



## The Student Government Association (SGA) By-laws

Amended: December 08, 2011

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### **ARTICLE I. DUTIES AND POWERS – EXECUTIVE BRANCH**

#### **Section 1. Executive Board**

##### **Subsection A. Student Body President**

1. To serve as President of the SGA.
2. To act as the official spokesperson for the SGA and the undergraduate student body.
3. To coordinate all activities of the SGA.
4. To address the Legislature at least once per semester in a formal State of the Campus address.
5. To call a special Legislative or Executive meeting at any time he/she deems necessary in the interests of the student body, or whenever petitioned by two-thirds (2/3) of the members of the Legislature.
6. To appoint a Chief of Staff by the first legislative meeting following inauguration.
7. To conduct interviews and nominate candidates for Director of Administrative Affairs, Director of Communications, Director of Governmental Affairs, Director of Traditions & Philanthropy, Director of Student Groups, and Director of Sustainability. All nominations are subject to a two-thirds (2/3) confirmation vote of the Legislature. The President must take responsible steps to widely promote the availability of these positions to the Student Body. Candidates for nomination must submit personal resumes and qualifications for the positions for which they are applying to the President and the Executive Board. The President may nominate candidates for each of these positions by the last meeting of the Legislature during the spring semester following the elections. The Executive Board may nominate Co-Directors, or Assistant Directors, if they feel it will aid in the administration of the Executive Branch.
8. To appoint, upon a two-thirds (2/3) confirmation of the Legislature, nominees for vacant Executive and Judicial offices, and by majority confirmation, vacant Election Board chair(s), vacant Liaison positions and all other positions specified under Article XIII, unless otherwise stated.

9. To appoint with a two-thirds (2/3) majority vote between the President, the Speaker, and Speaker Pro Tempore vacant legislative seats, and with a two-thirds (2/3) majority confirmation from the Legislature after nominations are put forward by the Committee on Recruitment and Retention.
10. To organize and conduct a Legislative Retreat in conjunction with the SGA advisor, the Speaker of the Legislature, and the Speaker Pro Tempore.
11. To organize and conduct an Executive Training Session during the fall semester.
12. To appoint undergraduate student members to the Committee for the Review of Student Fees.
13. To serve on or appoint undergraduate student members to all advisory committees and boards requiring student input. These appointments include student representatives to the University Senate Student Affairs Committee, IT Council, Stamp Advisory Board, Campus Student Technology Fee Advisory Committee, Campus Recreation Advisory Board, Athletics Ticketing Council, Facilities Advisory Council, Classroom Refresh, President's Undergraduate Advisory Committee, Network Refresh Advisory Council, Alcohol Coalition, Maryland Higher Education Commission nominee and the University System of Maryland Student Council.
14. To meet with the University President on a need basis.
15. To meet with the University President's Chief of Staff on a need basis.
16. To serve as an ex-officio, non-voting member of all SGA Standing Committees.
17. To serve as an ex-officio member to the full University Senate.
18. To chair all Executive Board meetings.
19. To draft and submit the Student Government Association's primary and secondary budgets to the Joint Committee on Finance. In drafting the SGA's primary and secondary budgets, the President shall consult with the Vice President of Financial Affairs and the Speaker of the Legislature; however, the President is solely responsible for submitting the SGA budget to the Joint Committee on Finance.
20. To serve or appoint a designee to serve as a voting member on the SEE/SGA Working Group.
21. To have input in the hiring process as well as performance and review of any Student Activities Fee (SAF) funded position.
22. To serve as the SGA's representative and liaison to Maryland State and DC Metropolitan area Student Governments.
23. To create positions within the SGA as needed to facilitate initiatives of the President.
24. To delegate said duties and responsibilities as necessary at his or her discretion in the event of a temporary absence from power.

#### **Subsection B. Vice President of Student Affairs**

1. To perform such duties as the President may assign him/her in the administration of the Executive Branch.
2. To meet with the Chair of the Campus Senate on a monthly basis.
3. To serve on the Campus Affairs Committee of the University Senate.
4. To maintain regular dialogue with the Vice President of Administrative Affairs of the University.
5. To maintain regular dialogue with the University of Maryland Police Department and Chief of Police. To meet with the Director of the Department of Transportation Services on a regular basis.
6. To plan and coordinate the On-Campus and Off-Campus Safety Walks jointly with the Graduate Student Government.
7. To coordinate at least one campus safety forum with the Division of Student Affairs, University Police, and City of College Park per semester.
8. To work with the College Park Student Liaison on student–community relations.
9. To keep abreast of University Senate proceedings and policy considerations.
10. To serve as the SGA representative to the Campus Transportation Advisory Committee.
11. To meet with the Director of the Department of Transportation Services on a regular basis.
12. To serve on or appoint an undergraduate student member to the Bicycling Advisory Group.
13. To monitor progress on the Facilities Master Plan and Climate Action Plan.
14. To monitor and report all actions pertaining to student interests taken by the campus administration.

#### **Subsection C. Vice President of Financial Affairs**

1. To perform such duties as the President may assign him/her in the administration of the Executive Branch.
2. To act as Chief Financial Officer of the SGA, with exception to the submission of the SGA primary and secondary budgets.
3. To pay all debts accrued by the SGA.

4. To serve as chair of the Finance Committee.
5. To review all line-item transfers and to veto decisions regarding line changes within one week of the Assistant Vice President of Financial Affairs decision if:
  - a. Student Group(s) appeals the decision and it is the impression of the VP of Financial Affairs that the Assistant Vice President of Financial Affairs made an unfounded decision.
  - b. The Assistant Vice President of Financial Affairs has misinterpreted or violated the standards set forth by the Finance Committee.
6. To appoint the Assistant Vice President of Financial Affairs upon confirmation by a two-thirds (2/3) majority vote of the Legislature.
  - a. The Vice President of Financial Affairs must oversee a search committee of four voting members composed of one representative from the Executive Branch, one representative from the legislature, and two members at large from the campus community in making their selection.
    - i. Said committee shall conduct interviews of eligible candidates
  - b. The Vice President of Financial Affairs must responsibly and widely promote the availability of this office
  - c. Candidates for nomination must submit an application along with a personal resume to qualify for this position
7. To submit Primary Allocation Recommendations to the Campus Finance Committee prior to the beginning of the following fiscal year.
8. To serve as an ex-officio member of the Student Group Affairs Committee.
9. To serve as a member of the Committee Board.
10. To personally review all requests for funding before they are voted on at the Committee Board meetings.
11. To veto any spending of the Committee Reserves, as he/she may deem necessary.
12. To serve as a voting member on the SEE/SGA Working Group.
13. To review and approve all Type 3 Line Item Transfers requested by student groups, along with the Assistant Vice President of Financial Affairs and Speaker of the Legislature.

