



**The Undergraduate Student Senate Bylaws  
Virginia Polytechnic Institute and State University**

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## **Article I: Meetings of the Undergraduate Student Senate**

1. Regular meetings for the full Undergraduate Student Senate shall be on the first and third Tuesdays of each month from the opening of the Fall Semester until the end of the academic year in May.
2. Regular committee meetings may be held on the second or fourth Tuesday or if needed the committee may choose to meet at a different time if there is a class conflict.

## **Article II: The Spirit of Ut Prosim**

The members of the Undergraduate Student Senate believe that our commitment to *Ut Prosim* (That I may serve) is the defining characteristic of Virginia Tech and that all gatherings of this body should be infused with the spirit of *Ut Prosim*. To give voice to these beliefs, the president will begin and end each meeting with the call, “*Ut Prosim*,” to which the body shall respond in unison, “That I may serve”. This public display of fidelity to the principle of *Ut Prosim* will remind senators of the USS that we are in positions of leadership to serve our beloved institution and our fellow undergraduate students.

## **Article III: Definitions**

- A. **Information Session**—this term refers to a 45 minute meeting held before elections begin to share information with potential candidates about the USS, positions, processes, etc.
- B. **USS Member**—this term encompasses President, Vice Presidents, and Senators.

## **Article IV: Cabinet**

Representatives of the USS Cabinet will be chosen through an election process as outlined in Article VII, Section 5 of the USS Constitution.

### **Section 1: President**

#### *a. Eligibility*

The president must:

- I. Be enrolled as a full-time undergraduate student at the university and be in good standing academically and with the Honor System and Student Conduct at the time of application and throughout the entire term.
- II. Complete an interview with the Advisory Committee appointed by the Senior

- Advisor.
- III. Remain actively engaged in senate meetings, activities, and committee meetings.
  - IV. Be able to demonstrate a clear and enthusiastic commitment to servant leadership
  - V. Attend an information session or one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.

*b. Duties and Responsibilities*

The president will:

- I. Lead the USS with integrity and in a manner that demonstrate *UT Prosim* and the *Ten Characteristics of Servant Leadership* at all times.
- II. Convene and preside over all senate meetings.
- III. Attend every senate retreat.
- IV. Report to the Senior Advisor on a regular basis and meet with the Senior Advisor every other week.
- V. Engage with the administration and other shared governance leaders as the chief representative for the undergraduate student.
- VI. Fulfill the legislative responsibilities as stated in the Article IX of the bylaws.
- VII. Meet regularly with vice presidents, both individually and collectively, to ensure effective and efficient functioning of the senate.
- VIII. Meet with various student organizations and students as needed.
- IX. Hold a minimum of five office hours per week.
- X. Create ad-hoc committees as needed and notify the senate of committee creation at the following senate meeting.
- XI. Provide bi-weekly communications and updates to the student body via the VT Student News.
- XII. Fulfill additional requirements as requested by university officials. xiii. Serve on university committees.
- XIII. In coordination with the Senior Advisor, appoint senators to serve on university committees, commissions, and task forces, etc.
- XIV. Be available over the summer for administrative duties as needed.
- XV. Call the senate into special session when necessary.

## Section 2: Vice President for Issues and Policy

### *a. Eligibility*

The Vice President for Issues and Policy must:

- I. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- II. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- III. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- IV. Must remain actively engaged in Senate meeting, activities, and leadership; must be actively involve regular meetings of the full Senate and committee meetings as expected.
- V. Enthusiastic commitment (to) and clear demonstration of servant leadership is required

### *b. Duties and Responsibilities:*

The Vice President for Issues and Policy will:

- I. Demonstrate *Ut Prosim* and the *Ten Characteristics of Servant Leadership* at all times.
- II. Oversee Issues and Policy Committee(s)
- III. Meet with the Senior Advisor for the Undergraduate Student Senate monthly as needed.
- IV. Read, edit, and facilitate legislation as it pertains to the student body's well-being and overall improvement of the student experience
- V. Serve as a champion for the student experience at Virginia Tech
- VI. If necessary, may veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- VII. Responsible for reviewing legislation to ensure it aligns with governing documents before it comes to the Senate
- VIII. Serve as the Senate parliamentarian during USS meetings
- IX. Attend all Senate meetings and retreats
- X. Reports to the USS President
- XI. Hold a minimum of five office hours per week

