

# The University of Massachusetts at Boston

## Undergraduate Student Government

### Bylaws

#### April, 2011

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## Article I: General Provisions

- 1-0 § 1.00 The name of this organization is the Undergraduate Student Government (USG). The Undergraduate Student Government is the governing body for the Undergraduate Student Body (USB) of the University of Massachusetts at Boston.
- 1-0 § 1.01 All Bylaws, Acts, and procedures of the Undergraduate Student Government will be consistent with the Constitution of the Undergraduate Student Government.
- 1-0 § 1.02 The Undergraduate Student Government will be governed by the Board of Trustees' statement on University Governance.
- 1-0 § 1.03 The Undergraduate Student Government will be composed of a Legislative, an Executive, and a Judicial Branch. Any member of the Undergraduate Student Body who is elected or appointed to the Undergraduate Student Government will be known as an Official of the Undergraduate Student Government for the duration of their term of office. Officials holding the position of President, Vice President, Speaker, Vice Speaker, Chief Justice, and the Chair of any standing committee will be known as USG Officers
- 1-0 § 1.04 The Undergraduate Student Government will not discriminate, and will adhere to the University's policy on discrimination.
- 1-0 § 1.05 A class day is any day Monday through Friday that classes are being held on the Morrissey Boulevard Campus of the University of Massachusetts at Boston. A snow day will count as a class day if classes are held until at least noon.
- 1-0 § 1.06 Ex-officio members have no vote, do not count for quorum, and have no special privileges.

## Article II: Operations

### Chapter 1: Officials

- 2-1 § 1.00 Seating of Officials**
- 2-1 § 1.01 The President-elect and Vice-President-elect will be given the Oath of Office by the Chief Justice and take office during the last Senate General Assembly of the

spring academic semester. Should the Chief Justice be unavailable the most senior available Justice will administer the Oath.

- 2-1 § 1.02 Senators-elect will take office the first Wednesday in April. Whenever a new Senate is seated the following timeline will be used:
- a. The current Senate will meet and discharge any remaining business. Once this is done the Speaker will yield the chair to the Vice-President, who will thank the current Senators for their service, and discharge them from their duties and Oaths of Office. The Senate will then adjourn.
  - b. The Vice President will then call the new Senate to Order and administer the Oath of Office to all Senators-elect.
  - c. Once the Oath of Office is administered, the Vice-President will call for the election of a new Speaker. The Vice President will preside over the Senate until the new Speaker is elected, at which point the Speaker will preside over the meeting.
  - d. Once the new Speaker is chosen the Vice Speaker and the Chairs of the Committees will be elected, in the order of succession outlined in 2-4 § 1.01.
- 2-1 § 1.03 All pertinent materials will be given to the incoming President-elect, Vice President-elect, and Senators-elect.
- 2-1 § 1.04 Until the newly elected officials are administered the Oath of Office they will be known as Senator-elect, President-elect, Vice President-elect, or Student Trustee-elect, respectively. Additionally, until they are administered the Oath, Officials are not required to resign from their current branch or office.
- 2-1 § 1.05 2-1 § 1.00 applies only to the regular election. Any Official elected in a special election will be seated the Wednesday following the election, after taking the Oath of Office.
- 2-1 § 2.00 Attendance Policy for Officials**

- 2-1 § 2.01 Any Official who accrues three absences per academic semester will be dismissed from the Undergraduate Student Government (USG), effective three class days after they accrue the third absence.
- 2-1 § 2.02 Absences may be excused if the Official contacts the head of their Branch in writing, with reasonable notice, prior to the absence occurring. The head of the Official's branch will decide if the reason given is valid. If the reason is found invalid the absentee has the right to petition the Judicial Branch to review the excuse. Excused absences do not count toward the absence limit.
- 2-1 § 2.03 Valid reasons for an absence should be as specific as possible, and include one of the following reasons:
- a. Personal or family related medical emergencies.
  - b. Family related obligations.
  - c. Emergency work obligations.
  - d. An Exam, Midterm, or Final scheduled for the time of the meeting or the following day. The Exam will not qualify if it is not scheduled for the entire class period.
  - e. A major paper or project due the following day worth at least 20% of the final grade.
- 2-1 § 2.04 If requested to do so, the Official must provide evidence of the emergency situation or academic obligation.
- 2-1 § 2.05 If, for circumstances beyond the Official's control, said Official cannot submit a reason prior to being absent the Official should make every attempt to inform the head of the Official's respective branch of his/her absence as soon as reasonably possible. Once the emergency is resolved, the Official must submit the reason for the absence in writing.
- 2-1 § 2.06 If the reason for the absence is found to be invalid, or if these procedures are ignored by the absentee, the absence will count against the absence limit.
- 2-1 § 2.07 All elected Officials must serve at least 3 constituent hours per week. Each missed constituent hour will count for up to 1/3 of an absence, at the discretion of the Speaker.

- 2-1 § 2.08      Constituent hours are not required to be performed in the Senate office. Senators are encouraged to maintain a log of their constituent hours in the event their attendance is questioned.
- 2-1 § 2.09      Officials arriving tardy to either a Senate Meeting or their Committee Meeting will be penalized 1/3 of an absence, at the discretion of the Chair of the Meeting. Officials leaving a Senate Meeting or their Committee Meeting early will be penalized 1/3 of an absence, at the discretion of the Chair of the Meeting.
- 2-1 § 2.10      Officers will not be allowed any absences at Senate or Committee Meetings where they are required to attend. Should an Officer in the Senate be absent without excuse at a Committee or Senate Meeting that they are required to attend, said Officer will forfeit the Officer position, and will be ineligible to serve as an Officer for the remainder of his/her term.
- 2-1 § 2.11      If the Speaker or Chief Justice requires an excused absence, the President decides the validity of the excuse. If the President requires an excused absence, the Speaker determines the validity of the excuse.
- 2-1 § 2.12      If an Officer is unable to chair a meeting or a portion of a meeting the Officer must ensure their respective vice is aware and prepared to assume responsibility to chair the meeting.
- 2-1 § 3.00      Code of Conduct**
- 2-1 § 3.01      Officials must respect and abide by Acts of the USG and Resolutions of the USG, and any Committee Acts that they are subject to.
- 2-1 § 3.02      Officials may not commit ad hominem attacks against other Officials, members of the USB, or University staff.
- 2-1 § 3.03      No Official will use the name of the USG, or any Branch or office thereof, in the media, in conversation with University employees or vendors, or in any public statement without the prior approval of the Official's respective branch. Officials may, however, state that they are members of this organization if they make it clear that they are expressing their own views. Prior approval will take the form of an Act or Resolution for the Senate, a vote in favor for the Judiciary, and permission of the President for the Executive Branch.

- 2-1 § 3.04 No Official will participate in any business or activity, or have any financial interest, which would create a conflict between that private interest and the best interest of the Undergraduate Student Government or Undergraduate Student Body.
- 2-1 § 3.05 An Official may not vote on any Act or Resolution which would create a conflict of interest. Examples of conflicts of interest include, but are not limited to, the following: Trip Requests, RSO or Center funding, Coordinator Hiring, and Event Requests. Once an Official votes for an Act or Resolution they will not later accept the benefit of said vote if it creates, or would have created at the time of the vote, a conflict of interest. For example, if an Official who has no intention of going on a trip votes to authorize spending for that trip the Official is not allowed to later change his or her mind and go on the trip. Voting on campus-wide events does not, in and of itself, create a conflict of interest.
- 2-1 § 3.06 2-1 § 3.05 may be waived by the Director of Student Leadership and Activities for special circumstances when doing so would be of benefit to the Senate or University as a whole.
- 2-1 § 3.07 Officials may not accept or offer bribes. A bribe is any compensation from a party or group intended to influence an Official or member of the USB. Compensation includes, but is not limited to, money, gifts, or sexual favors.
- 2-1 § 3.08 Whenever an Official is ruled out of order two times during a meeting said Official may be asked by the Chair of the Meeting to leave the meeting voluntarily. If the Official refuses to leave Public Safety may be called to eject the Official. The Chair will decide whether to call Public Safety.
- 2-1 § 3.09 Officials who take the Oath of Office agree to be bound by the Code of Conduct. Additionally, they agree to uphold the Constitution, Bylaws, Acts, and Resolutions of the USG.
- 2-1 § 3.10 Officers are subject to all rules and regulations that Officials are subject to, unless otherwise specified.
- 2-1 § 4.00 Benefits of Officials**

- 2-1 § 4.01 Officers may have 24/7 Access to all student space in the Campus Center, only with the expressed approval and consent of a commissioned USG advisor.
- 2-1 § 4.03 Officers of the USG may receive financial compensation, known as ‘Stipends’, for their service based on expected/required hourly work commitments per academic week. The amount of the stipend for the following year will be decided by the Budget and Finance Committee during the creation of the annual budget. Increases and/or decreases to stipends from year-to-year shall not exceed 25% of the funding level for the current fiscal year.
- 2-1 § 4.04 The Budget & Finance Committee may petition the Senate General Assembly to provide supplemental compensation for Officers which exceed their weekly work expectations, as outlined in the by-laws. The rate of such supplemental compensation shall be set by the BFC, but is not exceed \$10.75/hr and/or 25% of the established stipend amount for that year. To be eligible for supplemental compensation, Officers must coordinate with the Director of the Office of Student Activities and Leadership to acquire and maintain a timecard. Only those hours certified by the Director via timecard, and which exceed the requirements set forth in these by-laws, shall be considered.
- 2-1 § 4.05 All acts affecting officer stipends, to include supplemental compensation, must be approved by the Steering Committee, reviewed by the Judicial Branch, and ratified by the USB President.
- 2-1 § 4.06 Executive Cabinet Officials are not eligible to receive the benefits listed in 2-1 § 4.00, unless they are individually authorized by the Senate via a Senate Act.
- 2-1 § 5.00 Requirements of Officials**
- 2-1 § 5.01 The USG proficiency exam will be administered to all elected USG Officials, in addition to officials of the Judicial Branch, no more than two weeks after they are seated. The exam will include questions on the structure and procedures of the USG, as well as pertinent information of Robert’s Rules of Order. The Judicial Branch will update the proficiency exam once every two years to reflect changes in the bylaws. Officials must pass the exam with a score of greater than 90% to be an Officer, and must score greater than 75% to remain in office. Should an

Official fail the test, they may retake the exam once no later than ten class days after the first exam is returned to the Official. The Official will suffer no penalty or removal from office until after the retake has been administered.

2-1 § 5.02 Officers are required to maintain an appropriate level of decorum both in and out of meetings. Officers will be dressed in at least business casual when attending any meeting in an official capacity.

## Chapter 2: Policy and Procedures

### **2-2 § 1.00 Filing System**

2-2 § 1.01 Copies of all agendas, minutes, and legislation will be stored in the Judicial Branch's office.

2-2 § 1.02 Files should be accessible online in a format viewable with free software. Paper records not from the current year will be made available upon written request to the Chief Justice within ten (10) class days of the request, if the records exist. If the number of copies exceeds two, then a fee may be assessed. The fee may not exceed the cost of the copies. The cost of copies will be assessed at the rate charged by Quinn Graphics for similar copies.

2-2 § 1.03 All files for the active calendar year will be kept in the drawers of the appropriate committee or branch desk.

### **2-2 § 2.00 *The Advocate***

2-2 § 2.01 Each month, the USG will publish a newsletter detailing any Legislation passed, important happenings, upcoming important events dealing with the USG, how to contact the USG, or any other information deemed important to the Undergraduate Student Body by the USG.

2-2 § 2.02 The Activities Statement will include the time and location of all regularly scheduled meetings to be held between the time that the Statement of Activities is published and the date the next Statement is due to be published.

2-2 § 2.03 The Statement of Activities will be distributed at tabling events or any other appropriate place to provide the newsletter

2-2 § 2.04 The heads of each branch are responsible for providing the actions of their branch for the Statement. Responsibility for the final compilation and publishing of the Statement will fall to the Campus Community Affairs Committee Chair

**2-2 § 3.00 Committee Actions**

2-2 § 3.01 “Committee Actions” are any Committee Acts or Committee Resolutions passed between the last Senate Meeting and the current Senate Meeting and that are not . After minutes are approved, the Speaker will ask if any Senator wishes to bring a Committee Action to the floor, which requires a second. If no Senator makes a motion to bring an Action to the floor the Speaker will move on to old business. Committee Actions are only binding on the originating committee and are used only for oversight. Any other use of Committee Actions will be considered out of order. Once a Committee Action is brought to the floor it will be treated as any other Proposal in terms of being eligible for an up or down vote or amendments.