**Subsection D. Vice President of Academic Affairs**

1. To perform such duties as the President may assign him/her in the administration of the Executive Branch.
2. To monitor and report all actions pertaining to academic matters taken by the University administration.
3. To meet with the Provost on a monthly basis.
4. To be responsible for maintaining regular communication between SGA academic representatives and their respective student counterparts in the University Senate.
5. To work with undergraduate Senators to create an SGA/Senate Student Coalition that meets regularly.
6. To serve as Chair of the Student Advisory Council, and to establish, in conjunction with the office of the Provost, all guidelines pertaining to the membership and activities of the Council.
7. To have responsibility for all administrative tasks relating to the Student Advisory Council as well as such other responsibilities as may be deemed necessary in conducting the business of the Council.
8. To serve as an ex-officio voting member of the Senate Educational Affairs Committee.
9. To serve as chair of the SGA Academic Affairs Committee.
10. To serve as an ex-officio, voting member of the Committee Board.
11. To oversee the participation of all academic representatives on the Dean's advisory council of their respective college.

**Subsection E. Executive Board Duties and Responsibilities**

1. Executives shall be required to attend every Executive meeting.
2. In the event of a vacancy in the office of the Student Body President:
  - a. The Chief of Staff will act as the Interim Student Body President.
  - b. The process for succession shall be as follows: an election among the Legislature shall decide whom among the following candidates – Vice President of Student Affairs, Vice President of Academic Affairs, and Vice President of Financial Affairs – shall serve as the new Student Body President. If none of the three (3) Vice Presidents choose to participate in the election, representatives may then self-nominate to fill the vacancy. The vacated seat shall be filled by an application process from amongst the student body.
  - c. Any election to fill the vacancy of the President shall require a majority vote of the Legislature. In the event that there is no majority winner, there shall be a run-off of the top two candidates.

3. To vote on Executive projects and issues pertaining to the administration of the organization. Any tie vote shall always be resolved in favor of the President.
4. All Executives must attend all meetings of the Legislature for the purpose of reporting and discussing the activities of their particular office.
5. In the case an Executive will be absent from a meeting of the Legislature, he/she must submit a written report to the Director of Administrative Affairs and the Speaker of the Legislature no less than 48 hours before the meeting the Executive will be absent from.
6. Any Executive who has three absences from Legislative meetings will be brought before the Constitution and By-laws Committee for review. After four absences, the Executive will be notified that he/she may not miss any more meetings. After five absences, the Executive will be immediately dismissed from his/her position. The Director of Administrative Affairs shall notify the Executive in question of his/her dismissal. If dismissed, the Executive may appeal to the Legislature at its next meeting, and must inform the Speaker at least 24 hours in advance of his/her appeal. A reinstated Executive may not miss any more meetings without facing dismissal. In such an event, the Executive may repeat the appeals process.
7. An absence of an Executive in line 5 above shall be defined as an Executive's failure to fulfill four (4) and five (5) of this subsection.
8. Any Executive who has missed three Executive meetings will be brought before the Constitution and By-laws committee for review. After four absences, the Executive will be notified that he/she may not miss any more meetings. After five absences, the Executive will be immediately dismissed from his/her position. The Director of Administrative Affairs shall notify the Executive in question of his/her dismissal. If dismissed, the Executive may appeal to the Legislature at its next meeting, and must inform the Speaker at least 24 hours in advance of his/her appeal. A reinstated Executive may not miss any more meetings without facing dismissal. In such an event, the Executive may repeat the appeal process.
9. Executives shall be required to attend all Executive and Legislative retreats; failure to do so shall be considered an absence. Attendance at any additional Legislative training is optional.
10. No Executive shall be charged with an absence for missing a meeting in any of the following cases:
  - a. The meeting is held when school is not in session or during summer of winter sessions; or,
  - b. The meeting is held on a religious or ethnic holiday which prohibits participation at the meeting, provided the Executive notified the Director of Administrative Affairs in advance; or,
  - c. The meeting is held in a location that is inaccessible to an Executive due to a temporary or permanent disability; or,
  - d. Any other reason that is protected under federal or state employment law; or,
  - e. He/she is a member of the Joint Committee on Finance and hearings or deliberations produce a conflict; or,
  - f. The reason is pertinent to the duties and responsibilities of his/her position.
11. Executives shall be required to keep a minimum of three (3) office hours per week in the SGA office.
12. Each Executive shall be required to attend:
  - a. At least six (6) SGA sponsored events, three (3) per semester, during the Executive's term in office.
  - b. Terrapin Pride Day
13. Each Executive shall submit an initial Goals and Timetables Report for their position as a plan of action for each Executive in the execution of their office. This report will be agreed upon by each Executive in consultation with the President at the beginning of each Executive's term.
14. Each Executive is subject to progress reviews conducted by the President at three different times during his/her term. The Constitution and By-laws Committee has the discretion to call any Executives in for a hearing after reviewing and deliberating on the President's submission of the progress reviews. The Constitution and By-laws Committee shall conduct the President's progress review. The process by which the progress reviews shall be conducted is outlined in Section V of the Executive Section in the Accountability and Ethics Handbook.
15. Each Executive shall be required to submit a mid-year and final report to the Director of Administrative Affairs at the close of each semester.
16. To complete a minimum of six (6) community service hours per semester. Community service hours shall be defined as activities or work done not for profit for a 501(c)(3) organization or another organization previously cleared by the Constitution and By-laws Committee in consultation with the Director of Traditions and Philanthropy.

### **Subsection F. Executive Reserves**

1. Money allocated to the Executive Reserves fund from the Student Activities Fee shall be spent in a manner agreed upon by the elected Executives.
2. In the event that an agreement cannot be reached on a decision to spend money from Executive Reserves, the members of the Board shall vote.
3. Any tie vote shall always be resolved in the favor of the President.

