerning student organizations, other than Student Government, may be initiated only by recognized members of that organization accompanied by a petition signed by twenty percent of the members of the organization.

Article VI. Removal Process

- A. The chairperson reserves the right to remove any committee member who is acting inappropriately, as he/she sees fit. Additionally, any committee member may motion to remove another committee member but this action must be approved by a 2/3 vote of the committee.
- B. A removed committee member may appeal his or her removal by appealing to the Judicial Chairperson in writing within one week of being removed.

Article VII. Meetings

- A. A meeting in which voting takes place must have 2/3 majority of committee members in attendance.
- B. Meetings shall be conducted in a professional manner. All committee members are asked to respect one another and to discuss matters in a orderly manner.
- C. Members of the Judicial Committee have the responsibility to attend all scheduled meetings of the Judicial Committee or to contact the Chairperson if a conflict should arise.

Article VIII. Parliamentary Authority

- A. The Chairperson shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert's Rules of Order. In cases where the newly revised version of Robert's Rules of Order are inconsistent with the bylaws or constitution of the Student Government Board, the bylaws or constitution shall take precedence over Robert's Rules of Order.

Article IX. Ratification and Amendments

- A. Any modifications to these bylaws must be made by the Judicial Committee Executive Council and approved by a 2/3-committee vote.
- B. These bylaws shall be effective upon subsequent approval of a 2/3 vote by the Student Government Board.
- C. The Student Government Board Constitution and Bylaws set all absolute precedents.