**2-2 § 4.00 Discretionary Account Policies**

2-2 § 4.01 Every Standing Committee and the Judicial Branch may be allocated up to \$1,500.00 in Discretionary Funding as a line item in the Annual Budget.

2-2 § 4.02 The Executive Branch and Legislative Steering Committees may be allocated up to \$7,500.00 in Discretionary Funding as a line item in the annual budget.

2-2 § 4.03 The Student Trustee may be allocated up to \$500.00 in Discretionary Funding as a line item in the annual budget.

2-2 § 4.04 Annual discretionary funding may be raised by up to 50% of the original budgeted amount in a given fiscal year or the maximum allocations listed above, whichever is lower. Such increases shall be considered funding amendments and require a Budget and Finance Committee Act, approved by the Senate General Assembly.

2-2 § 4.05 Discretionary Accounts may be used for any of the following items: promotional materials, parking and transportation costs, catering, and/or other items which further the mission of the Office, Committee, or Branch.

2-2 § 4.06 Discretionary expenses require signature approval from the following officials for the inclusive fund:

- a. Committee Discretionary Funds: Committee Chairs
- b. Branch Discretionary Funds: Branch Director
- c. Office Discretionary Funds (i.e. Trustee): Office Holder
- d. In the event a signatory is not available, their authority shall be vested in the Vice-Chair, Vice President, Associate Justice, or another delegated person. Such delegation must be in writing and must be presented to the Budget & Finance Committee (for informational purposes only).

2-2 § 4.07 Discretionary account expenses shall be reviewed by the Budget and Finance Committee. If after examining a particular expense the committee finds it questionable, they may forward those findings to the Judicial Branch for consideration. If the expense has not yet occurred, the Committee may suspend the expense, requiring a majority vote, pending a judicial response.

**2-2 § 5.00 Asset Policy**

2-2 § 5.01 An asset is any tangible item purchased using money in whole or in part from the Student Activities Trust Fund (SATF). Any item not purchased with money from the SATF, but is purchased for the exclusive use of a Registered Student Organization (RSO) or Center will also be defined as an asset.

2-2 § 5.02 Disposable Assets are assets whose individual value is less than \$1 or are intended to be consumed during the appropriate use of the item. Disposable Assets do not need to be individually tracked, but the RSO or individual must be able to generally account for where the items went. For example, pens to promote an RSO do not need to be tracked, but the RSO must describe generally how they were distributed.

2-2 § 5.03 The asset pool is made up of all shared assets, and all assets confiscated from deactivated organizations.

2-2 § 5.04 Assets of all deactivated organizations will be placed in the asset pool.

2-2 § 5.05 The Student Organizations Committee may, by a majority vote, confiscate assets from RSOs or Centers if mismanagement of those assets has taken place. Assets purchased by a RSO or Center with money not from the SATF are exempt from

this section, with the caveat that upon deactivation of the RSO or Center those assets are placed in the asset pool.

- 2-2 § 5.06 The President of the RSO is responsible for all assets belonging to the RSO. The Center Coordinator is responsible for the assets belonging to the Center.
- 2-2 § 5.07 The President of a RSO or a Center Coordinator may request a loan from the asset pool. Loans are for fewer than five class days and only require the signature of the SEOC Chair. Members of the USB may request loans from the asset pool, so long as the request is approved by a Committee Act from SEOC or an Act of the USG.
- 2-2 § 5.08 The President of a RSO or a Center Coordinator may request the transfer of assets from the asset pool to the RSO or Center. Transfer requests require a Committee Act from SEOC.
- 2-2 § 5.09 RSOs and Centers will be responsible for any assets they use during an event. If an asset not belonging to the organization is lost or damaged, and the value of that item exceeds \$500, that organization will be penalized two points on their final semester review score. If the value is less than \$500 and greater than \$50, the organization will be penalized one point.
- 2-2 § 5.10 Receipt of assets is contingent upon the acceptance of this policy.

## Chapter 3: Legislation

### **2-3 § 1.00 Types of Legislation**

- 2-3 § 1.01 An Act of the Undergraduate Student Government (USG) is a binding resolution on all members of the Undergraduate Student Body (USB). Acts of the USG take precedence over Committee Acts or Senate Acts.
- 2-3 § 1.02 A Resolution of the Undergraduate Student Government is a non-binding resolution on all members of the Undergraduate Student Government.
- 2-3 § 1.03 A Committee Act is a binding resolution on all member of the originating committee and only on those areas within the committee's scope. A Committee Resolution is a non-binding resolution that must be within the scope of the originating committee's duties.

- 2-3 § 1.04 A Senate Act is a binding resolution used solely for Senate business that does not require an Act of the USG. Senate Acts may only be used for purposes explicitly stated in these Bylaws. Senate Acts require only the approval of the Senate.
- 2-3 § 2.00 Passing Of Legislation**
- 2-3 § 2.01 Acts or Resolutions of the USG (Legislation of the USG) may originate in any committee, but a committee may not pass Legislation that is within the scope of another committee. If a committee passes Legislation of the USG, that Legislation will be voted on by the Steering Committee.
- 2-3 § 2.02 Legislation of the USG receiving a majority vote in favor from the Steering Committee will appear on the Senate Meeting agenda and will be handled normally. Legislation of the USG that does not receive a majority vote in favor from the Steering Committee will appear on the Senate Meeting agenda with “opposed” status. The Senate will be required to vote two-thirds in favor to pass legislation with “opposed” status.
- 2-3 § 2.03 The President may place Legislation on Senate Meeting agenda, provided that legislation does not authorize spending. Legislation added in this manner will be marked as such on the agenda and are exempt from 2-3 § 2.02.
- 2-3 § 2.04 The President may veto Legislation of the USG either by vetoing the legislation directly or by taking no action on the legislation prior to the next Senate Meeting. The President may reconsider his veto up until the next Senate Meeting, but he/she is not able to reconsider after approving the legislation.
- 2-3 § 2.05 If the Senate passes legislation which is then vetoed by the President, that legislation will appear on the agenda of the next Senate Meeting. If the Senate then passes the legislation by a two-thirds majority, the veto is considered overridden and the legislation will immediately take effect. If the Senate fails to achieve the required two-thirds vote in favor, the legislation dies. Even if the legislation had greater than a two-thirds majority when originally passed, it must still be voted on again if vetoed.

- 2-3 § 2.06 Committee Acts and Committee Resolutions need only a majority vote of the committee to pass, unless a higher threshold is set for the specific Act or Resolution.
- 3-2 § 2.07 No Legislation of the USG that authorizes spending will be valid unless it has passed in the appropriate committee.
- 2-3 § 2.08 Legislation must be in compliance with the Constitution, Bylaws, and previous Acts of the USG. Even Legislation that only partially conflicts with existing Acts, the Constitution, or Bylaws are considered totally non-compliant. Legislation found to be non-compliant is considered null and void.
- 2-3 § 3.00 Legislation Labels**
- 2-3 § 3.01 The numbering system for legislation is as follows: XAZ-YYYYT-NNN. “XA” stands for the originating body, and is defined in 2-3 § 3.02. “Z” signifies if the legislation is an Act “A” or a Resolution “R”. “YYYY” Stands for the 4 digit year in which the legislation was introduced. “T” signifies if the legislation was passed in the spring “S”, summer “U”, fall “F”, or winter “W” semester. “NNN” stands for the number that the legislation is for that semester. Different originating bodies have different numbering counts, as do Committee Acts and Acts of the USG.
- 2-3 § 3.02 The “X” from “XA” is the label of the originating body. The following are the body labels: “S” for Senate, “T” for the Steering Committee, “B” for the Budget and Finance Committee, “O” for the Student Organizations Committee, and “C” for the Community Affairs Committee. The “A” in “XA” stands for whether the legislation will be Committee Legislation “C” or USG Legislation “S”. Senate Acts will use “E”.
- 2-3 § 3.03 After passage, Legislation of the USG will use a unified labeling scheme as follows: USG-“Z-YYYYT-NNN”. The USG, standing for Undergraduate Student Government, is constant. The remaining letters have the same meaning as in 2-3 § 3.01.
- 2-3 § 3.05 Examples of the system in use: The first Legislation of the USG in fall 2010, and which is the first originating from the Budget and Finance Committee, will be

labeled as BSA-2010F-001 prior to passage, USG-A-2010F-001 after signing by the President. If SEOC passes an Act of the USG at the following meetings, it will be known as OSA-2010F-001 prior to being signed by the President and USG-A-2010F-002 after being signed. If BFC then passes a Resolution of the USG, it will be known as BSR-2010F-002, and USG-R-2010F-003 if passed. If CCA then passes a Committee Resolution, it will be known as CCR-2010F-001.

## Chapter 4: Meetings

### **2-4 § 1.00 Structure**

- 2-4 § 1.01 The Speaker will Chair all Senate Meetings. Should the Speaker be unable to chair a Senate Meeting, the following order of succession will be used: The Speaker, followed by the Vice Speaker, followed by the BFC Chair, followed by the SEOC Chair, followed by the CCA Chair. Should all of these officials be unavailable, the Senate will select a Senator to Chair the meeting.
- 2-4 § 1.02 A Senate Meeting is a meeting where Senators from all committees meet as one group to vote on matters. A Committee Meeting is a meeting where Senators meet in their respective committees.
- 2-4 § 1.03 The Chair of a meeting will vote only when the vote would be decisive, except in the case of a secret ballot, where the Chair will vote normally. The Chair will rule null and void all motions and points which in his or her judgment are introduced to obstruct the meeting. The Chair may call a Meeting into recess for a non-renewable period of time which will not exceed thirty (30) minutes.
- 2-4 § 1.04 The Chair will yield the chair to make any comment of a partisan nature, and will not take reclaim the chair until the debate is closed and the subject is postponed, voted up, or voted down. The Chair must yield the chair if discussion on the subject resumes.

### **2-4 § 2.00 Agenda**

- 2-4 § 2.01 Adding Proposals to the agenda during the approval of the agenda requires a majority vote in favor. Any legislation added to the Senate Meeting Agenda will result in a brief recess prior to the Act being introduced, the timing of which will

be at the discretion of the Speaker. During this time the Steering Committee will examine the legislation and vote on whether to attach “opposed” status to the Act.

2-4 § 2.02

The format of all agendas will be:

- a. Title, including the name of the body
- b. Date, Fiscal Year, time, and location of the meeting
- c. The order of business: Call to Order, Approval of the Agenda, Approval of Old Minutes, Discretionary Account Expenses, Committee Actions, Old Business, New Business, Open Forum, and adjournment.

2-4 § 2.03

The Agenda for all regularly scheduled committee meetings will be posted no fewer than two class days prior to the meeting, along with all associated materials. Agenda for Senate Meetings will be posted four class days prior to the next Senate Meeting, along with all associated materials.

**2-4 § 3.00**

### **Minutes**

2-4 § 3.01

The minutes of all USG meetings, including all appropriate documents, agendas and minutes, will be prepared, distributed, and posted no later than three class days following the meeting.

2-4 § 3.02

Minutes will adhere to the following format:

- a. Title, including the name of the body
- b. Date, Fiscal Year, time and location of the meeting
- c. Attendance: those present and voting; those absent
- d. Order of business, including resultant tallies of votes and, if possible, a synopsis of all notable points of debate. Any emergency business or new business in addition to the published agenda will be included in the minutes.
- e. All resolve-upon actions with any amendments noted

2-4 § 3.03

Senate Meetings will, if possible, be videotaped. Copies of the recordings will be made available online in a format viewable with free software

2-4 § 3.04

Committee meetings will be audiotaped at the discretion of the Chair.

2-4 § 3.05

The Vice Speaker is responsible for minutes of Senate Meetings.