### **Subsection G. Executive Board Eligibility**

1. All undergraduate students in good standing are eligible to be elected to a position within the Executive Board.
2. In the event of a vacancy for any Executive Board office other than Student Body President, any undergraduate student in good standing is eligible to be appointed to a position within the Executive Board through the Special Joint Committee on Recruitment and Retention.
3. An Executive cannot concurrently serve as a Director, Representative, or Governance Board Justice.

## **Section 2. Executive Cabinet**

### **Subsection A. Chief of Staff**

1. To perform such duties as the President may assign him/her in the administration of the Executive Branch.
2. To preside over the Executive Branch on behalf of the President at the President's discretion or in the event the President is unable to do so.
3. To create the agenda and conduct regular meetings of the Executive Cabinet, whose frequency shall be determined by the President.
4. To be an ex-officio non-voting member of the Executive Board.
5. To monitor the duties and responsibilities of members of the Executive Cabinet.
6. To establish and maintain contacts with the Liaisons regarding their responsibilities as stated in Article VIII, Section 5 of this document.
7. To be appointed by the President, subject to no Legislative confirmation vote.
8. To serve at the pleasure of the President.

### **Subsection B. Director of Administrative Affairs**

1. To perform such duties as the President or his/her designees may assign him/her in the administration of the Executive Branch.
2. To assist the President in the preparation of his/her annual Primary and Secondary budget requests.
3. To be responsible for the administration of the SGA office.
4. To assist in the administration and spending of the SGA's General Operations budget at the discretion of the President and the Vice President of Financial Affairs to ensure the successful functioning of the SGA office.
5. To correct, when necessary, any problems associated with SGA office equipment.
6. To maintain accurate contact information of all SGA members and to update and distribute such information on a weekly basis.
7. To be responsible for the facilitation, implementation and successful function of the SGA weekly newsletter/listserv.
8. To maintain regular contact with Union IT and the Office of Information Technology to assist the SGA in its initiatives and projects.
9. To maintain a central record of attendance and office hours for the SGA of all Executives, Representatives, and Committee members to be gathered from the Director of Communications, Legislative Coordinator and Parliamentarian, and Committee Chairs.
10. To notify Representatives, Committee Chairs, Committee members, and any other appointed non-executive branch members of fulfillment of responsibilities or dismissal.
11. To present an official report to the President and Speaker at least once a month containing a list of members who are not fulfilling their responsibilities or are facing dismissal.
12. To monitor and dismiss Executive Board members and Executive Cabinet members, with the exception of the Chief of Staff, who do not meet the responsibilities set forth in Article I, Section 1 of this document.
13. To serve as an ex-officio, non-voting member of the Constitution and By-laws Committee.

14. To provide details and guidelines for mid-year and final reports to Representatives and Executives to be submitted at the close of each semester.
15. To be appointed by the President subject to a two-thirds (2/3) majority confirmation vote by the legislature.

#### **Subsection C. Director of Communications**

1. To perform such duties as the President or the Executive Board may assign him/her in the administration of the Executive Branch.
2. To be an ex-officio non-voting member of the Executive Board.
3. To chair the SGA Communications Committee.
4. To take all minutes and keep attendance at Executive Board meetings to be submitted to the Chief of Staff and Director of Administrative Affairs on a weekly basis.
5. To take all minutes and keep attendance at Executive Cabinet meetings to be submitted to the Chief of Staff and Director of Administrative Affairs on a weekly basis.
6. To assemble a Communications Staff that must include a Webmaster and press secretary, and can include, but is not limited to a marketing coordinator and outreach coordinator.
7. To collaborate with the Webmaster to regularly update the SGA website and other social media outlets.
8. To write all press releases, letters to the editor, opinion editorials, and other media materials, as assigned by the President.
9. To be responsible for the planning and execution of the SGA/Alumni Association Speaker Series.
10. To maintain contact with all print, electronic, and radio media on- and off- campus and supply SGA members with any such contact information for their initiatives.
11. To assist and advise other members of the SGA in writing opinion pieces.
12. To draft and send out the SGA's Digest.
13. To be responsible for copy-editing SGA publications, advertisements, letters, reports, and marketing initiatives.
14. To draft and send out e-mails and blurbs regarding SGA updates and events via listserv contacts via University and SGA databases.
15. To draft and send out outreach initiatives to the university student body.
16. To maintain the SGA website and keep it updated with legislation, a calendar of student group events, SGA committee meeting times, SGA member contacts and office hours, and other pertinent information.
17. To formulate SGA branding in conjunction with the Chief of Staff and President.
18. To be appointed by the President subject to a two-thirds (2/3) majority confirmation vote by the legislature.

#### **Subsection D. Director of Governmental Affairs**

1. To perform such duties as the President or his/her designees may assign him/her in the administration of the Executive Branch.
2. To serve as the SGA lobbyist in pursuing the agenda of the President and the SGA.
3. To monitor policies of the state and county governments that affects the interest of the undergraduate student body and to present research on pertinent topics to the Legislature and the Executive Branch.
4. To draft, in conjunction with the Committee of Governmental Affairs, legislation on SGA stances regarding the policies and procedures of state and county governments that affects the interest of undergraduate members of the student body.
5. To maintain a strong student presence in Annapolis on issues that impact students.
6. To organize the SGA's voter registration and Get-Out-The-Vote Efforts.
7. To mobilize students and SGA members to assist in the planning and execution of Terrapin Pride Day.
8. To serve on any joint student-administration groups charged with the planning and execution of Terrapin Pride Day.
9. To promote awareness of governmental policies and issues that affects the undergraduate members of the student body.
10. To serve as Chair of the Committee of Governmental Affairs
11. To be appointed by the President subject to a two-thirds (2/3) majority confirmation vote by the legislature.

#### **Subsection E. Director of Traditions & Philanthropy**

1. To perform such duties as the President or his/her designees may assign him/her in the administration of the Executive Branch.
2. To coordinate SGA events and programs as assigned by the President.

3. To advise and assist other members of the SGA on their programming efforts.
4. To be responsible for space and equipment rental needs, and to be placed on all appropriate lists to facilitate this responsibility.
5. To work with dining services to carry out the Keep Me Maryland Campaign.
6. To work with the Coordinator of Student Philanthropy at the University of Maryland Alumni Association on philanthropy initiatives
7. To serve as Chair of the Committee of Traditions and Philanthropy
8. To be appointed by the President subject to a two-thirds (2/3) majority confirmation vote by the legislature.