### **Section 3: Vice President for Shared Governance**

#### *a. Eligibility*

The Vice President for Shared Governance must:

- I. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- II. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- III. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- IV. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- V. Currently or previously had participated as a member of a University Chartered Student Organization (USCO).
- VI. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

#### *b. Duties and Responsibilities:*

The Vice President for Shared Governance will:

- I. Serves as the Chair of the Commission for Undergraduate Student Affairs ii. Report to the Senate with all governing information following each committee meeting
- II. Champion, support or veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- III. Serve as a champion for the student experience at Virginia Tech v. Be available over the summer for administrative duties and responsibilities as needed.
- IV. Attend every Senate meeting and retreat
- V. Reports to the USS President
- VI. Hold a minimum of five office hours per week

## **Section 4: Vice President for Equity and Inclusion**

### *a. Eligibility:*

The Vice President for Equity and Inclusion must:

- I. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- II. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- III. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- IV. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- V. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

### *b. Duties and Responsibilities:*

The Vice President for Equity and Inclusion will:

- I. Oversee the Director of Government Relations
- II. Chair the Equity and Inclusion Committee
- III. Partner with the USS President and UCSOs to write executive letters to the student body on matters pertaining to diversity, equity, inclusion, and accessibility  
iv. Listen and hear the opinions and recommendations of UCSO senators and those of the student body as it pertains to Equity and Inclusion
- IV. Meet with the University Vice President for Diversity, Equity, & Strategic Affairs on a monthly or more frequent basis
- V. Work in tandem with the Vice President for Issues and Policy when editing and reviewing legislation as it pertains to diversity, equity, inclusion, and accessibility  
vii. Work with Vice President for Administration to create a sense of accountability and hold trainings as it pertains to diversity, equity, inclusion, and accessibility  
viii. Champion, support, or veto legislation with other Cabinet members as stated in the Bylaws Article X Section 4
- VI. Be available over the summer for administrative duties and responsibilities as needed.
- VII. Attend every Senate meeting and retreat

- VIII. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- IX. Reports to the USS President
- X. Hold a minimum of five office hours per week

## **Section 5: Vice President for Administration**

### *a. Eligibility:*

The Vice President for Administration must:

- I. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- II. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- III. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- IV. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- V. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

### *b. Duties and Responsibilities:*

The Vice President for Administration will:

- I. Oversee the Administration committee
- II. Oversee *Director of Special Programs, Director of Communications and Marketing, and Director of Membership Development* and their respective committees
- III. Responsible for obtaining items for the agenda and finalizing with the Cabinet.
  - iv. Consistently maintain multiple communication channels within the organization
  - v. Responsible for the oversight of all internal communications (including meeting minutes) through the Administration Committee
- IV. Responsible for maintaining all legislative and other records for the institution and properly archiving them.
- V. Champion, support, and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- VI. Reserves space for all meetings
- VII. Be available over the summer for administrative duties and responsibilities.
- VIII. Attend every Senate meeting and retreat



- IX. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- X. Reports to the USS President
- XI. Hold a minimum of five office hours per week

## **Section 6: Vice President for Finance**

### *a. Eligibility*

The Vice President for Finance must:

- I. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term
- II. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- III. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- IV. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- V. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

### *b. Duties and Responsibilities*

The Vice President for Finance will:

- I. Oversee and serve as Chair of the Appropriations Committee
- II. Oversee the Director of Hokie Effect
- III. Serve as a member of the Student Finance Leadership Committee
- IV. Share financial updates at each Senate meeting
- V. Prepare and provide monthly, annual or as needed financial reports vi. Champion, support and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- VI. Reports to the President
- VII. Be available over the summer for administrative duties and responsibilities as needed.
- VIII. Attend every Senate meeting and retreat
- IX. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- X. Reports to the USS President

- XI. Hold a minimum of five office hours per week

## **Section 7: Vice President and Representative to the Board of Visitors (BOV)**

### *a. Eligibility:*

- I. This Vice President is “appointed” by the Virginia Tech Board of Visitors

### *b. Duties and Responsibilities:*

The Vice President and Representative for the BOV must:

- I. Complete duties as outlined by the Board of Visitors
- II. Serve as the undergraduate representative to the University Board of Visitors (BOV)
- III. Streamline the work and elevate issues of concern on behalf of the student body to the BOV
- IV. Share the undergraduate student experience with the BOV for better understanding and clarity
- V. Conduct regular focus groups with students to hear student experiences vi. Work closely with other Vice Presidents and the President to ensure seamless and strong functionality of the organization
- VI. Meets regularly with the Vice President of Policy and Governance viii. Champion, support, and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- VII. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate Attends every Senate meeting and retreat
- VIII. Reports to the Board of Visitors
- IX. Hold a minimum of five office hours per week

## **Article V: Senators**

### **Section 1: Membership**

- A. Senators are undergraduate student representatives who advocate and work on behalf of their specified constituency.
- B. There are four types of senators defined in Article V of the constitution, each with a different constituency: at-large senators, college senators, University Chartered Student Organization (UCSO) Senators, and Corps of Cadets Senators.