**2-4 § 4.00**

### **Scheduled Meetings**

- 2-4 § 4.01 The Senate will meet Wednesdays at 3 pm. The Senate will alternate between Senate Meetings and Committee meetings. The Speaker may override this requirement, allowing either committee meetings two weeks in a row or Senate Meetings two weeks in a row. The Speaker will not call more than two committee meetings or two Senate Meetings in a row.
- 2-4 § 4.02 The Steering Committee will meet following the conclusion of committee meetings. The Steering Committee will also meet following Senate Meetings if the Speaker deems it appropriate.
- 2-4 § 4.03 The Senate will meet over summer and winter breaks if necessary; however, it will not meet during Spring Break. The Steering Committee will vote on whether to hold meetings on the Wednesday before Thanksgiving during the first committee meeting in November. The Speaker will determine meeting frequency and absence penalties for meetings over winter and summer breaks. Penalties will not exceed those of meetings during the spring or fall semester.
- 2-4 § 4.04 The first meeting of every semester will be a Committee Meeting.
- 2-4 § 5.00 Off-Schedule Meetings**
- 2-4 § 5.01 The Speaker may call an off-schedule Senate Meeting, provided there is time-sensitive legislation that must be addressed.
- 2-4 § 5.02 A Committee Chair may hold off-schedule meetings, provided there is time-sensitive legislation that must be addressed.
- 2-4 § 5.03 All off-schedule meetings must be announced at least two class days in advance of the meeting. Agenda for the meeting must also be posted at least two class days prior to the meeting. Only time-sensitive business may be addressed at off-schedule meetings.

## Chapter 5: Support Staff

- 2-5 § 1.00 Advisor**
- 2-5 § 1.01 The Undergraduate Student Government (USG) advisor is a support position only. The Advisor will not interfere with the decision making the process of the USG. Further, the Advisor will not attempt to influence Officials of the USG.

**2-5 § 2.00      The Clerk**

- 2-5 § 2.01      The clerk is a support position only. The clerk will not interfere with the decision making the process of the USG. Further, the clerk will not attempt to influence Officials of the USG.
- 2-5 § 2.02      The clerk is not an Official of the USG, ex-officio or otherwise, and has no special privileges during meetings.
- 2-5 § 2.03      The clerk will be work-study required.
- 2-5 § 2.04      The Vice-President will conduct interviews for the clerk position, and submit recommendations to the President, Speaker, and Chief Justice, who will collectively make the final hiring decision.
- 2-5 § 2.05      The clerk will be hired for one year.
- 2-5 § 2.06      The clerk will work at least 2 hours per class day, at least four days per week. The hours must fall under the operating hours for the Department of Student Activities and Leadership. The clerk must work Wednesdays 2 PM to 5 PM. The Clerk will not work more than twenty hours per week. If the clerk is ill or otherwise unable to complete their required hours for the week they may be excused by either the USG Advisor or the President.
- 2-5 § 2.07      The responsibilities of the clerk include:
- a.    The compiling, copying and distributing of Senate Meeting agendas, and those of committees or other branches when requested.
  - b.    The copying and distribution of USG material.
  - c.    The posting of public statements and agendas from the USG, for which the administrative assistant will be given a key to the locked glass bulletin boards.
- 2-5 § 2.08      In no way will any of the preceding duties be construed as to allow creative work of any kind by the administrative assistant, such as: the drafting of legislative proposals; the writing of letters, memos or papers on any Official's behalf; and the lobbying of any person, be it over the phone or face-to-face.

**Article III: The Legislative Branch**

## Chapter 1: Structure and Operations

### **3-1 § 1.00 Structure**

3-1 § 1.01 The Legislative Branch consists of the Senate and its various committees. Officials of the Legislative Branch will have the title of Senator.

3-1 § 1.02 The Senate is composed of the Steering Committee, the Budget and Finance Committee (BFC), the Student Events and Organizations Committee (SEOC), and the Campus Community Affairs (CCA).

3-1 § 1.03 The Steering Committee will have the sole ability to place Senators in Committees, with the exception of Committee Chairs who are elected by the Senate.

3-1 § 1.04 Senators who are paid to work for a Center are ineligible to sit on SEOC or BFC.

3-1 § 1.05 Unless otherwise stated, Committees do not need to seek full Senate approval in carrying out actions inside the scope of their defined duties.

### **3-1 § 2.00 Committee Definitions**

3-1 § 2.01 Ad-hoc committees are temporary committees created in order to serve a specific purpose. Ad-hoc committees will automatically disband after one semester, unless extended by an Act of the USG. Any member of the USB is eligible serve and vote on ad-hoc committees; however, they are not automatically members of those committees. Ad-hoc committees are formed by passing an Act of the USG. The Act must contain the scope, size, and structure of the Committee.

3-1 § 2.02 The Steering Committee, the Budget and Finance Committee, the Community Affairs Committee, and the Student Organizations Committee all have the status of Standing Committees. Only Senators may serve on and vote in a standing committee.

3-1 § 2.03 All Senators will sit on only one standing committee, with the exception of the Vice-Speaker and the chairs of standing committees, who will also sit on the Steering Committee. Senators may sit on any number of ad-hoc committees.

### **3-1 § 3.00 Election Procedure for Internal Senate Positions**

3-1 § 3.01 Internal elections will appear on Senate Meeting agenda as a Senate Act, and Committee Meeting agenda as a Committee Act.

- 3-1 § 3.02 Senators may nominate themselves or any eligible Official. A second is not required. Senators may decline nomination.
- 3-1 § 3.03 Nominated Senators will be allowed to speak on their behalf prior to the vote. Other Senators may voice their opinions prior to the vote, or ask questions of a nominated Official. Each Senator will be recognized only twice during this processes.
- 3-1 § 3.04 The vote will be conducted via secret ballot. Only nominated Senators are eligible to receive votes.
- 3-1 § 3.05 A Senator must receive a majority of votes cast to be elected to the position. If no Senator receives a majority of the vote, then the Senator with the fewest votes will be removed from the ballot, and a second round of voting will occur. If there is a tie for fewest votes than a fair coin or die will be used to eliminate one of the Senators tied for lowest vote. After a Senator is eliminated, a new vote will be taken. This process will continue until a Senator receives a majority of the vote.
- 3-1 § 4.00 The Speaker**
- 3-1 § 4.01 The Speaker must serve a minimum of (10) service hours per academic week. At least five of these hours will be regularly scheduled and held in the Senate office.
- 3-1 § 4.02 The Speaker is responsible for maintaining smooth operations of the Senate and its various committees. The Speaker will represent the Senate to administration when appropriate, but may not speak on behalf of the Senate as a legislative body without first obtaining a Resolution to that effect.
- 3-1 § 4.03 The Speaker will ensure that a complete list of ongoing and recurring projects is delivered to the incoming Speaker.
- 3-1 § 5.00 Vice-Speaker**
- 3-1 § 5.01 The Vice-Speaker will perform at least 5 office hours per week.
- 3-1 § 5.02 The Vice-Speaker will be a non-voting member of all Standing committees should the Vice-Speaker decide or by request of the Speaker. The Vice-Speaker will primarily work with and respond to the Speaker and the projects they work on during committee meetings. It will be the duty of the Vice-Speaker to take

minutes of all meetings of committees or general assemblies and send them to members of the Judiciary for storage

**3-1 § 6.00 Committee Chairs**

3-1 § 6.01 Committee Chairs will issue the agenda of upcoming meetings with all relevant documents attached.

3-1 § 6.02 Committee Chairs will post the minutes of committee meetings and provide them to the members of the committee.

3-1 § 6.03 Committee Chairs must perform no less than (10) service hours per academic week. At least five of these hours will be regularly scheduled and held in the Senate office.

3-1 § 6.04 The Chairs of standing committees will be elected at the first Senate Meeting of a new Senate, or when a vacancy arises.

3-1 § 6.05 The Chair is a non-voting member, except during tie-breaking and during secret balloting when they will be voting members.

**3-1 § 7.00 Committee Vice-Chairs**

3-1 § 7.01 The Vice Chair will be responsible for the following:

- a. Taking minutes during Committee Meetings.
- b. Provide the minutes to the Chair no later than two class days following the Committee Meeting.
- c. Run Committee Meetings in the absence of the Chair
- d. Attend Steering Committee meetings in the place of the Chair should the Chair be unable to attend.

3-1 § 7.02 The Vice-Chairs of standing committees will be elected from the respective committee at the first committee meeting of a new Senate, or when a vacancy arises. All Senators in a committee are eligible to be elected the vice-chair of that committee, with the exception of the Vice-Speaker.

## Chapter 2: The Steering Committee

**3-2 § 1.00 Structure**

- 3-2 § 1.01 The Steering Committee will consist of the Speaker, the Vice-Speaker, and the Chairs of any Standing Committees.
- 3-2 § 1.02 The Steering Committee is chaired by the Speaker. The Vice-Chair of the Steering Committee is the Vice-Speaker.
- 3-2 § 2.00 Operations**
- 3-2 § 2.01 If Legislation of the USG originates in the Steering Committee, and it receives not more than one vote in favor, that Legislation will not appear on the Senate Meeting Agenda.
- 3-2 § 2.02 The Steering Committee will coordinate the actions of the different committees on the Senate.
- 3-2 § 2.03 The President, Vice President, the Chief Justice, and the Assistant Dean of Students may attend meetings of the Steering Committee if they so desire, even in closed session, but are not members of the Steering Committee.
- 3-2 § 2.04 Steering Committee meetings are open meetings but may be closed at the discretion of the Speaker. The Speaker may let additional people sit in on closed meetings at his or her discretion.

## Chapter 3: The Budget and Finance Committee

- 3-3 § 1.00 Structure**
- 3-3 § 1.01 The Budget and Finance Committee (BFC) will have no fewer than five officials and no more than seven officials.
- 3-3 § 1.02 The Committee will include the following leadership positions:
- a) Committee Chair nominated and appointed via Senate vote.
  - b) Vice Chair nominated and appointed via Committee vote.
- 3-3 § 1.03 Quorum will consist of 4 members, 3 of which must be voting members.
- 3-3 § 2.00 Member Responsibilities**
- 3-3 § 2.01 Committee members are responsible for the following:
- a) Remain cognizant of the general state of the Student Activities Trust Fund (SATF).

- b) Manage the dispensation of General Contingency Funds within the SATF.
- c) Remain abreast of all General Contingency Funding requests and proposals.
- d) Manage all asset procurements/purchases.
- e) Provide general oversight over spending of those line items maintained in the SATF Annual Budget, to including: payroll, SAEC, SEOC, and discretionary expenditures.

**3-3 § 3.00     **Traveling and Event Funding Requests****

3-3 § 3.01     Funding requirements contained within this section are relevant to all acts of the USG, regardless of committee or branch.

3-3 § 3.02     Only members of the Undergraduate Student Body (USB) may request funding for travel and events. Non-USB members directly affiliated with the University (i.e. faculty, staff, graduate students, etc.) may submit a request through a USB sponsor and only if the event would primarily benefit the USB.

3-3 § 3.03     Members of Registered Student Organizations must request funding through the Student Events and Organizations Committee (SEOC) for all events within the Greater Boston Area (considered accessible by the MBTA). This includes off-campus events. In exceptional and/or urgent situations the BFC may consider RSO funding, but such requests must be brought before the committee with an SEOC sponsor.

3-3 § 3.04     Funding requests may be approved pursuant to the following guidelines:

- a) Funding requests for events may be reviewed and approved via Committee Act, absent approval of the Senate General Assembly, provided such events take place within the Greater Boston Area, do not affect more than one budget line, and do not exceed \$2,500.00. Of note, this ruling only applies to funding requests and not discretionary expenses, which may be spent pursuant to those by-laws governing Discretionary Account Policy.
- b) Funding requests affecting more than one budget line shall require approval of the Senate General Assembly. Examples of such requests are transfers from

committee fund to committee fund (BFC-to-SEOC), transfer of general funds to a discretionary account, and any funding to other University Departments.

- c) Funding requests involving travel outside of the Greater Boston Area requires Senate General Assembly approval, regardless of committee, branch, and/or funding source (to include discretionary spending).
- d) Local travel and events may be funded to 100%, at their discretion up to \$150.00 per semester, per student. 'Local' is defined as any travel or event which occurs within the Greater Boston area.
- e) Approval of all funding requests requires a majority vote of the committee and/or general assembly.

3-3 § 3.05 Trips and events outside of the Metropolitan Boston area may be funded at NO MORE THAN the following amounts:

- a) No more than \$150.00 per semester, per student.
- b) Transportation costs may be funded up to 50% or up to \$100.00 per request
- c) Lodging costs may be funded up to 50%.
- d) Registration costs may be funded up to 100%.
- e) Advisor costs will not be funded.
- f) Costs not mentioned may be funded at the discretion of the Budget and Finance Committee.

3-3 § 3.06 After an event has concluded requestors must complete an "Event Evaluation Form". Failure to complete the form inside of 8 class days will result in the requesting students being ineligible to request money from BFC, for any purpose, in the future.