**Subsection F. Director of Sustainability**

1. To perform such duties as the President, or his/her designees, may assign him/her in the administration of the Executive Branch.
2. To keep abreast of practices and policies promoting environmentally sustainable behavior and consciousness on the UMCP campus and in the local community.
3. To report to the President on sustainability issues relevant to the student body.
4. To work with members of relevant University departments and organizations to promote environmentally sustainable practices and policies on campus.
5. To meet with staff at the Office of Sustainability on a monthly basis
6. To work with Communications Committee and Traditions and Philanthropy Committee to plan the SGA's Annual Earth Day Celebration.
7. To work with the Traditions and Philanthropy Committee to ensure all events and initiatives are conducted in as sustainable a manner as possible.
8. To initiate a meeting with the leaders of other student green groups to inform them about and assist them with an application for funding from the Campus Green Fund.
9. To plan and facilitate a "Green Groups Mixer" or Roundtable and Green Groups meeting at least once per semester.
10. To serve as Chair of the Student Sustainability Committee
11. To be appointed by the President subject to a two-thirds (2/3) majority confirmation vote by the legislature.

**Subsection G. Director of Student Groups**

1. To perform such duties as the President, or his/her designees, may assign him/her in the administration of the Executive Branch.
2. To compile and maintain accurate records of all student groups, their contact information and student group representatives for the purpose of providing correspondence, gaining student opinion and coordinating organizational events.
3. To acquire any and all information pertaining to student groups requested by any member of the SGA.
4. To coordinate and execute SGA Student Group recognition and renewal procedures for all student groups.
5. To serve as the SGA representative to all SGA recognized student groups and fulfill any responsibilities of that office for each group.
6. The Director of Student Groups shall be authorized to appoint SGA liaisons to student groups at his/her discretion to assist in the fulfillment of this position.
7. To serve as an ex-officio, non-voting member of the Finance Committee.
8. To serve as chair of the Committee of Student Group Affairs.
9. To appoint an Assistant Director of Student Groups subject to the approval of the President.
10. To be in direct contact and conduct all functions of oversight of SEE pursuant to these By-laws
11. To conduct or appoint a designee to audit the Group Help account once per semester.
12. To be appointed by the President subject to a two-thirds (2/3) majority confirmation vote by the legislature.

**Subsection H. City Council Liaison**

1. To perform such duties as the President or his/her designees may assign him/her in the administration of the Executive Branch.
2. To work with the SGA and City of College Park to coordinate and direct policy initiatives and events.
3. To serve as the official representative of the SGA to the City of College Park in pursuing the priorities of the Student Body and the SGA.
4. Provide the SGA Legislature with a minimum of two reports per month on city business and his/her initiatives.

5. Attend all City of College Park Council meetings and present a written report to President, weekly.
6. To promote awareness of City policy, issues, and activities affecting the undergraduate student body.
7. The City Council Liaison will be appointed by a committee from a pool of candidates submitted by the SGA. The Committee shall consist of five (5) voting members: the SGA President, the Speaker of the Legislature (or another SGA representative), the Mayor of College Park, and two (2) at-large representatives from the city council. The current city council liaison will serve as the chair of the committee but will not receive a vote. Appointment is subject to a 2/3 majority vote by the Legislature.
8. To serve as the vice chair of the Committee of Governmental Affairs.

**Subsection I. Executive Cabinet Duties and Responsibilities**

1. Executive Cabinet members shall be required to attend every Executive Cabinet meeting.
2. No Executive Cabinet member shall be charged with an absence for missing a meeting in any of the following cases:
  - a. The meeting is held when school is not in session or during summer or winter sessions; or,
  - b. The meeting is held on a religious or ethnic holiday which prohibits participation at the meeting, provided the Executive notified the Director of Administrative Affairs in advance; or,
  - c. The meeting is held in a location that is inaccessible to an Executive due to a temporary or permanent disability; or,
  - d. Any other reason that is protected under federal or state employment law; or,
  - e. The reason is pertinent to the duties and responsibilities of their position.
3. Executive Cabinet members with committees shall be required to hold regular, at least bi-monthly meetings, or as specified in their respective Committee’s requirements of these By-laws. They are also expected to keep sufficient records of attendance, agendas, and meeting minutes.
4. Each Director and Liaison shall submit an initial Goals and Timetables Report for their position as a plan of action for each Director and Liaison in the execution of their office. This report will be agreed upon by each Director and Liaison in consultation with the President
5. Each Director and Liaison is subject to progress reviews conducted by the President at three different times during his/her term. The Constitution and By-laws Committee has the discretion to call any Directors in for a hearing after reviewing and deliberating the President’s submission of the progress reviews.
6. Each Director and Liaison shall be required to submit a mid-year and final report to the Director of Administrative Affairs and Chief of Staff at the close of each semester.
7. To complete a minimum of six (6) community service hours per semester. Community service hours shall be defined as activities or work done not for profit for a 501(c)(3) organization or another organization previously cleared by the Constitution and By-laws Committee in consultation with the Director of Traditions and Philanthropy.

**Subsection J. Executive Cabinet Eligibility**

1. All undergraduate students in good standing are eligible to be appointed to a position within the Executive Cabinet.
2. A member of the Executive Cabinet cannot concurrently serve as an Executive, Representative, or Governance Board Justice.

**ARTICLE II. DUTIES AND POWERS – LEGISLATIVE BRANCH**

**Section 1. The Legislature**

**Subsection A. Composition of the Legislature**

1. Undergraduates at the University of Maryland, College Park shall be eligible for election to their Legislative District.
2. The Legislative districts shall be as follows:
  - a. **Off-Campus - Neighboring:** consisting of all students living on non-University property within the 20740 US Postal Service Zip Code, excluding the South Campus Commons and the University Courtyard.
  - b. **Off-Campus - Outlying:** consisting of all students living on non-University property that is not within the 20740 U.S. Postal Service Zip Code.