## **Section 2: Eligibility**

Senators must be:

- A. Enrolled as a full-time undergraduate student at the university and in good standing academically and with the Honor System and Student Conduct at the time of application and throughout the entire term.
- B. Able to physically attend the Blacksburg campus for meetings and responsibilities.

## **Section 3: Duties and Responsibilities**

All senators will:

- A. Demonstrate *Ut Prosim* at all times.
- B. Understand, communicate, and represent the needs and concerns of their constituents in all senate discussions and legislative actions.
- C. Collaborate with other USS senators, administrators, and other participants in shared governance to improve the student experience.
- D. Engage as a voting representative in the USS.
- E. Attend every senate meeting and retreat.
- F. Hold a minimum of two (2) office hours per week.

## **Article VI: Directors**

### **Section 1: Membership**

Directors are charged with overseeing and facilitating various aspects of student life activities, including the management of Hokie Effect, governmental relations, Membership Development, Communications and Marketing, and Special Programs within the USS.

### **Section 2: Eligibility**

Directors must be:

- A. Enrolled as a full-time undergraduate student at the University and in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- B. Able to physically attend the Blacksburg campus for meetings and responsibilities.

### **Section 3: Term of Office**

Directors will be elected via the process found section 9 of this Article and will serve one (1) year terms.

### **Section 4: Director & Assistant Director of Hokie Effect**

a. The duties and responsibilities of the director are to:

- i. Provide oversight of the Hokie Effect program.
- ii. Act as the main point of contact for campus and external partners.
- iii. Chair of the Hokie Effect committee.
- iv. Appoint and meet regularly with the Assistant Director of Hokie Effect.
- v. Work closely with USS advisors to ensure consistent financial review.
- vi. Report to the Vice President of Finance.
- vii. Attend every senate meeting and retreat.

b. The duties and responsibilities of the assistant director are to:

- i. Coordinate shirt(s) and design selection.
- ii. Coordinate the marketing and promotion of the Hokie Effect program.
- iii. Work closely with the Director of Hokie Effect to comprehensively support and deliver the program.
- iv. Oversee social media pages for Hokie Effect.
- v. Manage data collection and distribution to all partners.
- vi. Analyze and create reports about Hokie Effect engagement and sales.
- vii. Report to the Director of Hokie Effect.
- viii. Attend every senate meeting and retreat.

### **Section 5: Director & Assistant Director of Governmental Relations**

a. The duties and responsibilities of the director are to:

- i. Manage and implement Hokie Day.
- ii. Meet regularly with the assistant director.
- iii. Manage, collaborate on, and implement ACC Advocacy Day with other ACC leaders.
- iv. Coordinate with SECL on precincts for voting.
- v. Report to the Vice President of Equity and Inclusion.

vi. Attend every senate meeting and retreat.

b. Duties and responsibilities of the assistant director are to:

- i. Meet regularly with the director.
- ii. Coordinate VA21 representation.
- iii. Collaborate with VT Engage and other campus partners on voter engagement programs.
- iv. Assist the director with execution of Hokie Day and ACC Advocacy Day.
- v. Report to the Director of Governmental Relations.
- vi. Attend every senate meeting and retreat.

### **Section 6: Director of Membership Development**

a. The duties and responsibilities are to:

- i. Oversee and meet regularly with Membership Development Committee.
- ii. Create and maintain onboarding packets for each position.
- iii. Create opportunities for representatives to build leadership skills and competencies.
- iv. Organize advisor-approved USS retreats.
- v. Organize social events with USS representatives to foster unity and bonding at least once per semester.
- vi. Maintain a transition document for the benefit of new USS leadership upon the conclusion of senate each year and as required by the University Council Constitution.
- vii. Report to the Vice President of Administration.
- viii. Attend every senate meeting and retreat.