3-3 § 3.07 Food may only be funded per the following guidelines:

- a) On-Campus: No more than \$1,000.00 per event and no more than \$20.00 per student, per University Policy.
- b) Off-Campus: None
- c) RSOs and students catering on-campus events must utilize University dining services, unless clear and convincing evidence is provided that such services do not or cannot meet their needs.

- d) Food costs will be funded for Undergraduate Students only. Those events open to faculty, staff, and the public, and at which catering was provided, must charge a fee for entry equal to the cost per meal. This need only be charged to non-undergraduate students only. All revenue gained from such events will then be remitted to the USG.
  - e) Waivers to food/catering policies may be granted by Committee Chairs, pursuant to Steering approval.
- 3-3 § 3.08 All funding requests from non-registered student organizations shall be submitted via the online “On/Off-Campus Request” form found at <http://www.umbgov.com/?bf>.
- 3-3 § 3.09 All funding requests from registered student organizations shall be submitted via the online “RSO Funding Request” form found at <http://www.umbgov.com/rso-request/>.
- 3-3 § 3.10 Committee deliberation and debate regarding funding matters is public, but the vote shall remain confidential. Students requesting money will have the opportunity to present their request, and members of the public are welcomed (Space Permitting) during such presentations. Once said presentations are over and discussion has ended, all non-committee members may be asked to leave the room and allow the Committee to vote on the proposal.
- 3-3 § 3.11 Requests must be submitted no later than four semester weeks before the BFC meeting in which the proposal will be introduced. The BFC chair may waive this requirement for extenuating circumstances. If a sponsor fails to submit within the allotted time frame more than once within an academic year, the BFC may vote to rescind their request privileges.
- 3-3 § 3.12 A “Travel/Event Evaluation Form” must be completed within (1) academic week following any BFC funded event or travel. Failure to complete the form inside of 8 class days will result in the requesting students being ineligible to request money from the USG, for any purpose, in the future. This requirement may be waived by the Chair, Budget & Finance Committee.
- 3-3 § 3.13 RSOs and Centers which fail to submit funding requests and/or travel/event evaluations within the allotted timeframe more than once within an academic year may lose their BFC funding privileges and/or be placed in a probationary status.
- 3-3 § 4.00 Asset Requests**

- 3-3 § 4.01 The BFC is the governing body for all asset purchases utilizing SATF funds. Only Officials of the Undergraduate Student Government (USB) are eligible to request asset purchases from BFC.
- 3-3 § 4.02 Assets purchased for an event or Signature Program will enter the asset pool upon completion of the event or termination of the program.
- 3-3 § 4.03 Assets purchased for an RSO or Center will be the responsibility of that organization.
- 3-3 § 4.04 All Assets will be managed as per the asset policy.
- 3-3 § 4.05 All Asset requests will include the “Asset Request Form” which may be found in the Appendix.
- 3-3 § 4.06 The total price of the asset divided by the number of years the asset is expected to last, with reasonable wear and tear, must not exceed \$500.
- 3-3 § 4.07 Asset requests under \$500 may be passed as Committee Acts, to a limit of \$2,500 per semester. Asset requests over \$500 or requests that would cause total BFC asset spending, through Committee Acts, in the semester to exceed \$2,500.00 must be forwarded to the Senate General Assembly for approval.
- 3-3 § 4.08 Requests must be submitted no later than four academic weeks before the asset must be purchased.
- 3-3 § 5.00 Operations**
- 3-3 § 5.01 The Budget and Finance Committee (BFC) may hear financial requests that do not conform to the guidelines of this by-laws at the discretion of the Chair of BFC. Requests must be submitted no later than four class days before the BFC meeting in which the proposal will be introduced. Requests that are introduced via this section must be passed as an Act of the USG.
- 3-3 § 5.02 At the start of each semester the Budget and Finance Committee will publish and make available the policies and procedures for committee actions for that academic year.
- 3-3 § 5.03 The Budget and Finance Committee, in carrying out its duties, may request financial information from the University administration. Such information includes contracts, budgets, and/or other detailed financial records from any

department, office, or other University enterprise within the University of Massachusetts.

3-3 § 5.04 BFC may, by committee action, disencumber any funds that remain unspent past the date the funds were scheduled to be spent.

3-3 § 5.05 BFC will endeavor to reduce the Carry Forward to the smallest fiscally responsible level. To carry out this duty the BFC Chair, in consultation with appropriate University Staff, will be allowed to disencumber unspent funds in any line item starting three weeks prior to the end of the University Fiscal Year. This power may be delegated.

3-3 § 5.06 BFC will create a “Fiscal Responsibility Act” in the Spring Semester. The purpose of the Act will be to spend unspent or unallocated funds on physical improvements, assets that will benefit the USB, or giving SAEC part of their next budget early. The “Fiscal Responsibility Act” must be an Act of the USG.

3-3 § 5.07 The Fiscal Responsibility Plan will be passed as a single Act, but may be written so that spending happens in phases depending on available funds.

### **3-3 § 6.00 The Fiscal Budget**

3-3 § 6.01 The Committee shall present to the Senate, for consideration and approval, a primary and contingent budget no later than the first week of May, for the following year.

3-3 § 6.02 The primary budget shall represent all forecasted SATF revenue for the following year, and the contingent budget shall reflect a 5% reduction in those forecasted revenues.

3-3 § 6.03 The “Total Budget” is the amount of money expected to be taken in the SATF, without any expenses deducted. The “Operating Budget” represents that portion of SATF revenue remaining after waivers and administrative transfer fees (ATF) have been deducted. The “Allocated Budget” represents those monies allotted for payroll, programming, and other expenses.

3-3 § 6.04 The Student Events and Organizations Committee will receive not less than 25% of the Operating Budget. Except during times of extreme financial hardship, in

which case a 2/3 vote of the Senate and Presidential ratification may override this requirement. In such cases, program and club funding shall take priority over payroll to the extent possible.

- 3-3 § 6.05 The Student Activities and Events Council will receive not less than 15% of the Operating Budget. Except during times of extreme financial hardship, in which case a 2/3 vote of the Senate and Presidential ratification may override this requirement. In such cases, program and club funding shall take priority over payroll to the extent possible.
- 3-3 § 6.06 Budget approval requires a 2/3 majority vote of the Senate General Assembly. Once approved, the Budget will be forwarded to the President for review and approval. The President may not amend the Budget as passed by the Senate. The President shall have 2 working days, from the date of receipt, in which to ratify or veto the budget.
- 3-3 § 6.07 If the President vetoes the Budget, it shall be returned to the Senate for override consideration before the end of the next Senate General Assembly following the veto. If overridden, the budget shall be forwarded to the University as is, if the override fails the budget shall be returned to the Budget and Finance Committee for restudy, rewrite, and resubmission. An override vote requires a 2/3 majority vote of the Senate General Assembly.
- 3-3 § 6.08 If the USG fails to pass an annual budget before the end of classes (defined as the last day of final examinations), the Assistant Dean of Students shall present an annual SATF budget, on behalf of the USG and in consultation with the Speaker and President, to the Vice Chancellor of Student Affairs for approval and submission.
- 3-3 § 6.09 The Budget, upon approval by the USG, will be sent to the appropriate University staff for final approval. Any disbursements from the SATF will be in accordance with University financial and operational policies and established campus procedures.

## Chapter 4: The Student Organizations Committee

**3-4 § 1.00 Structure**

3-4 § 1.01 The Student Events and Organizations Committee (SEOC) is responsible for the oversight of Recognized Student Organizations (RSOs) and Student Centers, including semester reviews. SEOC is responsible for space allotments and organization budgets.

3-4 § 1.02 SEOC will have no fewer than six Senators. Quorum will be a majority of SEOC Officials.

**3-4 § 2.00 Officials of SEOC**

3-4 § 2.01 Senators of SEOC will have the following duties:

- a. Be informed on upcoming SEOC proposals and the general state of RSOs and Centers.
- b. Meet with their assigned RSOs or Centers when needed and be aware of the specific budgetary, event, and membership status of the organization.
- c. Know and uphold the Constitution, Bylaws, Acts and Resolutions of the USG.
- d. Perform at least 3 office hours per week.

**3-4 § 3.00 Operations**

3-4 § 3.01 SEOC will receive an annual budget for the purpose of funding RSO and Center budgets and small events.

3-4 § 3.02 Each RSO and Center will have a SEOC official assigned to it. This Official will attend at least one meeting with that RSO per semester. This Official will also meet with the president or treasurer of that RSO once per semester, in addition to end of semester review. The list of which SEOC member is assigned to which RSO or Center will be posted with contact information in the Senate Office.

**3-4 § 4.00 RSO and Center Oversight**

3-4 § 4.01 SEOC may freeze the funds of any RSO or Center if SEOC believes the funds are being mismanaged. Freezing funds will require the approval of the Chair of SEOC or a Committee Act.

3-4 § 4.02 If SEOC freezes the funds of a RSO or Center the item will appear on the agenda of the next SEOC committee meeting. The organization in question will be

allowed to defend its actions. If SEOC votes that the organization was in violation of the USG Constitution, Bylaws, or one or more Acts of the USG, the organization will be told how to rectify the situation. Once the violation is rectified, the Chair of SEOC will restore the organization's access to funds. If SEOC finds the organization was not in violation then access to its funds will be restored immediately.

- 3-4 § 4.03 SEOC members will have access to spaces of organizations which it oversees within 24 hours of notifying the organization. If Campus is closed, then SEOC will have access when Campus reopens.
- 3-4 § 4.04 Any Organization with "Failing" status will undergo a review twice per semester. Any Organization that fails two reviews in a row, or two out of the three most recent reviews, will be deactivated.
- 3-4 § 5.00 Space Allocations**
- 3-4 § 5.01 SEOC is responsible for the allocations and use of RSO and Center space. The space SEOC is responsible for is defined in the Appendix.
- 3-4 § 5.02 Centers will be given priority when assigning space. Priority will not be sufficient to remove a RSO from assigned space; it only ensures the Center be at the top of the waiting list with respect to new space.
- 3-4 § 5.03 RSOs with "Failing" status will not be allowed to request space, but will be allowed to retain their current space at the discretion of SEOC.
- 3-4 § 5.04 All RSO's must vacate their space at the end of the academic year for cleaning. Student Activities and Leadership will make storage available for any items over the summer. RSO's will need to reapply for space by the beginning of the academic year and space will be made available through a lottery. If there is no space available, RSO's will be placed on a waiting list until space is available. The waiting list will be maintained by the Chair of SEOC and will be kept posted in the Senate Office.
- 3-4 § 5.05 SEOC may take space from a RSO or Center if that space is underused, unused, or misused.

- 3-4 § 5.06 SEOC may not take space from one organization solely to make room for a second organization.
- 3-4 § 5.07 Student Activities and Leadership, or any other University department, may not move RSOs or Centers without prior approval from SEOC. Approval must occur during a regularly scheduled SEOC meeting, requiring a majority vote of those present and voting.
- 3-4 § 5.08 SEOC may reorganize a large number of RSOs and Centers to improve the layout and use of space. Displaced organizations will be given space equivalent to what they previously occupied, unless that space was being underused or misused. This requires an Act of the USG, and will be done in consultation with Student Activities and Leadership.
- 3-4 § 5.9 SEOC will allocate space for the Student Trustee and USG.
- 3-4 § 5.10 The President or Coordinator of all Centers and RSOs will sign a space contract at the start of every semester.
- 3-4 § 5.11 Any stored items left by RSO's that do not receive space the following academic year are subject to being discarded.

## Chapter 5: The Community Affairs Committee

### **3-5 § 1.00 Structure**

- 3-5 § 1.01 The Campus Community Affairs (CCA) is the student relations branch of the USG. The scope of CCA will include, but not be limited to, the following:
- a. Promoting the academic interests of the USB.
  - b. Recommendation of any repairs, upgrades, or adjustments to physical property deemed necessary or which would help make the campus safer and more accessible.
  - c. Communication between the Senate and the USB.
  - d. Dealing with problems that students bring to the Senate pertaining to the internal workings of the University of Massachusetts at Boston;

provided, however, that issues which fall under the jurisdiction of another Senate Committee or Branch will be excluded.

e. **Managing Signature Programs.**

3-5 § 1.02 CCA will consist of no fewer than five (5) Senators including the chair. Quorum will consist of a majority of members.