- c. **Denton:** consisting of the Denton, Easton, Oakland, and Elkton residence halls.
  - d. **Ellicott:** consisting of the Ellicott, Hagerstown, and LaPlata residence halls.
  - e. **Cambridge:** consisting of Bel Air, Cambridge, Centreville, Cumberland, and Chestertown residence halls.
  - f. **Greek Residential:** consisting of the fourteen University-owned Greek houses on Fraternity Row and the seven University-owned houses on the Graham Cracker.
  - g. **North Hill:** consisting of the Anne Arundel, Caroline, Carroll, Dorchester, Queen Anne's, St. Mary's, Somerset, Wicomico, and Worcester residence halls.
  - h. **South Hill:** consisting of Alleghany, Annapolis, Baltimore, Calvert, Cecil, Charles, Frederick, Garrett, Hartford, Howard, Kent, Montgomery, Prince George's, Talbot, and Washington residence halls.
  - i. **Leonardtown:** consisting of New and Old Leonardtown.
  - j. **South Campus Commons:** consisting of the South Campus Commons apartments.
  - k. **University Courtyard:** consisting of the University Courtyard complex
  - l. **College of Agriculture and Natural Resources:** consisting of all students with their primary major/degree program in a curriculum contained within the College of Agriculture and Natural Resources.
  - m. **School of Architecture:** consisting of all students with their primary major/degree program in a curriculum contained within the School of Architecture.
  - n. **College of Arts and Humanities:** consisting of all students with their primary major/degree program in a curriculum contained within the College of Arts and Humanities.
  - o. **College of Behavioral and Social Sciences:** consisting of all students with their primary major/degree program in a curriculum contained within the College of Behavioral and Social Sciences.
  - p. **Robert H. Smith School of Business:** consisting of all students with their primary major/degree program in a curriculum contained within the Robert H. Smith School of Business.
  - q. **College of Computer, Mathematical, and Natural Science:** consisting of all students with their primary major/degree program in a curriculum contained within the College of Computer, Mathematical, and Natural Science.
  - r. **College of Education:** consisting of all students with their primary major/degree program in a curriculum contained within the College of Education.
  - s. **A. James Clark School of Engineering:** consisting of all students with their primary major/degree program in a curriculum contained within the A. James Clark School of Engineering.
  - t. **School of Public Health:** consisting of all students with their primary major/degree program in a curriculum contained within the School of Public Health.
  - u. **Merrill College of Journalism:** consisting of all students with their primary major/degree program in a curriculum contained within the Merrill College of Journalism.
  - v. **Letters and Sciences:** consisting of all students with their primary major/degree program in a curriculum contained within the Letters and Sciences.
3. There shall be two freshman representatives and a transfer representative appointed at the beginning of the fall semester per the appointment process listed in Article VIII.
  4. The Legislature shall be divided in the following geographic and academic districts, which shall have the accompanying Legislative appointments, based upon a ratio of 1 representative per 1,800 undergraduate students as per the Spring 2009 enrollment statistics:

<b>Residential Representatives</b>	<b>Academic Representatives</b>
2 Off-Campus – Neighboring	1 Agriculture
6 Off-Campus – Outlying	1 Architecture
1 Denton	2 Arts and Humanities
1 Ellicott	3 Behavioral and Social Sciences
1 Cambridge	2 Business
1 Greek Residential	3 Computer, Mathematical and Natural Sciences
1 North Hill	1 Education
1 South Hill	2 Engineering
1 Leonardtown	1 Public Health
1 South Campus Commons	1 Journalism

1 Courtyards	3 Letters and Sciences
2 Freshmen	1 Transfer Representative

5. A Representative cannot concurrently serve as an Executive, member of Cabinet, or Governance Board Justice.

**Subsection B. Duties and Responsibilities of Representatives**

1. Representatives shall attend legislative meetings, fulfilling all powers and duties as provided in Article V of the by-laws
2. To sponsor legislation.
  - a. Representatives shall submit an Action Plan for legislation they sponsor prior to their bill's passage in the weekly legislative meeting.
  - b. Each piece of legislation is suggested to include a written or verbal testimony from a student not affiliated with the SGA whose interests are met by the passage of the legislation.
3. The Legislature shall be responsible for the approval of, with any amendments it deems necessary, the Finance Committee's annually recommended Primary, and if necessary, Secondary Budget Report on Student Activity Fee allocations.
4. The policy regarding absences from Legislative General Body Meeting and Legislative training sessions/ retreats shall be as follows:
  - a. A Representative shall be considered absent if they are missing from a meeting without notifying the Speaker and receiving approval. It is up to the discretion of the Speaker to grant excused absences for events like, but not limited to, family emergencies, religious holidays, and required events for class. The speaker has the right to request documentation for absences if he or she feels that the attendance of the Representative in question is not consistent.
  - b. Unexcused absence from more than two (2) consecutive meetings shall be grounds for immediate dismissal from the Legislature.
  - c. Any Representative that accrues three (3) unexcused absences will be brought before the Constitution and By-laws committee for review and notified that they cannot miss any more meetings. Five (5) unexcused absences will be grounds for immediate dismissal from the Legislature.
  - d. Representatives shall be required to attend all Legislative training sessions and retreats. Two unexcused absences from training sessions will be grounds for immediate dismissal from the Legislature. Upon missing the second session, the dismissal process is initiated.
  - e. It shall be the responsibility of the Director of Administrative Affairs to place the names of such Representatives on the agenda for dismissal at the next regular meeting of the Legislature. If dismissed, the member will have until the next voting meeting to submit an appeal to the SGA Legislature. A reinstated Representative may not miss any more meetings without facing dismissal. In such an event, the Representative may repeat the appeals process.
5. No member of the Legislature shall be charged with an absence for missing a meeting in any of the following cases:
  - a. The meeting is held when school is not in session or during summer or winter sessions; or
  - b. The meeting is held on a religious or ethnic holiday which prohibits participation at the meeting, provided the member of the Legislature notifies the Speaker in advance; or
  - c. The meeting is held in a location that is inaccessible to a member of the Legislature due to a temporary or permanent disability; or
  - d. Any other reason that is protected under federal or state employment law; or
  - e. He/she is a member of the Finance Committee and hearings or deliberations produce a conflict.
6. All Representatives shall be required to attend all regular meetings of the Committee(s) to which they belong, and committee membership is according to the following requirements:
  - a. All Academic Representatives shall serve on the Academic Affairs Committee.
  - b. All Residential Representatives shall serve on the Student and Residential Affairs Committee.
  - c. All Representatives shall apply to serve on at least one additional committee.
  - d. No Representative may serve on more than three (3) committees total.
  - e. The Speaker Pro Tempore may grant exception to these rules.
7. Representatives shall be required to perform constituency outreach as approved by the Speaker.