### **Section 7: Director of Special Programs**

a. The duties and responsibilities of the director are to:

- i. Oversee and meet regularly with the Special Programs Committee.
- ii. Prepare and plan programs and events that tie specifically to the USS mission.
- iii. Serve as a coordinator and resource for programs with senators.
- iv. Partner with University Chartered Student Organizations (UCSO) on programs and events as needed.
- v. Reserve space for all USS programs.
- vi. Report to the Vice President of Administration.
- vii. Attend every senate meeting and retreat.

## **Section 8: Director of Communications and Marketing**

- a. The duties and responsibilities of the director are to:
  - i. Manage and update all social media accounts.
  - ii. Create additional social media accounts with approval of the cabinet.
  - iii. Chair and meet regularly with the Communications and Marketing Committee.
  - iv. Create an annual marketing plan and implement the plan with appropriate USS committees.
  - v. Work closely with the Assistant Director of Hokie Effect to ensure consistent alignment of marketing and social media for Hokie Effect.
  - vi. Create and execute brand guidelines for the USS that align with Virginia Tech guidelines.
  - vii. Report to the Vice President for Administration.
  - viii. Attend every senate meeting and retreat.

## **Section 9: Election of Directors**

The Undergraduate Student Senate will open a call for applicants to fill vacant director and assistant director positions at the start of each senate term. Details regarding that selection process will be outlined in the application process. All undergraduate students who are enrolled full-time at the university may apply to any or all positions, as interested. The USS will facilitate election of directors and assistant directors via an interview selection committee and a vote by the full senate. Upon completion of this process, the USS will announce the new directors and assistant directors. Should a position become vacant, the same process will be applied in the selection of a new director or assistant director.

Students who serve as directors or assistant directors may only fill one position at a time. Students may relinquish their posts at any time by submitting a letter to the President of the Undergraduate Student Senate in advance of vacating their post.

## **Article VII: USS Committees**

All USS committees shall be chaired by either a vice-president or a director. Both Vice Presidents and/or Directors will chair the committee that bears the title most similar to their own and shall be elected as outlined in Article V, Section 9 of these bylaws. Committee members will be elected as part of the process outlined in Article VII, Section 5 of the constitution. In all cases, the number of committee members is subject to change based upon current enrollment data.

### **Section 1: Issues and Policy Committees**

- a. Each of the two (2) committees will consist of a maximum of nine (9) at-large senators, three (3) UCSO Senators, six (6) college senators, and one (1) Corps of

Cadets Senator and any individuals required for advancement of legislation overseen by the Vice President for Issues and Policy.

*b. Duties and responsibilities:*

- i. These committees are expected to engage in ongoing dialogue with the student body and other members of the university to foster positive relationships that deliver innovative solutions and policies beneficial to the undergraduate student body and the university as a whole.
- ii. Meet with constituents regularly.
- iii. Meet with administrators across campus to understand various functions of the university so advocacy efforts align with student needs and current operations.
- iv. Intake concerns and opportunities for students and create a path forward towards advocacy and resolution.
- v. Write effective and efficient resolutions and legislation that is rooted in research, understanding, and the undergraduate student voice.

**Section 2: Administration Committee**

a. Consists of two (2) at-large senators, one (1) UCSO Senator, and three (3) college senators overseen by the Vice President for Administration.

*b. Duties and responsibilities:*

- i. Take attendance at meetings and manage notifications for attendance to representatives.
- ii. Coordinate office hours for all representatives.
- iii. Record meeting minutes during senate meetings.
- iv. Distribute meeting minutes internally and on the website after approval by the senate.
- v. Manage and implement all internal communication (meeting reminders, weekly emails, important updates).
- vi. Organize, store, and track all documents (including legislation) for the USS.
- vii. Maintain the USS office, including supply orders, work orders, and tenant relations with Student Engagement and Campus Life.
- viii. Regularly check the USS email account and forward the information to the relevant people.
- ix. Keep the USS website up to date, including but not limited to:
  1. Visual aids and images
  2. Meeting minutes
  3. Passed legislation
  4. Meeting information for the public.

**Section 3: Communications and Marketing Committee**

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators led by the Director of Communications and overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
  - i. Create all marketing materials and external communications.
  - ii. Manage and update all social media accounts.
  - iii. Develop and implement a consistent brand for the USS.
  - iv. Ensure compliance with VT licensing guidelines.
  - v. Design and order apparel for the senate.
  - vi. Design and procure all necessary print media.
  - vii. To ensure consistent marketing efforts, one (1) representative serves as a liaison to the Hokie Effect Assistant Director.
  - viii. Provide oversight for the USS photographer, videographer, and graphic designer(s).