3-5 § 1.03 CCA will conduct polls, surveys, or censuses each semester to measure USB opinion on matters of importance to the student body, to include opinions on the performance of the USG. CCA will be responsible for outreach through social media. This responsibility will not infringe on the other committees and branches ability to use the official accounts.

3-5 § 1.04 CCA will hear recommendations for Resolutions regarding topics relevant to the USB. Posts made not included in the committee’s scope will be sent for approval of the respected officer.

3-5 § 1.05 CCA may offer incentives to the USB to encourage responses in its various surveys, polls, and censuses.

3-5 § 1.06 CCA will be given sufficient funds to carry out its duties.

**3-5 § 2.00 Officials of CCA**

3-5 § 2.01 Senators of CCA will have the following responsibilities:

- a. Be informed on upcoming CCA proposals and the general state of the USB.
- b. Know and uphold the Constitution, Bylaws, Acts and Resolutions of the USG.
- c. Perform at least 3 constituent hours per week.

## Chapter 6: Signature Programs of the USG

**3-6 § 1.00 Signature Programs**

3-6 § 1.01 A signature program is a recurring event or program that provides a service to the Undergraduate Student Body (USB).

3-6 § 1.02 A “Signature Program” line item will be included in the Budget. The amount of money in this line item will be sufficient to cover all existing Signature Programs,

along with sufficient money for new initiatives, if more money is available. Outside funding may be considered as part of the Signature Program line item only if the funding is guaranteed in writing by a reliable source in a position to cover any shortfall.

3-6 § 1.03 Signature Programs will be managed by the Community Affairs Committee.

**3-6 § 2.00 Signature Program Creation**

3-6 § 2.01 All signature programs will be initiated in the Community Affairs Committee. Prior to their final approval, Signature Programs will be known as Program Initiatives.

3-6 § 2.02 The Proposal to create a Signature Program will include a Program Information Binder, which must describe the fundamental needs of the program. The Following items must be included:

- a. A detailed overall budget. This budget will include both first-year startup costs and recurring yearly costs. The budget should contain money for an advertising campaign.
- b. A timeline for the program. This will include start dates, end dates, dates that progress and budget reports will be submitted and expected budget remaining at specific dates.
- c. Contact information of all relevant Campus Center, University personnel, and vendors useful to the program.
- d. Reports on the Program. Reports will include both things that went well and things that could be improved.

3-6 § 2.03 All Program Initiatives must be an Act of the USG. At the conclusion of the Program Initiative, or after a reasonable length of time for year-round programs, a second Act of the USG must be passed confirming the Program Initiative as a Signature Program. Failure to confirm the program will result in the Program Initiative being defunded and stopped.

**3-6 § 3.00 Signature Program Review**

3-6 § 3.01 Signature Programs will submit regular updates, including utilization by the USB and budget reports.

3-6 § 3.02 Ending a Signature Program requires an Act of the USG.

## Article IV: Student Organizations

### Chapter 1: Registered Student Organizations

#### **4-1 § 1.00 Registered Student Organization Requirements and Benefits**

4-1 § 1.01 A Registered Student Organization (RSO) is a student organization created to promote interest in an idea or activity.

4-1 § 1.02 A RSO has the following benefits:

- a. Eligible to receive a budget from SEOC
- b. Eligible to receive an office space allotment.
- c. May request extra money from SEOC for events if they score at least 7/10 or better on their semester reviews.
- d. Members may access the RSO's space during all normal hours of the Campus Center.
- e. RSOs "In Good Standing" may purchase one item (such as T-Shirts) for each USB member of their membership per semester at a 75% subsidy. (The RSO may pay up to 75% of the cost and each member must pay the remainder)
- f. RSOs "In Need of Improvement" may purchase one item for each USB member of their membership per semester at up to a 25% subsidy.

4-1 § 1.03 RSOs have the following requirements:

- a. An elected President and Treasurer
- b. A constitution approved by SEOC.
- c. Maintain at least 15 undergraduate members. Of the 15 required members, RSOs may not have more than a 40% overlap of members with another RSO.
- d. Have a signed Anti-Hazing form on file, to be updated yearly and signed by all members of the organization.

- 4-1 § 1.04 RSOs may request a special exemption from the Anti-Discrimination policy. If they do so, they will not be eligible for a budget from SEOC. They may not request space from SEOC. They may still request money for events on campus, but these events must be non-discriminatory. The exemption must be reviewed by SEOC on a semester basis, during the semester review. Only Chartered organizations, acting as a fraternity or sorority, are eligible for the exemption. RSOs must score 8/10 or better on their last semester review to maintain the exemption, and must score 9/10 or better to apply for the exemption.
- 4-1 § 1.05 No RSO will be given access to their budget unless both the President and Treasurer have completed online club training provided by Student Activities and Leadership.
- 4-1 § 1.06 Members of the USB are only allowed to serve as the President or Treasurer of a single RSO.
- 4-1 § 2.00 Registered Student Organization Creation**
- 4-1 § 2.01 Parties interested in creating a RSO must gather and submit a mission statement and a list of fifteen interested members of the Undergraduate Student Body to the Student Organizations Committee via SAGroups.
- 4-1 § 2.02 Once SEOC has received initial documentation from the prospective RSO, SEOC will assign a SEOC official to assist the RSO in the creation process.
- 4-1 § 2.03 All RSOs must submit the following documents to SEOC prior to final approval for creation: Signed anti-hazing forms by all members of the RSO, a constitution passed by two-thirds of the RSO membership, and a President and Treasurer elected by and from the RSO. If the RSO is a chapter of a larger organization, they must also provide proof that they are recognized by the chartering organization.
- 4-1 § 2.04 SEOC will vote on approving the prospective RSO at the SEOC meeting following the submission of all required documents.
- 4-1 § 2.05 New RSO applications may be submitted at any time, but will only be reviewed after the first 3 weeks of each semester. Any applications submitted after this deadline will be held for review until the following semester.

**4-1 § 3.00 Semester Reviews for RSOs**

4-1 § 3.01 All RSOs not deactivating must submit to a semester review of its activities by SEOC.

4-1 § 3.02 The review will consist of five categories: Space Use, Asset Use, Budget Use, Activity Level, and Hard Requirements. The RSO must meet all hard requirements or it will lose RSO status. The RSO will have ten class days to remedy any Hard Requirement deficiencies.

4-1 § 3.03 Hard Requirements for RSOs are as follows:

- a. At least 15 undergraduate students as RSO members, with no more than 40% of the required membership overlapping with another RSO.
- b. Anti-hazing forms signed by all RSO members
- c. Both a President and Treasurer who have attended an orientation provided by Student Activities and Leadership, or elections scheduled to occur before the next semester to fill the vacancies.
- d. The RSO must have maintained a regular meeting schedule, meeting at least twice per month exempting semester breaks.

4-1 § 3.04 Budget Use will be graded on the following items (5 Points total):

- a. Money was spent in approximately the amounts allocated in the RSO budget, as approved by SEOC. (2 Points)
- b. The RSO can produce an itemized list of what was actually purchased (2 Points)
- c. The RSO has less than 10% of its allocated money remaining. (1 point)
- d. Fundraising performed by the RSO. This item is a “bonus” item, as not fundraising will not count against the RSO, but will count in favor of the RSO if the RSO does fundraise. (1 Point, bonus)

4-1 § 3.05 Space Use will be graded on the following items: (3 Points total)

- a. The space must be occupied and used by the organization for more than just storage. A member of the RSO must be present at the space at least ten hours per week. (1 point)
- b. The space must be recognizable as belonging to the RSO. (1 Point)

- c. The space must be clean and look maintained. (1 Point)
  - d. If the organization is only allocated storage space, then 4-1 § 3.05 will only count for 2 points and will be graded on if the storage space is used appropriately (1 point) and kept reasonably clean (1 point).
- 4-1 § 3.06 Asset Use will be graded on the following items: (4 Points Total)
- a. Assets must be in similar condition to how they were received, unless there is a reasonable cause for the change in condition (1 Points)
  - b. Assets belonging to the organization should be routinely utilized, unless there is a reasonable cause for a lack of use. (1 Point)
  - c. The RSO can produce or account for all of the assets it possesses. (2 Point)
- 4-1 § 3.07 Activity level will be graded on the following items: (Variable)
- a. Any events paid for by specially requested money occurred in reasonable approximation to the request, with review forms turned in sooner than three class days after the event concluded. Each event will be worth one point.
- 4-1 § 3.08 The review will be conducted by an elected USG Official.
- 4-1 § 3.09 If a category does not apply to a particular RSO then the maximum score will be reduced by that amount. For example, if a RSO does not have space and ran no extra-money events, it would be graded out of 9 and not 12. All grades will be normalized to a ten point scale, rounded to the nearest integer. A 10/12 would be 8/10, not 8.33/10.
- 4-1 § 3.10 RSOs may appeal their semester review results to SEOC. A majority of those present and voting is required to overturn the assigned grade. If the grade is overturned, a three-member panel of SEOC officials will conduct a second-semester review. This panel's results are final.
- 4-1 § 3.11 RSOs scoring 8/10 or better are considered "In Good Standing"; RSOs scoring 6/10-7/10 are considered "In Need of Improvement"; RSOs scoring less than 6/10 are "Failing".

## Chapter 2: Student Centers

### **4-2 § 1.00 Student Center Structure and Benefits**

4-2 § 1.01 A Student Center is a highly active student organization that has been consistently active for a number of years.

4-2 § 1.02 Student Center Benefits:

- a. Space in the Student Center
- b. A semester Budget from the Student Organizations Committee
- c. A paid Center Coordinator working 15 hours per week, 36 weeks/year.

4-2 § 1.03 Student Center Requirements:

- a. A Charter passed by SEOC

### **4-2 § 2.00 Coordinator Policy**

4-2 § 2.01 All Centers will have a Center Coordinator. The salary of the Coordinator will not count against the Center's budget.

4-2 § 2.02 Coordinators of Centers will be budgeted at 15 hours per week for 36 weeks per year.

4-2 § 2.03 Granting extended hours requires an Act of the USG, originating in SEOC. The extension will be permanent so long as the Center continues to score greater than 8/10 on its semester reviews. The extension is contingent on availability of funds, and may be delayed until the next fiscal year.

4-2 § 2.04 Centers "in good standing" are eligible for an assistant coordinator. A majority vote by SEOC is required to approve the Assistant Coordinator position. As long as the Center continues to score 8/10 or better on its semester reviews it will continue to be authorized an assistant. The assistant coordinator position is contingent on availability of funds, and may be delayed until the next fiscal year.

4-2 § 2.05 Center Coordinators are not allowed to serve as an Officer in a RSO.

### **4-2 § 3.00 Hiring Policy for Coordinators**

4-2 § 3.01 The Department of Student Activities and Leadership will be responsible for the convening and facilitating all hiring interviews of Coordinators, with such interviews to be convened on Campus.

- 4-2 § 3.02 The hiring board for each Center Coordinator will consist of one full-time staff person of the Office of Student Activities and Leadership, and an Official of SEOC.
- 4-2 § 3.03 All applications for a coordinator position must submit a letter of direction and plans for the center and a resume of prior experience no later than April 30<sup>th</sup> each year.
- 4-2 § 3.04 If there are no applicants for a Center after the deadline in 4-2 § 4.03, a search will be implemented by the hiring board. This will be done on a Center by Center basis; if some centers have applicants, the hiring process will proceed with those Centers.
- 4-2 § 3.05 Any recommendation for the hiring of Center Coordinators will be forwarded as a recommendation to SEOC for final approval.
- 4-2 § 3.06 Prior to making its final recommendations to SEOC, the hiring board will not discuss its deliberations or allow itself to be influenced by outside parties. Only members of the hiring board are permitted to be present during the interviews.
- 4-2 § 3.07 If a Coordinator is applying to be rehired, the hiring board may interview members of the center as to the effectiveness of the applicant.
- 4-2 § 3.08 Center Coordinators will conduct the interviews for assistant coordinators. The Center Coordinator will interview at least five applicants, or, if there are less than five applicants, every applicant will be given an interview. The Coordinator will forward their recommendation to SEOC, who have final authority on the hiring process.
- 4-2 § 3.09 Assistant Coordinators will be work-study required, unless the core membership of the Center is not eligible for work-study.
- 4-2 § 3.10 If a Center Coordinator quits or is otherwise unable to continue in the capacity of Coordinator a special hiring board will be convened. The special hiring board will adhere to all the requirements of the regular hiring board, with the exception of the timeline. No coordinators will be hired after March 1 of any given year.
- 4-2 § 3.11 If they are otherwise equally qualified, preference will be given to the coordinator with work-study funds.