- a. Representatives will conduct constituent outreach for at least one hour per week. Representatives will be provided a through definition of what is considered as constituency outreach by the Speaker at the Legislative Retreat.
  - b. Representatives will submit by the third week of the fall semester how they plan to conduct their constituent outreach to the Legislative Coordinator and Parliamentarian. The plans will be approved by the Speaker.
  - c. Representatives will be required to make at least one UNIV100 presentation, coordinated by the Director of Traditions and Philanthropy.
8. Representatives shall be required to keep a minimum of two (2) office hours per week in the SGA Office
9. Representatives may, during any regular meeting, vote by proxy provided that they specify the following information: name of the Representative, the Representative's constituency, the date, the appropriate legislation, the vote to be cast, and the Representative's signature. The proxy may be given either to the Speaker or the Speaker Pro Tempore. The proxy will apply to the original wording of the legislation only, with the exception of any grammatical changes, which do not change the content of the legislation.
10. Each Representative shall contact his/her constituents with information including their title, name, responsibilities as representatives, contact information, and shall notify constituents at least one time per month of legislative meetings and other functions pertinent to them.-
11. Residential Representatives shall be required to meet with established hall councils or Off-Campus Student Association, according to their constituencies.
12. Residential Representatives must attend one RHA meeting per semester.
13. Academic Representatives shall be required to meet with an administrative contact within their respective colleges to participate or set up Dean's Student Advisory Councils according to their constituencies.
14. Representatives shall be required to attempt one Service Initiative per legislative term. Service Initiatives shall be defined as any project deemed appropriate by the Constitution and By-laws Committee. Initiative ideas shall be submitted to the Constitution and By-laws Committee by the last legislative meeting of September. Any progress must be documented within the Representative's binder.
15. Representatives are required to maintain an active listserv, as set up by the Office of Information Technology for the SGA.
  - a. Representatives must add 35 members of their constituency to their respective listserv within the first 40 days of each semester.
16. Representatives may update their listserv no more than once per week
17. If more than one representative represents a constituency, they will select a listserv administrator from amongst themselves
18. Representatives shall be required to meet monthly with members of the University Faculty/Staff/ Administration corresponding to their designated constituency.
19. Each Representative shall be required to attend:
  - a. At least six (6) SGA sponsored events during the Representative's term in office. The Constitution and By-laws Committee will provide a list of qualifying events at the beginning of each semester.
  - b. Terrapin Pride Day unless excused by a university excused absence.
20. To complete a minimum of six (6) community service hours per semester.
  - a. Community service hours shall be defined as activities or work done not for profit for a 501(c)(3) organization or another organization previously cleared by the Executive Board or the Constitution and By-laws Committee in consultation with the Director of Traditions and Philanthropy.
21. To hear all appeals regarding Type 3 Line Item Transfers.
22. To overturn the decision of the Vice President of Financial Affairs, Assistant Vice President of Financial Affairs, and the Speaker of the Legislature, regarding Type 3 Line Item Transfers by a two-thirds (2/3) majority vote.
23. Representatives shall be required to attend one (1) President-Treasurer meeting or one budget workshop according to the discretion of the VP of Financial Affairs.

### **Subsection C. The Speaker**

1. Duties and Responsibilities of the Speaker
  - a. To represent the Legislature to the Executive Board as an ex-officio, voting member.
  - b. To serve as a voting member of the Constitution and By-laws Committee.
  - c. To participate with the President in all interviews concerning legislative appointments.
  - d. To maintain his/her responsibilities as a member of the Legislature.

- e. To chair legislative meetings.
  - f. To appoint, in consultation with the President and upon confirmation by a two-thirds (2/3) majority vote of the Legislature, a Legislative Coordinator and Parliamentarian within the first four (4) regularly scheduled meetings following his/her election.
  - g. To appoint, upon confirmation by a two-thirds (2/3) majority vote of the Legislature, a Legislative Secretary to take minutes of all legislative meetings.
  - h. To appoint, subject to a two-thirds confirmation vote by the Legislature, four (4) Representatives to the Student Advisory Council.
  - i. To appoint at least three (3) and no more than six (6) Representatives to the Joint Committee on Finance subject to a two-thirds (2/3) confirmation vote by the Legislature.
  - j. To appoint, in consultation with the Speaker Pro Tempore, the legislative members of the Constitution and By-laws Committee (CBL), subject to the requirements of Article X, Section 2, Subsection B of the SGA By-laws.
  - k. To appoint with a two-thirds (2/3) majority vote between the President, the Speaker, and Speaker Pro Tempore vacant legislative seats, and with a subsequent two-thirds (2/3) majority confirmation from the Legislature after nominations are put forward by the Special Committee on Recruitment and Retention
  - l. To set the agenda for each regularly scheduled legislative meeting 36 hours in advance.
  - m. To notify all members of the Legislature of future meetings.
  - n. To organize and conduct, in conjunction with the President, SGA Advisor, Vice President of Student Affairs and Speaker Pro Tempore, a legislative training session, executive training session, and committee training session.
  - o. To hold such meetings as he/she may deem necessary in the administration of the Legislature.
  - p. To maintain, in conjunction with the Speaker Pro Tempore, Legislative Coordinator and Parliamentarian and Legislative Secretary, accurate and detail archives of Legislative meetings in accordance with the following:
    - i. Keep electronic copies of minutes, agendas, and all proposed Legislation saved on networked computers in the SGA office under folder SGA Legislative Records.
    - ii. Keep paper copies of minutes, agendas and all proposed Legislation, including a copy of all legislation signed by the President, in a properly labeled binder in the SGA office.
  - q. To review and approve all Type 3 Line Item Transfers requested by student groups, along with the Vice President of Financial Affairs and the Assistant Vice President of Financial Affairs.
  - r. To appoint all committee chairs within three (3) weeks of his/her election as Speaker in consultation with the Speaker Pro Tempore and the President.
  - s. To, in conjunction with the Legislative Secretary, send legislative agendas, legislation, and minutes to the Director of Information Systems.
  - t. To circulate weekly Executive Reports to the Legislature on a weekly basis prior to each weekly Legislative meeting. The Speaker of the Legislature has the authority to issue any additional specifications or guidelines of items that are to be included in each Executive's report.
  - u. To serve as an ex-officio, non-voting member of the Committee Board.
  - v. To serve as a voting member on the SEE/SGA Working Group.
  - w. To submit legislation on behalf of the Administration when asked to do so by the President or the Executive Board.
2. Selection Process
- a. The Speaker of the Legislature shall be selected from the legislative body by a majority vote of the Legislature no later than the second Legislative meeting of the new administration.
  - b. The Speaker and President of the previous administration shall co-chair the meeting(s) of the new administration prior to the election of the new Speaker. Should the prior Speaker be seeking the position of Speaker or Speaker Pro Tempore in the new administration, the meeting(s) shall be chaired by the former President or his/her designee.
  - c. An election for Speaker may be held at any time. However, a motion to call a new election requires a two-thirds (2/3) majority vote of the Legislature.
3. In the event that the Speaker resigns or vacates the office, the Speaker Pro Tempore shall assume the office of Speaker unless there is a successful motion for a new election.