#### **Section 4: Accountability Committee**

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and three (3) college senators overseen by the Vice President and Representative to the BOV
- b. *Duties and Responsibilities*
  - i. This committee may be charged with investigating concerns and developing solutions for the USS as requested by the Senior Advisor (or designee) to the Undergraduate Student Senate.

#### **Section 5: Membership Development Committee**

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators led by the Director of Staff Development and overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
  - i. Design and implement necessary on-boarding materials or processes for all USS representatives.
  - ii. Create opportunities for representatives to build leadership skills and competencies.
  - iii. Design and implement advisor-approved organization retreats.
  - iv. Host at least one (1) advisor-approved social for USS representatives per semester.
  - v. Ensure that all USS members (cabinet, senators, directors, assistant directors) create transition packets each year.
  - vi. Create opportunities for, and check-in on, representative(s) well-being.



## **Section 6: Appropriations Committee**

- a. Consists of two (2) at-large senators, two (2) UCSO senators, and four (4) college senators overseen by the Vice President for Finance.
- b. *Duties and responsibilities:*
  - i. To allocate funds from the Student Activity Fee to Registered Student Organizations on campus.
  - ii. Work closely with members of the Graduate Student Budget Board to ensure communication and policy alignment.
  - iii. Communicate consistently with student organizations regarding funding deadlines, policy updates, and other critical information.
  - iv. Consistently evaluate policy for best practices, biases, and opportunities to enhance student organization needs.
    - v. Work closely with the SECL to form the annual budget request.
    - vi. Select representation to serve on the Student Finance Leadership Committee.

## **Section 7: Special Programs Committee**

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators overseen by the Vice President for Issues and Policy
- b. *Duties and responsibilities:*
  - i. Brainstorm, create, and execute events and programs for the USS that align with the USS mission. Programs may include, but are not limited to, a Welcome Back Event, Governance Forums, Town Halls, Inauguration, and End of Year Banquet.
  - ii. Reserve space and equipment for on-campus programs.
  - iii. Work in tandem with other senators to ensure programs align with the needs of the student body.

## **Section 8: Equity and Inclusion Committee**

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators overseen by the Vice President for Equity and Inclusion
- b. *Duties and responsibilities:*
  - i. Work across the organization to view legislation, programs, practices, and policies through an equity and inclusive lens.
  - ii. Work with the Membership Development Committee to bring speakers to USS meetings and/or events that grow the equity and inclusion knowledge and skills of all members and advisors.
  - iii. Assist in the active recruitment of a diverse representation of student identities, perspectives and experiences.

- iv. Contribute to the ExperienceVT initiative through perspective sharing about the experiences offered to our students to foster a sense of belonging at Virginia Tech

## **Article VIII: Representation in University Governance**

In order to advance the institutional vision for shared governance, participation in the University Council and other university-level bodies is a core responsibility of the Undergraduate Student Senate. The USS maintains representation on the University Council; senate and university commissions; and university standing committees. Additionally, there are numerous entities outside of university-level governance, as noted in Section 4 of the Article, to which the USS is expected to provide representation.

### **Section 1: University Council**

The University Council acts as the apex body for policy recommendations to the President of the University and the Board of Visitors. The Undergraduate Student Senate has four (4) *ex officio* representatives on the University Council who are expected to discuss or present policies or issues that affect the student body. Details of the USS membership on the University Council are found in Article V of the University Council Constitution.

### **Section 2: Commissions**

The senate and university commissions are the primary bodies for policy formation at Virginia Tech. Every commission includes at least one (1) representative from each of the senates as well as the administration. Details of the USS membership on the commissions are found in Article VII of the University Council Bylaws.

### **Section 3: University Standing Committees**

University standing committees are constituted on a continuing basis by the President of the University on recommendation of the University Council to deal with matters of a university wide interest. Details of the USS membership on university standing committees are found in Article VIII of the University Council Bylaws.