**4-2 § 4.00      Advisors**

4-2 § 4.01      Advisors are strictly advisory in nature and signatory oversight in terms of University and State fiscal policies. The advisor should review all expenditure requests by the Center Coordinator and will process them subject to their compliance with University Policies and Procedures. The review must be completed in a timely manner. Failure to complete this step in a timely manner is grounds for the Center to request a replacement Advisor.

**4-2 § 5.00      Student Center Creation**

4-2 § 5.01      A prospective Center must first be an established RSO for at least three semesters prior to beginning the process of becoming a Center. Only RSOs scoring 9/10 or better for their last three semesters are eligible to begin the Center creation process.

4-2 § 5.02      The following must be submitted to SEOC by the RSO wishing to become Center no later than March 1<sup>st</sup> of the current academic year:

- a. A charter describing the mission of the Center.
- b. A statement describing the purpose the Center is filling, how the Center is not in conflict with an existing Center.
- c. A plan for the upcoming year, to include a detailed budget and possible events.

4-2 § 5.03      SEOC will vote on whether to accept the RSO as a provisional Center, which requires an Act of the USG. Provisional Centers have the same rights and responsibilities as full Centers.

4-2 § 5.04      If the provisional Center scores 9/10 or better on its first two semester reviews an Act of the USG confirming the provisional Center as a permanent Center will automatically appear on the agenda of the first SEOC meeting following the second-semester review. If the provisional Center fails to score 9/10 on its reviews or if the Act confirming the provisional Center fails to pass the provisional Center will return to RSO status without penalty.

**4-2 § 6.00      Semester Review for Centers**

- 4-2 § 6.01 All Centers not deactivating must submit to a semester review of its activities by SEOC.
- 4-2 § 6.02 The review will consist of the following categories; Budget Use, Space Use, Asset Use, Activity Level, and Events and Advocacy.
- 4-2 § 6.03 Budget Use will be graded on the following items (5 Points total):
- a. Money was spent in approximately the amounts allocated in the Center budget. (2 Points)
  - b. The Center can produce an itemized list of what was actually purchased (2 Points)
  - c. The Center has less than 10% of its allocated money remaining. (1 point)
- 4-2 § 6.04 Space Use will be graded on the following items: (4 Points total)
- a. The space must be occupied and used by the organization for more than just storage. A member of the Center must be present at the space at least thirty hours per week. (2 points)
  - b. The space must be recognizable as belonging to the Center. (1 Point)
  - c. The space must be clean and look maintained. (1 Point)
- 4-2 § 6.05 Asset Use will be graded on the following items: (4 Points Total)
- a. Assets must be in similar condition to how they were received, unless there is a reasonable cause for the change in condition (1 Points)
  - b. Assets belonging to the organization should be routinely utilized, unless there is a reasonable cause for a lack of use. (1 Point)
  - c. The Center must be able to account for all of its Assets. (2 Points)
- 4-2 § 6.06 Activity level will be graded on the following items: (5 Points Total)
- a. The Center leadership must have maintained a regular meeting schedule open to all members, meeting at least twice per month exempting semester breaks. (2 Points)
  - b. The Center must have at least two well-publicized events, regardless of the size of the event. (2 Point)
  - c. The Center must attempt a recruitment operation. (1 Point)
- 4-2 § 6.07 Events and Advocacy will be graded on the following items: (Variable)

- a. Any events paid for by specially requested money went well, with review forms turned in sooner than three class days after the event concluded. Each event will be worth one point.
- b. Fundraising performed by the Center. This item is a “bonus” item, as failure to fundraise will not count against the Center, but will count in favor of the Center if fundraising occurs. (1 Point, bonus)

- 4-2 § 6.08 The review will be conducted by an Official of SEOC.
- 4-2 § 6.09 If a category does not apply to a particular Center then the maximum score will be reduced by that amount. All grades will be normalized to a ten point scale, rounded to the nearest integer. A 17/18 would be 9/10, not 8.88/10.
- 4-2 § 6.10 Centers may appeal their semester review results to SEOC. A majority of the membership is required to overturn the assigned grade. If the grade is overturned, a three-member panel of SEOC officials will conduct a second-semester review. This panel’s results are final.
- 4-2 § 6.11 Centers scoring 8/10 or better are considered to be “In Good Standing”; Centers scoring 6/10-7/10 are considered “In Need of Improvement”; Centers scoring less than 6/10 have “Failing” status.

## Chapter 3: Organization Budgets and Events

### **4-3 § 1.00 RSO and Center Budgets**

- 4-3 § 1.01 The Student Events and Organizations Committee (SEOC) will not spend more than 60% of its allocated budget in one semester.
- 4-3 § 1.02 Registered Student Organization (RSO) and Center budgets are to be used only for assets, promotional materials, office supplies, or to further the purpose of the organization.
- 4-3 § 1.03 Each RSO may be allocated up to \$1,500 per semester as a maintenance budget. If a RSO receives money from an outside source, other than fundraising, its maximum a maintenance budget is reduced by 50% of the amount it receives. The maximum maintenance budget for a RSO receiving \$500 per semester from outside funding is \$1,250.

- 4-3 § 1.04 Each Center may be allocated up to \$3,000 per semester as a maintenance budget. Coordinator and Assistant Coordinator pay does not count against this limit.
- 4-3 § 1.05 Only the President or Treasurer of an RSO, whose contact information is on file with both SEOC and the Department of Student Activities and Leadership, may authorize spending from that RSO's account. Only the Coordinator of a Center may authorize spending from that Center's account.
- 4-3 § 1.06 Budgets submitted by RSOs and Centers will use the budget form provided by SEOC. The form will require that budgets are broken down by line item and will be as detailed as possible. Budgets not submitted in the proper format may be rejected at the discretion of the SEOC Chair.
- 4-3 § 2.00 Maintenance Budget Procedure**
- 4-3 § 2.01 There is no deadline for maintenance budget submissions, however, SEOC may close submissions by a majority vote.
- 4-3 § 2.02 SEOC will allocate money based on merit and submission date. Requests will be funded in order of submission date, but each request will be based on the merit of the request and do not need to be fully funded. SEOC must pass a Committee Act to allocate money to RSOs and Centers.
- 4-3 § 2.03 The Fall Fiscal Semester runs from July 1<sup>st</sup> until December 31<sup>st</sup>. The Spring Fiscal Semester runs from January 1<sup>st</sup> to May 30<sup>th</sup>. Any money left in RSO or Center accounts at the end of the Fiscal Semester will be reclaimed by the USG. Any money in RSO or Center accounts that is documented to not have come from the SATF will remain in the RSO or Center Account.
- 4-3 § 3.00 Events Outside the Maintenance Budget**
- 4-3 § 3.01 Any organization scoring at least 7/10 or better may request extra money for an event from SEOC.
- 4-3 § 3.02 Events funded by SEOC under 4-3 § 3.00 require only a Committee Act.
- 4-3 § 3.04 RSOs and Centers will have three class days to submit the "Event Evaluation Form" without penalty to their semester review score. Eight class days after the event, if the "Event Evaluation Form" has not been submitted, the organization's funds will be frozen until such time as the form is submitted.

## Article V: The Executive Branch

### **5-0 § 1.00 Structure**

5-0 § 1.01 The Executive Branch will consist of a President, a Vice President, and the Executive Cabinet.

5-0 § 1.02 Cabinet Officials will be appointed by the President.

5-0 § 1.03 Cabinet Officials serve at the pleasure of the President and serve so long as the President that appoints them is in office. Once the President who appoints them leaves office, the Officials will serve in an ad-hoc basis until a replacement is appointed.

### **5-0 § 2.00 The President**

5-0 § 2.01 The President must perform at least (10) service hours per academic week. Of these, at least three must be regularly scheduled in the Executive office and open for walk-ins from the student body.

5-0 § 2.02 The President must meet with members of the Executive Cabinet no less than once per academic month.

5-0 § 2.03 No President will be elected to more than two terms of office.

5-0 § 2.04 Candidates for President, who have not served in the Legislative Branch, or as the President or Vice President, must collect 50 signatures of USB members to qualify for office.

5-0 § 2.05 If the President leaves office, for any reason, the Vice-President will become the President.

### **5-0 § 3.00 The Vice President**

5-0 § 3.01 The Vice President will perform at least 5 office hours per week, meet regularly meet with members of the Senate and attend all Steering Committee meetings.

5-0 § 3.02 If a vacancy in the office of the Vice President occurs the President will nominate a replacement. The Senate must then confirm the nominee.

5-0 § 3.03 The Vice President will meet with SAEC no less than once per academic month.

**5-0 § 4.00      The Executive Cabinet**

5-0 § 4.01      The President will appoint members of the USB to act as his or her representative to the various councils, committees, and meetings on campus, or to help with the operation of the Executive Branch. The Executive Cabinet is made up these appointees.

5-0 § 4.02      Duties of Executive Cabinet Officials:

- a.    Officials in the Executive Cabinet must submit reports to the President concerning the committee they are placed on or tasks they are asked to perform.
- b.    Officials must attend meetings of any committees they are appointed to, and take minutes of said meetings.

5-0 § 4.03      Executive Cabinet Officials may be called before the Senate, or one of its committees, to report on the activities of the council the Official was placed on. The Official must be given notice of at least one week.

**5-0 § 5.00      Appointing Cabinet Officials**

5-0 § 5.01      The President will meet with the prospective Official, and have them sign a statement of interest giving permission to the Department of Student Activities and Leadership to check their academic and disciplinary record.

5-0 § 5.02      The President will forward the name of the prospective Official to Student Activities and Leadership for vetting, to confirm that they meet the requirements for Officials of the USG.

5-0 § 5.03      If the prospective Official meets the requirements listed in Article II, the President will forward the name and email of the appointee to the Speaker. Once this is done, the prospective Official becomes an Official of the USG, as a member of the Executive Branch, for the duration of their term or the termination of the council or committee they are placed on.

**5-0 § 6.00      Nominating Justices**

5-0 § 6.01      The President will nominate Justices to vacant positions in the Judicial Branch. Nominated Justices will sign a form allowing the Department of Student

Activities and Leadership to check that they have the minimum qualifications for office.

5-0 § 6.02 The Senate will vote on to confirm the nominated Justice at the first Senate Meeting following the nomination. This confirmation will appear on the agenda as a Senate Act, requiring a two-thirds vote to pass. The President will introduce the nominated Justice, after which the Senate may ask the nominated Justice questions relevant to his/her qualifications for office.

## Article VI: The Judicial Branch

### **6-0 § 1.00 Structure**

6-0 § 1.01 The Judicial Branch is made up of a Chief Justice and four additional Justices.

6-0 § 1.02 The Chief Justice is elected from within the Justices, by the Justices, when a vacancy occurs in the position. The Chief Justice will hold the position for one year.

6-0 § 1.03 The Judicial Branch will elect from its Justices an Associate Justice, who is responsible for keeping minutes during meetings of the Judicial Branch. The Associate Justice is elected whenever there is a vacancy in the position. The Associate Justice will hold the position for one year.

6-0 § 1.04 The term of office for a Justice is two calendar years from the day they are appointed.

### **6-0 § 2.00 Officials of the Judicial Branch**

6-0 § 2.01 The Chief Justice will have the following responsibilities:

- a. Maintain the smooth operation of the Judicial Branch.
- b. Run the meetings of the Judicial Branch.
- c. Preside over Disciplinary Hearings
- d. Perform at least 5 office hours per week.

6-0 § 2.02 The Associate Justice will have the following responsibilities:

- a. Take minutes during meetings of the Judiciary.

- b. Preside over meetings of the Judiciary in the absence of the Chief Justice.
- c. Perform at least three office hours per week.

6-0 § 2.03 Justices will have the following responsibilities:

- a. Know and uphold the Constitution and Bylaws
- b. Perform at least three office hours per week.

**6-0 § 3.00 Operations**

6-0 § 3.01 The Judicial Branch will have regular meetings, to be scheduled Wednesdays at 3:00 pm, if the Senate is also meeting.

6-0 § 3.02 Responsibility for minutes of meetings of the Judicial Branch will fall upon the Associate Justice.

6-0 § 3.03 The Chief Justice will chair meetings of the Judicial Branch.