#### **Subsection D. The Speaker Pro Tempore**

1. Duties and Responsibilities
  - a. To assume the duties of the Speaker of the Legislature in the temporary absence of the Speaker or at the Speaker's request, and to assume the position of Speaker of the Legislature if the position becomes vacant unless there is a successful motion for a new election.
  - b. To attend all meetings convened by the Speaker in the administration of the Legislature.
  - c. To inform Committee Chairs of their responsibilities and duties.
  - d. To establish and maintain contact with Committee Chairs regarding their responsibilities as stated in Article VII, X and XIII, Section 3 of this document.
  - e. To ensure that the Committee Chairs present their goals, timetables, and objectives to the Legislature on the third meeting of the Legislature in October and February.
  - f. To ensure that the Committee Chairs present a typed report on the progress and activities to be distributed to the Legislature by the last legislative meeting of each semester.
  - g. To ensure that the Committee Chairs present mid-year and annual reports to the Legislature at the first legislative meeting in December and the last legislative meeting of the respective term.
  - h. To maintain his/her responsibilities as a member of the Legislature.
  - i. To attend Executive meetings in the absence of the Speaker of the Legislature.
  - j. To appoint with a two-thirds (2/3) majority vote between the President, the Speaker, and Speaker Pro Tempore vacant legislative seats, and with a two-thirds (2/3) majority confirmation from the Legislature after nominations are put forward by the Special Committee on Recruitment and Retention
  - k. To participate with the SGA President and Speaker of the Legislature in all interviews concerning Legislative appointments of Committee Chairs as stated in Article VII, X and XIII, Section 3 of this document.
  - l. To participate in the organizing of all training sessions and retreats regarding Committee Chairs.
  - m. The Speaker Pro Tempore is the main contact for all questions and concerns related to Committees.
  - n. To organize and conduct all Committee Board meetings.
  - o. To appoint all committee chairs within three (3) weeks of his/her election as Speaker Pro Tempore in conjunction with the Speaker of the Legislature and the President.
  - p. To appoint all representatives to their Secondary Committee
2. Selection Process
  - a. The Speaker Pro Tempore shall be selected by a majority vote of the Legislature no later than the second Legislative meeting of the new administration.
  - b. An election for Speaker Pro Tempore can be held at any time. However, a motion to call a new election requires a two-thirds (2/3) majority vote of the Legislature.
  - c. In the event of a vacancy in the position of Speaker Pro Tempore, a new Speaker Pro Tempore shall be elected by the Legislature by a majority vote.

### **ARTICLE III. DUTIES AND POWERS – JUDICIAL BRANCH**

#### **Section 1. The Judicial Branch**

##### **Subsection A. Duties and Responsibilities of the Chief Justice**

1. To call special sessions of the Governance Board when he/she deems it necessary, or whenever petitioned by the President, or by a majority of the Justices.
2. To be the official spokesperson of the Governance Board in issuing verdicts or decisions.
3. To correspond with the President of the SGA and the Speaker of the Legislature.
4. To be responsible, along with the advisor to the Governance Board, for the training of the Governance Board and the integration of new members.

##### **Subsection B. Duties and Responsibilities of the Governance Board**

1. To have original jurisdiction over:
  - a. The constitutionality of any action taken by the Student Government Association, and any affiliates or members thereof.

- b. The constitutionality, according to its individual constitution, of any action taken an SGA recognized student group or other organization which is recognized under the SGA Constitution or By-laws.
  - c. Constitutional conflicts between two or more SGA recognized student groups or governing organizations.
  - d. SGA Election cases arising from SGA By-laws and procedures. Such action may be initiated by:
    - i. A written petition of the SGA advisor.
    - ii. A written petition of the Chair of the SGA Election Board.
    - iii. A written petition of the Presidential or highest ranking candidate of any party recognized by the SGA Election Board.
    - iv. A written petition of any independent candidate recognized by the SGA Election Board.
2. To take Judicial Action when initiated by:
    - a. A majority petition of the Legislature, the Executive Board, and/or the standing Committees.
    - b. A written petition of the President.
    - c. A written petition of at least three members of a student group.
    - d. A written petition of at least fifty (50) students of the student body.
    - e. To have Appellate Jurisdiction over any legislation that deals with the SGA Constitution and By-laws. In these cases, the Governance Board shall review the written appeals and any rebuttals submitted and determine whether or not sufficient grounds exist for the Board to render a judgment.
  3. To accept or reject any action brought before the Board within ten (10) academic days. Appeals must be written and submitted with their grounds and any pertinent information within fifteen (15) academic days following a judgment by the Legislature. Rebuttals solicited by the Board must be submitted in writing within five (5) academic days of their written request.
  4. To hear impeachment proceedings brought before it by the Legislature as specified in Article VI, Section 3, Subsection D of the Constitution and Article XIV, Section 3 of the By-laws, and render a decision, which shall be final.
  5. To determine its own rules of procedure in addition to any stated herein or in the Constitution.
  6. All decisions of the Governance Board shall be final.
  7. To meet at least once per month.
  8. To submit written documentation of the Governance Board's decision to the concerned parties, the President, the Director of Administrative Affairs, and the Speaker of the Legislature within one week after the judgment.

**Subsection C. Duties and Responsibilities of the Advisor to the Governance Board**

1. To serve as the direct link between the Governance Board and the Administration.
2. To be responsible for coordinating, along with the Chief Justice, the training of the Governance Board and the integration of new members.
3. To be present, or represented, at all deliberations of the Governance Board.