### **Section 4: Entities Outside University Governance System**

- a. *Campus and Workplace Violence Prevention Committee*

i. There shall be one (1) USS representative assigned to this committee. *b. Parking Citation Appeals Subcommittee*

i. There shall be two (2) USS representatives assigned to this sub-committee. *c. Title IX Committee*

i. There shall be one (1) USS representative assigned to this committee. *d. Experiential Learning Student Advisory Committee*

i. There shall be one (1) USS representative assigned to this committee. *e. The USS President (or designee) is appointed to the following entities: i.*

Council on Virginia Tech's History

ii. President's Committee on Governance

iii. State Council for Higher Education (SCHEV) Student Advisory Council iv.

University President's Advisory Council

v. VPSA Student Leadership Advisory Team

vi. Blacksburg Town Council

1. Typically this appointment is held by the USS Director of Governmental Relations.

f. The USS Director of Governmental Relations is appointed to the following entities:

i. Town Gown

ii. Blacksburg Town Council

iii. Voter Education and Engagement Coalition

### **Section 5: Election and Responsibilities of University Governance Representatives**

USS representatives in university governance shall be a USS member and/or a member of the student body. Except for *ex officio* positions and positions filled by means of appointment by the President of the University, these positions will be filled by a) the creation of a slate of candidates by majority vote of the cabinet and b) subsequent vote by the USS as a whole in an effort to create an equitable yet efficient process. Nominees for positions filled by presidential appointment will be voted on by the USS.

Prioritizing the interests of the student body will always be the paramount responsibility of the university governance representatives. To enhance transparency, all representatives will submit and present a report, per entity, to the senate each week. These reports shall be made public for the convenience of the student body.

University governance representatives must attend all meetings of the council, commission, and/or committee they have been appointed to. Failure to attend a meeting must be reported to the Vice President for Shared Governance and attendance for university governance service will be evaluated by the policy in Article XI of the bylaws.

In the event that a body itself does not define the term of membership, all appointments will end with the conclusion of the last meeting of the University Council in the spring semester.

## **Section 6: Application for University Governance Vacancies**

Candidates for university governance positions must fill out an application, submit a resume and references, and interview with the President, Vice President of Shared Governance, and/or other members of the cabinet as needed. Any member of the student body is eligible to apply for these positions as long as they meet the eligibility requirements outlined in Article V, Section 1 of the constitution. Applications shall be made available to all members of the student body. From these applicants, the cabinet will create the slate of candidates referred to in Section 5 above. Vacated positions will be filled by this same process.

When there are no applicants for a position and/or a position is still open thirty calendar days after the request from the Office of the Vice President for Policy and Governance for the USS service assignments, the Senior Advisor or designee may attempt to fill these vacancies directly, without utilizing the application process. However, selections made in this manner must be ratified by vote of the USS.

## **Article IX: Types of Legislation**

### **Section 1: Types and Designations**

- a. Proposed changes to the constitution shall be considered an “Act.”
- b. Proposed changes to the bylaws shall be considered a “Bill.”
- c. Proposed legislation that represents an official expression of opinion or will of the senate shall be considered a “Resolution of Student Experience”, denoted R-SE.
- d. Proposed legislation that addresses policy shall be considered a “Resolution for Policy”, denoted R-P.
- e. Proposed legislation to allocate funding internally or externally shall be considered a “Resolution for Funding Request,” denoted FR.

### **Section 2: Resolution Coding System**

- a. All legislation shall be advanced in the form of a resolution and all resolutions shall be given a number based on the legislation type, sequential number of that type, and academic year, prior to its first reading.
  - i. (Example: 2021-22 – A1 stands for the first Act of the 2021-22 USS) *Acts* will be designated by an “A.”
  - iii. *Bills* will be designated by a “B.”
  - iv. *Resolutions* will be designated by an “R.”
  - v. *Funding Requests* will be designated by “FR.”
- b. Resolutions must also include the names of author(s) and sponsor(s), a title, whereas and therefore statements, a signature line for the President of the USS,

- the Vice President for Issues and Policy, and no less than one (1) other cabinet member, and the USS logo on official letterhead.
- c. After a resolution has been voted on, a “PASSED” or “FAILED” designation shall be included in the coding system.
  - a. All vote counts must be accurately documented in the minutes and all votes will be by recorded ballot.

## **Article X: Legislative Policies and Paths**

### **Section 1: Authors and Sponsors**

- a. As stated in the USS Constitution, any senator in the USS may author or sponsor legislation.
  - i. An author is the individual(s) responsible for drafting the legislation, seeking out sponsor(s), and shall be the point of contact for the legislation.
  - ii. A sponsor is an individual that supports the will and initiative of the piece of legislation by having their name associated with the legislation.
  - iii. There is no limit to the number of sponsors a piece of legislation may have.
- b. Any cabinet member may author Acts or Bills. If a cabinet member chooses to author an Act or Bill, it must be sponsored by at least one (1) senator.
- c. The Vice President for Finance may author resolutions pertaining to the annual budget.