6-0 § 3.04 The Chief Justice may call for an emergency session of the Judicial Branch to review time-sensitive legislation or to adjudicate a time-sensitive policy or procedure question from the President or Senate.

**6-0 § 4.00 Reviewing Acts and Resolutions**

6-0 § 4.01 Any member of the Undergraduate Student Body (USB) may petition the Judicial Branch if he feels that any legislation conflicts with the Constitution, the Bylaws, or an existing Act. A petition will consist of a typed document signed by the USB member, listing the legislation they feel is in conflict and the reason they believe it should be reviewed.

6-0 § 4.02 When legislation is under review the Chief Justice will assign one Justice to argue in favor of overturning the legislation and one Justice to act in defense of the legislation. The Chief Justice may assign himself to argue for or against legislation. The Speaker may assign a Senator to argue in defense of the legislation in place of a Justice, if he/she so desires.

6-0 § 4.03 The Chief Justice will assign one Justice to listen to the arguments and decide the outcome of the review. The Chief Justice may assign himself to act as Judge. The Judge may take up to three class days to issue an opinion, which will detail on

what grounds he upheld or struck down the legislation. The opinion must include what specific actions the Judge requires to be completed.

**6-0 § 5.00      Review of Policy and Procedure**

6-0 § 5.01      Any member of the USB may petition the Judicial Branch if he feels that a Policy or Procedure has been violated, or if the Policy or procedure violates the Constitution, Bylaws, or Undergraduate Student Government (USG) legislation. A petition will consist of a typed document signed by the USB member, stating the issue and the Policy or Procedure in question.

6-0 § 5.02      When Policy or Procedure is under review the Chief Justice will assign one Justice to argue in favor of the complaint, and one Justice to argue in defense of the policy or procedure. The Chief Justice may assign himself to argue for or against the policy or procedure.

6-0 § 5.03      The Chief Justice will assign one Justice to listen to the arguments and decide the outcome of the review. The Chief Justice may assign himself to act as Judge. The Judge may take up to three class days to issue an opinion, which will detail on what grounds he upheld or dismissed the alleged violation. The opinion must include what specific actions the Judge requires to be completed.

**6-0 § 6.00      Elections Disputes**

6-0 § 6.01      The Judicial Branch will follow the procedure outlined in Section 5.00 when reviewing elections disputes, with the following exceptions:

- a. The Dispute will be heard as soon as is reasonably possible.
- b. The candidate will be informed of the charge against them as soon as is reasonably possible. The review will occur when the accused candidate is available; however, the accused candidate must make reasonable efforts to make themselves available or the review may take place without them.
- c. Opinions must be issued by the end of the following class day.

6-0 § 6.02      The Elections Committee may issue binding guidance for what punishment is warranted by a specific infraction. The Elections Committee must issue the guidance before the infraction occurs to be binding.

**6-0 § 7.00      Appeals**

- 6-0 § 7.01 Both the winning and losing party will be allowed to request an appeal. Appeals must be based on: A flaw in the Judicial opinion, a claim that the prosecution was inadequate, a claim that the defense was inadequate, or that new evidence has come to light. The most senior Justice who was not involved with the initial review will decide whether to grant an appeal. If every Justice was involved in the review, the Vice-President will decide whether to grant a review.
- 6-0 § 7.02 During an appeal the Judge from the review will act in defense of the review. The person appealing the decision will act in favor of the appeal. The Chief Justice will assign three Justices to act as Judges for the review. The Chief Justice may choose himself as one of the Judges. If there are an insufficient number of available impartial Justices, the Speaker may choose Senators to fill the vacancies.
- 6-0 § 7.03 The Judges may take up to three class days to issue an opinion, which will detail on what grounds they upheld or dismissed the appeal. The opinion must include what specific actions the Judges require to be completed.

## Article VII: Programming Bodies

- 7-0 § 1.00 The Harbor Art Gallery**
- 7-0 § 1.01 The Harbor Art Gallery will be funded by the Undergraduate Student Government (USG).
- 7-0 § 1.02 The Budget and Finance Committee (BFC) will provide sufficient funds to the Harbor Art Gallery in the Budget to hire one Gallery Director, one work-study required Assistant Director, one work-study required gallery sitter, and at least three shows with associated promotional material per semester.
- 7-0 § 1.03 BFC may vote to freeze the funds of the Harbor Art Gallery if financial mismanagement occurs.
- 7-0 § 1.04 The hiring board for the Harbor Art Gallery Director will consist of a Senator, the current Director or Assistant Director, and a staff member of the Office of Student Leadership and Activities.

- 7-0 § 1.05 The Hiring Board will make a recommendation to the President for final approval.
- 7-0 § 1.06 Artistic choices of the Harbor Art Gallery will not be overruled by either the USG or the University.
- 7-0 § 2.00 The Student Arts and Events Council**
- 7-0 § 2.01 The Student Arts and Events Council (SAEC) will be funded by the Undergraduate Student Government (USG).
- 7-0 § 2.02 SAEC is responsible for campus-wide events and providing discount admission to various venues and establishments.
- 7-0 § 2.03 SAEC will receive not less than 15% of the Total Budget for its general operating budget, not including staffing costs.
- 7-0 § 2.04 SAEC will hire three coordinators from the Undergraduate Student Body. The coordinators will be funded 20 hours per week for 40 weeks, with one being work-study required. The exact hours worked set by the advisor to SAEC. The coordinators will be hired for a period of one academic year. Hiring preference will be given to returning coordinators. The advisor to SAEC, after consulting with the USG Vice-President, will have final decision on who to hire.
- 7-0 § 2.05 The coordinators will have final say on the programming run by SAEC. The advisor may overrule a programming decision on financial grounds only. The advisor will not be able to run programming over the objection of the coordinators.
- 7-0 § 2.06 SEAC will have no fewer than two co-coordinators; an additional coordinator will be hired if SAEC's budget, divided by the number of coordinators, is greater than \$225,000.

## Article VIII: Elections

### **8-0 § 1.00 Structure and Timeline**

- 8-0 § 1.01 The Election's Committee will run elections. The Election's Committee will be created by the Senate at the last meeting of the Fall semester

- 8-0 § 1.02 Elections for the Undergraduate Student Government and the Student Trustee will officially be announced no later than the end of the second week of February. Voting must end no later than the last week of April and begin no earlier than fifteen class days after elections are announced.
- 8-0 § 1.03 Nominations will be accepted from the day elections are announced until five class days before the election. Campaigning will be allowed from the day candidates are vetted for academic and disciplinary requirements until the end of the election.
- 8-0 § 1.04 The standard campaign kit will be made available the class day preceding the beginning of the campaign period.
- 8-0 § 1.05 The voting period will last at least three, but not more than five, class days.
- 8-0 § 1.06 Tabulations will take place following the election period. Tabulations must be completed no later than four (4) class days after the voting period ends.
- 8-0 § 1.07 The names of newly elected officials will be posted no later than two (2) class days after tabulation is complete.
- 8-0 § 1.08 The Undergraduate Student Government will allocate funds sufficient to cover the expenses of the election process.
- 8-0 § 1.09 Any dispute concerning the election must be submitted in writing to the Judicial Branch within forty-eight (48) hours of becoming aware of any alleged infraction. The Judicial Branch may delay any phase of elections if doing so is required to resolve a dispute.
- 8-0 § 2.00 Announcements**
- 8-0 § 2.01 Announcements will not take a formal stance on any candidates or issues and are required to maintain neutrality.
- 8-0 § 2.02 Announcements will be made in the campus newspaper, in general posting, and campus-wide email. The announcements will include the following information:
- a) Where and how to become a candidate
  - b) Brief description of the positions available
  - c) Deadline for submitting nomination forms

8-0 § 2.03 Once per week, or as often as is possible if weekly announcements are unavailable, during the election an email will be sent to the Undergraduate Student Body. This email will contain the names of candidates, along with any brief description or statement as deemed appropriate by the election’s committee.

**8-0 § 3.00 Candidates**

8-0 § 3.01 To become a Candidate, the interested party must submit an online nomination form. The form will contain the phrase, “I agree to abide by the Undergraduate Student Government Constitution, Bylaws, the Code of Conduct, and all associated disciplinary process during the election and throughout my term in office. I allow the Office of Student Activities and Leadership to check any relevant records to determine if I meet the minimum qualifications to hold office. I acknowledge that if I fail to turn in an authorized nomination form online by the posted deadline I will not appear on the ballot.”

8-0 § 3.02 Candidates may run for Senate, President or Vice President, and Student Trustee at the same time. They must submit a nomination form for each position.

8-0 § 3.03 Candidates must hold a minimum of a 2.5 cumulative GPA and must not be on academic or disciplinary probation.

**8-0 § 4.00 Campaigning**

8-0 § 4.01 Campaigning is the advancement of oneself or another person for office. The promotion for or against a referenda question is also campaigning.

8-0 § 4.02 Members of the Undergraduate Student Body (USB) may begin campaigning for office the day following the end of the previous election. Until the Elections Committee makes available a standard campaign kit all Candidates and prospective Candidates are required to not use any means other than speaking in person.

8-0 § 4.03 Prior to the start of voting there will be at least one forum for all Senate candidates, at least one debate between Presidential candidates, and at least one forum for all Trustee candidates.

- 8-0 § 4.04 Candidates for the Undergraduate Student Government (USG) must refrain from making ad hominem attacks against other candidates, members of the USG, or the USG itself.
- 8-0 § 4.05 The Elections Committee will work with the campus newspaper in order to put out an elections edition, whose focus will be the candidates and the issues of the election.
- 8-0 § 4.06 The Election’s Committee will make available a standard campaign kit to each Candidate. Candidates are not allowed to use funding or supplies not provided in the kit. The kit may include non-tangible items, such as permission to use web services. If candidates are allowed to spend personal money for purchasing items, they must submit a receipt for each item purchased within two class days of the purchase. Candidates are allowed to petition the Election’s Committee for expansions to the campaign kit; however, any expansions granted must be made available to all Candidates running for the same office. The contents of the campaign kit must be the same for all candidates for a particular office, but different offices may have different campaign kits made available.
- 8-0 § 4.07 If a Candidate is running for more than one office the Election’s committee will determine which campaign kit the Candidate will use.
- 8-0 § 4.08 There will be no campaigning within twenty-five (25) feet of any official polling stations. An official station is any computer bank set up or reserved by the Elections Committee for the sole purpose of voting.
- 8-0 § 5.00 Voting**
- 8-0 § 5.01 Candidates for election, or anyone working on a campaign in the elections, will not assist members of the Undergraduate Student Body (USB) in voting.
- 8-0 § 5.02 Only currently enrolled undergraduate students who are matriculated in a degree program are eligible to vote.
- 8-0 § 5.03 Electronic ballots are anonymous.
- 8-0 § 5.04 Write-in candidacies are not permitted.
- 8-0 § 5.05 USB members are eligible to vote for all candidates, regardless of college.
- 8-0 § 6.00 Results**

- 8-0 § 6.01 Tabulation of ballots will be done online and will be completed by the Elections Committee.
- 8-0 § 6.02 The two Candidates from each college to receive the greatest number of votes will be Senators of their respective colleges. If there are fewer than two Candidates for a particular college, the extra seats will be filled by Senators-at-large.
- 8-0 § 6.03 After the college representatives are selected, the remainder of the Candidates will be ordered by the number of votes they receive. The Candidate ordered highest will be seated as a Senator-at-large. This process will repeat until all empty Senate seats are filled. In the event of a tie between Candidates, the tie will be broken by a fair and random die or coin.
- 8-0 § 6.04 All Candidates and members of the Undergraduate Student Body (USB) will be provided the results of the tabulations by the Elections Committee via email, and will be posted in the campus newspaper in the edition following the election.
- 8-0 § 6.05 The format for tabulations will be:
- a) Total number of votes
  - b) Names of Candidates and number of votes each Candidate received
  - c) Referenda questions, the options on each question, and the number of votes on each option
- 8-0 § 6.06 If a Candidate is elected to more than one position they must choose which position to serve in. The runner up in the other elections will then be declared the winner.
- 8-0 § 7.00 Election of Student Trustee**
- 8-0 § 7.01 The election of the Student Trustee will follow the above-mentioned procedure where it applies except in cases where it conflicts with the Student and Trustee Election Policy of the Board of Trustees of the University of Massachusetts. Both graduate and undergraduate students are eligible to run for Student Trustee.
- 8-0 § 8.00 Special Elections**
- 8-0 § 8.01 A special election may be held to fill vacancies in elected office, and will be held in the event:
- a) There are vacancies in both the Presidency and Vice-Presidency,

- b) More than 50% of Senate seats are held by Officials appointed to fill vacancies, or
- c) The position of Student Trustee is vacant.