### **Section 2: Funding Requests**

#### *a. Internal.*

Any representative who wishes to apply for internal funding must:

- i. Notify the Vice-President of Finance before presenting in open forum for their request, including the amount requested and what the funds will be used for.
- ii. Find a sponsor in the USS who is willing to write a funding request on their behalf. If a representative is applying for funding, they must find an additional co-sponsor within the branch for their request.
- iii. Introduce legislation in the USS that outlines the following related to their request:
  - 1. The purpose of the funds.

2. Reasons the funds are required from the Annual Contingency account.
3. Contribution of the funding to the mission of the USS.
4. An itemized budget of how the funds will be used.

The legislative sponsor(s) of this request, alongside the partnering USS Representative, if they are not a senator, must present the legislation jointly.

iv. Present a summary of the event that addresses:

1. If the amount of funding was sufficient.
2. What steps can be taken to improve the event going forward, if it is to be a continual event

The presentation must occur within two Senate Meetings following the completion of the event or purpose for the allocation, unless extenuating circumstances delay the presentation

*b. External*

- i. External organizations, including but not limited to Registered Student Organizations (RSO), University Chartered Student Organizations (UCSO), University Student Leadership Programs (USLP), and university departments that are not housed within the USS, may only request up to a maximum of one thousand (\$1,000) dollars.
- ii. The USS shall be in all promotional materials for External Funding Requests we fulfill.

**Section 3: Veto of Resolutions**

- a. No later than seventy-two (72) hours after a resolution has been passed by the USS, one (1) or more cabinet members may make a request to the president and the appropriate vice president that the cabinet vetoes the resolution.
- b. The president must convene the cabinet to consider such a request. After discussing the reasons for the request and the resolution in question, the cabinet will vote on the veto. All cabinet members must participate in the vote. A veto is sustained by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the cabinet, that being five (5) out of the seven (7) cabinet members.
- c. At the following USS meeting, the cabinet must present a statement that explains why the cabinet chose to veto the resolution. This must be presented by the representative who originally proposed the veto to the cabinet.
- d. After this presentation, the USS will have the opportunity for a Q&A and discussion, upon the completion of which a vote will take place on the question of overturning the veto. In all instances except changes to the USS Constitution and/or Bylaws, the veto is overturned by a majority (over  $\frac{1}{2}$ ) affirmative vote of USS members present and voting,

provided that a quorum has been achieved. To overturn a veto of the USS Constitution and/or Bylaws requires a 2/3 majority vote.

- e. A veto of the cabinet may not be overturned and may be reintroduced the following academic semester as appropriate.
- f. At least one member of the Advising Team must be in attendance where legislative acts occur within the USS.

#### **Section 4: Legislative Record**

- b. There shall be one (1) physical copy of all introduced legislation in a binder titled “The Legislative Record of the Undergraduate Student Senate” within the USS office
  - i. This record shall be organized by passed and failed legislation in chronological order.
  - ii. The legislative record shall be maintained by the Vice President of Administration.

At the end of the academic year, the file shall be bound and titled “Legislative Record of the Undergraduate Student Senate of Virginia Tech for the Academic Year XXXX.” USS legislation will follow the paths and policies presented below.

#### **Section 5: Path of Resolutions for Policy (RP)**

- a. The USS may author a resolution for policy (RP) for consideration by the CUSA, but the USS may not introduce a resolution for policy (RP) directly to the University Council. Any resolution that involves a policy change (RP) must be approved by the CUSA prior to senate review and vote; then, if approved by the senate, the RP is forwarded to the University Council for consideration.
- b. Resolutions involving a policy change (RP) may originate within the CUSA or may be taken up for consideration by the CUSA at the request of the USS, the University Council, the president, or another member of university leadership. Regardless of how the RP originates, once it is approved within the CUSA, it will go to the full senate for a vote.
- c. The USS will follow the process of resolution review and voting as outlined in Article III of the University Council Bylaws, including a first and second reading of all resolutions. To be advanced by the USS to the University Council, a resolution must receive a majority (over ½) affirmative vote of USS members present and voting, provided that a quorum has been achieved, to be considered

- “passed” by the USS.
- d. If a majority vote is not received, the resolution fails and can only be re introduced with the approval of two (2) cabinet members or in the following academic semester.
  - e. A resolution approved by the USS shall be signed by the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member to certify it was approved by the USS.
  - f. Once approved, the resolution shall be sent to the Secretary of the University Council, to be put on the agenda for University Council meeting(s).
  - g. Following a second reading in the University Council, the council shall vote on the resolution. If the resolution receives a simple majority (over ½) affirmative vote of those present and voting, provided that a quorum has been achieved, the resolution is advanced to the President of the University for consideration. Most resolutions also require the approval of the Board of Visitors before they are officially adopted.

#### **Section 6: Path of All Other Legislation (non-RP)**

- a. Senators are required to meet with university officials and other relevant stakeholders in order to acquire full information about their chosen topic and to work closely with university entities relevant to their legislation prior to voting of any kind.
- b. After a first draft of the legislation has been written by one (1) or more senators, it must be considered by the committee on which the primary author(s) sit. This is meant to ensure that the legislation is thoroughly reviewed and revised before being presented to the senate. Legislation should be discussed with the committee no less than two (2) times.
- c. After being reviewed in committee, the legislation must be sent to the Vice President for Issues and Policy to verify that nothing in the legislation's final draft is in conflict with the USS Constitution and Bylaws.
- d. Upon receiving written approval from the Vice President for Issues and Policy, the primary author(s) must send the final draft to the Vice President for Administration to be placed on the agenda and brought before the full senate.
- e. Once on the senate floor, the legislation must receive a majority (over ½) affirmative vote of members present and voting, assuming a quorum is present, in order to be considered “passed” by the USS.
- f. If a majority affirmative vote is not received, it fails, and can only be re introduced with the approval of two (2) cabinet members or in the following academic semester.
- g. Passed legislation shall be signed by the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member to certify it was passed by the USS.



## **Article XI: USS Budget & Finance**

Annually, the Vice President for Finance and the Appropriations Committee will analyze, create, and present a budget to the USS. The budget will consist of needed expenses for the coming year. The budget must be approved by the USS. Funding for the USS comes from both Student Activities Fees and the Hokie Effect program.

### **Section 1: Major Projects Fund**

- a. This fund is for projects with a minimum cost of five thousand dollars (\$5,000).
- b. In years in which Hokie Effect net revenue exceeds sixty-five thousand (\$65,000), seven (7%) percent of the total net revenue will be allocated to this fund.
- c. Monies in this fund should be used to respond to and enhance the undergraduate student experience at Virginia Tech.

### **Section 2: Use of Funds**

- a. All representatives of the organization have authorization to utilize funds that are provisioned in the annual budget, but they must first receive written approval from the Vice President for Finance and the USS President to guarantee that their request is indeed provisioned and still has available funding.
- b. The written approval from the Vice President for Finance, with signature by the USS President, must be attached to any invoices or requests for reimbursement; otherwise, payment will not be issued.

## **Article XII: Attendance**

- a. All representatives will be allotted a total of two (2) absences per semester per responsibility for the senate, council, commission, and/or committee meetings required by their service commitments. If a representative plans to use one of their allotted absences, they are expected to email the Vice President for Administration at least twelve (12) hours prior to the start of the meeting they will be unable to attend.
- b. If a representative has used both allotted absences and an unforeseen situation arises, the Vice President for Administration will elevate this information to the Graduate Advisor for the Student Senate who will address the matter with the representative. Any disciplinary action taken will be maintained as confidential.
- c. If a representative continues to miss meetings after a consultation with the Graduate Advisor, the Advising Team has the authority to remove the student from their position and a special election or appointment (based on the position) will be initiated to fill the

vacancy.

## **Article XII: Misconduct Process**

Concerns or grievances regarding inappropriate or unethical behavior, misconduct, etc. shall be sent to the Advisor to the Undergraduate Student Senate & Assistant Director of Student Governance for review and adjudication. Anyone who submits a claim will be required to meet with the advisor and may be required to meet with the individual who is the subject of the claim. The advisor will address all issues raised and has the authority to deliver sanctions as needed, up to and including suspension with or without pay and/or the removal of a representative from the Undergraduate Student Senate for inappropriate behavior or misconduct. However, the advisor may elevate concerns to members of the Advising Team, Student Conduct, the Office of Title IX.