- 8-0 § 8.02 Special elections will follow the same procedure as listed above, with the exception of the timeline, which the Senate will set.
- 8-0 § 8.03 Senators serving via special election will serve until the next regular election. Senators serving via appointment will serve until the conclusion of tabulations in the next election, regular or special.
- 8-0 § 8.04 In lieu of Special Elections, vacancies on the Senate may be filled via appointment. The Senate will determine how the appointments will be handled. This section may only be invoked if greater than 50% of Senate seats are held by Officials elected by the USB, and will use a Senate Act.

## Article IX: Disciplinary Hearings

- 9-0 § 1.00 Charging and Official with an Offense**
- 9-0 § 1.01 Officials may be charged with an Offense by the Undergraduate Student Body (USB) via petition, by the Senate via a Senate Act, or by the President via executive authority.
- 9-0 § 1.02 USB Petitions will have a primary petitioner who must not be a member of the Undergraduate Student Government. Further, USB Petitions must include the signatures and UMS numbers of 100 full-time Undergraduate Students, the name of the Official being charged, and a list of offenses the Official is accused of committing. The Petition must make clear what the students are signing. The Petitioner may not mislead students as to the nature of the Petition.
- 9-0 § 1.03 The Senate charges an Official with an Offense by a Senate Act. A Senate Act charging an Official with an Offense will bring the Senate into executive session, requires a majority vote, and is a closed-ballot vote.
- 9-0 § 1.04 The President may charge and Official by providing a list of Offenses and the Official's name.

- 9-0 § 1.05 The offenses that an Official is charged with must be specific; it should specify duties or bylaws violated, or actions harmful to the USG, USB, or University at large. Further, the list of Offenses must be specific and detailed enough that the Official being charged has the opportunity to prepare a proper defense.
- 9-0 § 1.07 After the USB, Senate, or President have charged and Official with an Offense, the Chief Justice will determine if the process has been properly followed, including making sure that all submitted documents meet the established criteria for Disciplinary Hearings. This step must be completed no more than two (2) class days after the documents charging the Official are submitted. If the criteria have not been met or the process has not been properly followed the Chief Justice will rule the documents null and void.
- 9-0 § 1.08 If the Chief Justice is being charged, the Associate Justice will perform the duties of the Chief Justice.
- 9-0 § 1.09 If the Chief Justice determines that the Official has been properly charged according to the process and criteria established the disciplinary hearing must occur within ten (10) class days, which may be extended to fifteen (15) class days upon request of the Official being charged with an offense. All documents and names of witnesses that will be called must be submitted to the Judicial Branch no later than five (5) class days after the Chief Justice certifies that the Disciplinary Hearing will proceed.
- 9-0 § 1.10 Between the time the Chief Justice certifies the hearing will proceed and the decision published the Official charged with an offense may not collect any compensation from the SATF and the Official will be stripped of all powers and responsibilities. If the Official is cleared of wrongdoing they are entitled to back pay.
- 9-0 § 2.00 Structure of the Disciplinary Hearing**
- 9-0 § 2.01 The Chief Justice will preside over the Disciplinary Hearing.
- 9-0 § 2.02 The Official charged with an offense has the right to present a defense. The Official has the right to assistance in presenting a defense. Assistance may take

the form of any one member of the USB. Officials and Officers of the USG are eligible for selection, but members of the Judicial Branch are not.

9-0 § 2.03 The Prosecution will consist of an elected Officer. The Prosecution does not need to be in favor of convicting the Official; however, it is his or her duty to prosecute the case to the best of his or her ability. Choice of Prosecutor will fall to the Speaker. If the Speaker is the Official being charged with an offense, the choice will fall to the President.

9-0 § 2.04 To successfully convict an Official, the Prosecution must prove that the Official is guilty of one of the following offenses:

- a. Failure to perform duties as defined in the Constitution, Bylaws, or Acts of the USG.
- b. Actions harmful to the USG, USB, or the University at large.
- c. Theft or misappropriation of USG supplies or SATF funds.
- d. Abusing the position held by the Official.

9-0 § 2.05 The only Offenses that an Official can be convicted of committing in a given disciplinary hearing are those detailed on the initial list of offenses provided to the Judicial Branch.

9-0 § 2.06 Possible Punishments

- a. Immediate removal from office.
- b. Barring Officer positions for a time set at the impeachment proceedings, up to and including a permanent ban.
- c. Forfeiture of compensation and benefits.
- d. Barring future service on the USG for a time set at the impeachment proceedings, to include the possibility of a permanent ban.
- e. Referral to a University disciplinary board.
- f. Probation. The Official is guilty, but there are extenuating circumstances that may be in play. If an Official on Probation is impeached again and found guilty, the punishment must include removal from office. Probation will last for the remainder of the Official's term of office.
- g. Guilty, but no punishment deemed necessary.

**9-0 § 3.00      Order of the Disciplinary Hearing**

9-0 § 3.01      The prosecution will first present its case and any witnesses. The defense will then present its case and any witnesses.

9-0 § 3.02      The defense and prosecution will not directly engage in conversation; all statements must be directed to members of the Judiciary.

9-0 § 3.04      Once both sides have presented their cases, the Judiciary will withdraw to closed deliberations. Deliberations may last up to five (5) class days. The Judiciary will deliberate on two points; whether the Official is guilty of the offense, and what the punishment will be. The Judiciary will first vote on the guilt of the Official. This vote requires a simple majority of those present and voting. The Judiciary will next vote on the punishment. The punishment will require a simple majority of those present and voting.

9-0 § 3.05      The Judiciary will notify the Official when both votes have been successfully completed. Once this step is completed the Judiciary will notify any other relevant parties. The results of the hearing will be available upon written request to the Judicial Branch.

9-0 § 3.07      If the Judiciary does not find the indicted Official guilty, the Official is immediately restored to full status. Officials will not be indicted for a specific incident more than once.

**9-0 § 4.00      Potential Bias**

9-0 § 4.01      Members of the Judiciary who feel they are prejudiced to the outcome of the impeachment must recuse themselves.

9-0 § 4.02      If there are an insufficient number of Justices to conduct a Disciplinary Hearing due to bias, the Steering Committee may appoint impartial Senators, Executive Officials, or members of the USB to fill vacant seats to create a quorum. Both the Prosecution and Defense must agree on the replacements.

9-0 § 4.03      Simply knowing and being friendly with an accused official is not in itself a reason for a Justice to recuse themselves.

**9-0 § 5.00      Witnesses**

- 9-0 § 5.01 Only witnesses with direct knowledge of events are allowed to testify at the hearing.
- 9-0 § 5.02 Both the defense and prosecution may object to witnesses called. The Chief Justice will rule if they are allowable.
- 9-0 § 5.03 Both the Prosecution and the Defense will be allowed to question all witnesses called.

## Article X: The Student Trustee

### **10-0 § 1.00 Funding**

- 10-0 § 1.01 The Budget and Finance Committee may, if they deem necessary, provide the Student Trustee with a discretionary funding account from the SATF. Money from this account is to be used to fund travel expenses only.

### **10-0 § 2.00 Duties of the Student Trustee**

- 10-0 § 2.01 The following are duties of the Student Trustee:
- a. Represent the Undergraduate Student Government (USG) to the Board of Trustees
  - b. Attend meetings of the Board of Trustees. If the Student Trustee needs to be absent from a Board of Trustee meeting, they should seek an excuse from the President following the procedures in these Bylaws.
  - c. They should attend Senate Meetings. At these meetings, the Student Trustee should provide a written report of the actions and direction of the Board of Trustees. The Speaker may ask the Student Trustee to elaborate on specific points.
  - d. The Student Trustee should perform at least 5 office hours per week.

### **10-0 § 3.00 Disciplinary Action for Student Trustee**

- 10-0 § 3.01 Should the Student Trustee be deficient in their duties, act in ways harmful to the Undergraduate Student Body or USG, steal or misappropriate SATF money or assets, or otherwise abuse the position of Student Trustee the Senate will pass a Resolution asking the Board of Trustees to remove the Student Trustee. The

Resolution will be forwarded to the Board of Trustees, the Chancellor, the President of the University, and the Governor of Massachusetts.

## Article XI: Referenda

### **11-0 § 1.00 Action Referenda**

11-0 § 1.01 Action Referenda are the equivalent of Acts of the Undergraduate Student Government (USG) upon passage.

11-0 § 1.02 Action Referenda are voted on directly by the Undergraduate Student Body (USB), and require a majority of votes to pass. Action Referenda do not require Senate or Presidential approval, and may not be vetoed. All members of the USB may vote on Action Referenda.

11-0 § 1.04 An Action Referendum must be submitted to the Judicial Branch for vetting no later than ten class days prior to the start of voting. The Judicial Branch will review the Action Referendum at its next meeting. If the referendum is found compliant it will appear on the ballot during the election. If it is non-compliant, the submitter may correct the Action Referendum so that it is not in conflict, if possible. Any corrections must be completed no later than ten class days prior to the election.

11-0 § 1.05 Action Referenda will require the signatures of 50 USB members, which must be submitted before the end of the nomination period and which will be validated by a member of the Office of Student Activities and Leadership.

### **11-0 § 2.00 Advisory Referenda**

11-0 § 2.01 Advisory Referenda are measures of public opinion.

11-0 § 2.02 Advisory Referenda may be held at every election where the USB votes.

11-0 § 2.03 Advisory Referenda will require the signatures of 50 USB members, which must be submitted before the end of the nomination period and which will be validated by a member of the Office of Student Activities and Leadership.

11-0 § 2.04 The Senate may initiate an Advisory Referendum by a majority vote via an Act of the USG.

## Article XII: The Appendix

### **12-0 § 1.00 Structure**

12-0 § 1.01 The Appendix will be attached to these Bylaws.

12-0 § 1.02 The Appendix will consist of all documents necessary for the smooth operation of the USG.

12-0 § 1.03 The Appendix may include the following documents:

- 1.
2. The Trip Request Form
3. The Event Request Form
4. The Asset Request form
5. The Event Evaluation form
6. The Trip Evaluation Form
7. The Space Contract
8. Semester Review forms
9. The Oath of Office
10. The USG Proficiency Test
11. A listing of the space allocated to the USG
12. The official seal of the USG and each Branch thereof

### **12-0 § 2.00 Adding, Removing, or Changing items in the Appendix**

12-0 § 2.01 The Senate may change, add, or remove documents in the Appendix by passing an Act to that effect.

12-0 § 2.02 Forms that have specific dates mentioned may have the dates updated as needed, without action by the Senate.

## Article XIII: Amendment and Review

### **13-0 § 1.00 Processes of Amending the Bylaws**

13-0 § 1.01 All proposals to amend the Bylaws will be submitted to the Steering Committee. Any Bylaw amendment that has not been reviewed by the Steering Committee

will be referred to that committee by the Senate. No Bylaw amendment will be amended once it has been submitted to the Steering Committee.

- 13-0 § 1.02 The Steering Committee will present its recommendations at the following Senate meeting. The Steering Committee may either vote in favor of the amendment or against the amendment. If they vote in favor, the amendment will go the next Senate Meeting for a vote. If they vote against, the amendment will go to the next Senate Meeting with “opposed” status.
- 13-0 § 1.03 Bylaw amendments require a two-thirds vote of the Senate Membership, the approval of the Vice Chancellor for Student Affairs, and the signature of the President, as described in Article 6 of the USG Constitution
- 13-0 § 1.04 If an Official finds a typo or other error in the Bylaws they may petition the Judicial Branch to review the error. If the Judicial Branch finds that correcting the error will not change the substance of the Bylaws, then the typo may be fixed and the Bylaws updated.
- 13-0 § 1.05 When creating a Bylaw amendment in any of the Standing Committees or USG the “Z”, as described in 2-3 § 3.01 of the USG bylaw, the legislation will be labeled as “B” indicate that the legislation is a bylaw amendment. An example of a Bylaw Amendment will be as follows: The first Bylaw Amendment Legislation of the USG in fall 2017, and which is the first legislation originating from the Budget and Finance Committee, will be labeled as BSB-2017F-001 prior to passage, USG-B-2017F-001 after signing by the President and other appropriate officials.