**Subsection D. Appointment Procedure**

A vacancy in the Governance Board shall be filled through an appointment by the President after the following procedures have been completed:

1. The Governance Board shall conduct the first interview stage for applicants for vacant Governance Board positions in conjunction with the Special Committee on Retention and Recruitment on behalf of the President.
2. The names of any chosen candidate(s) shall be passed from the first interview stage to the President for consideration. Any subsequent interview stage may be conducted, at the President's request, by the Retention and Recruitment Committee or appointed member of the Executive Board, and the Chief Justice, on his or her behalf.
3. If, within ten (10) working days, the names of recommended candidates have not been acted on by the President, either through a recommendation for appointment or moved to an additional interview stage, then they shall automatically come to the floor of the Legislature for consideration.

## ARTICLE IV. ELECTIONS

### **Section 1. Election Board**

#### **Subsection A. Composition**

1. The chair shall be appointed by the President subject to a two-thirds (2/3) majority vote of the Legislature by no later than the last meeting in October. The members of the Election Board shall be appointed by the President with a majority approval of the Legislature. Said Board shall consist of not less than six (6) members.
2. No candidate for office shall serve on the Election Board.

#### **Subsection B. Duties and Responsibilities**

1. The Election Board, under the supervision of the SGA Legislature, shall supervise and conduct all elections provided for in the Constitution and By-laws. This shall include all general elections, special elections, and student body referenda.
2. The number and location of polling places and the Elections Calendar shall be decided by the Election Board. This proposal shall be presented to the Legislature for approval by no later than the last Legislative meeting of the fall semester.
3. The Election Board shall submit all referenda questions to the Undergraduate Student Legal Aid Office for review by the second Wednesday in February.
4. The Governance Board shall have appellate jurisdiction questions involving election rules or procedures, including those involving Constitutional matters.
5. The Election Board shall post the dates for nominations and elections of officers for the SGA in two successive issues of a major campus publication prior to the deadline for nominations.
6. Certifications of eligibility for candidates for office shall be presented to the Election Board in accordance with the election rules.

### **Section 2. Elections**

#### **Subsection A.**

The Election Rules of the Student Government Association shall govern all election proceedings. Any amendments to the election rules shall be passed by no later than the last Legislative meeting in October in order to go into effect for the next general elections during the spring semester. Any changes made after that date will not take effect until the following academic year.

#### **Subsection B.**

All elections and referenda conducted by the SGA shall be held no later than the third Wednesday and Thursday of April. Amendments to the election rules must be approved by the Legislature by the last Wednesday in October. These rules shall remain in effect until amended by the Legislature.

#### **Subsection C.**

Campaigning shall not begin earlier than thirteen (13) days prior to the first day of an election. Recruitment (of ticket members) alone does not constitute campaigning.

#### **Subsection D.**

In all elections, students shall be required to present valid University of Maryland identification to receive a ballot. A record of all results shall be made. The Office of Campus Programs (OCP) shall retain duplicate records.

#### **Subsection E.**

All undergraduates shall be eligible to vote for the representative(s) for the community in which they reside and for the representative(s) for their academic colleges at the time of the election. All undergraduates shall be eligible to vote for the Executive officers and the referenda questions.

#### **Subsection F.**

The winners of the offices of Student Body President, Vice President of Student Affairs, Vice President of Financial Affairs, Vice President of Academic Affairs, and winners for all other positions shall be the top vote getters.

**Subsection G.**

A mandatory transition period will occur between the election and installation of Executives and Legislatures. This transition will include, but is not limited to:

- a. A retreat for all SGA members and members-elect.
- b. Members-elect are required to attend all meetings appropriate to their position.
- c. Members-elect shall shadow the current office holder during the transition period. Representatives/Officers-elect shall not carry the authority of the office until their installation.
- d. Members are required to attend the inauguration and swearing-in ceremony of their successors.

**ARTICLE V. COMMITTEES**

**Section 1. Organization**

**Subsection A. Function**

1. To conduct investigation, research, and oversight of all campus policies and bodies within their relevant jurisdiction, according to the needs and interests of the student body.
2. To research and draft legislation serving the needs of the student body and the functions of the committee relevant to their jurisdiction.
3. To vet, review, and amend all legislation delegated to them by the Speaker in conducting the business of the Legislature, and to provide such additional advice as may be requested of them by that body.
4. To perform such additional functions in conducting the business of the SGA as may be seen fit.

**Subsection B. Committee Procedures**

Procedures and regulations concerning the governance and administration of committees shall be laid out in the Standing Rules of Order of the SGA and in the Committee Handbook, which shall be a reference document of the SGA.

**Subsection C. Enumeration of Standing Committees**

There shall be Twelve (12) standing committees: the Academic Affairs Committee, the Student Affairs Committee, the Constitution and By-laws Committee, the Finance Committee, the Governmental Affairs Committee, the Traditions and Philanthropy Committee, the Communications Committee, the Recruitment and Retention Committee, the Residential Affairs Committee, the Student Group Affairs Committee, Student Sustainability Committee and the Provost's Student Advisory Council.

**Subsection D. Ad Hoc Committees.**

1. The Legislature may create such Ad Hoc committees as it deems necessary to carry out the business of the SGA.
2. An Ad Hoc committee may be created through a resolution or by another main motion on the floor of the Legislature or at the discretion of the President.
3. All Ad Hoc committees shall be given a specific mission and timetable for their work at the time of their creation.
4. The Legislature may specify, as it deems necessary, the number and composition of members on any Ad Hoc committee.

**Subsection E. Composition**



1. Committees are open to all members of the Undergraduate Student Body, with the exception of the Finance Committee, Constitution and By-laws Committee, and Audit Committee, which are subject to the relevant appointment procedures.
2. Each representative must sit on two (2) standing committees
3. All Academic Representatives must serve on the Academic Affairs Committee.
4. All Residential Representatives must serve on the Student Affairs Committee.
5. If more representatives apply than there are Legislative seats available on any Committee, the Speaker of the Legislature shall determine the committee membership in consultation with the Speaker Pro Tempore

## **Section 2. Committee Chairs**

### **Subsection A. Selection of Committee Chairs**

1. Any student shall be eligible for appointment as a Legislative Standing or Special Committee Chair.
2. All candidates must complete an application for a vacant chair position of a Legislative Committee or certain Special Committee; the application is then reviewed by the President, Speaker of the Legislature, and the Speaker Pro-Tempore or their designees.
3. All candidates shall be interviewed by the President, Speaker of the Legislature, and the Speaker Pro Tempore or their designees.
4. The Speaker of the Legislature, Speaker Pro Tempore, and the President shall jointly agree upon a nominee for each vacant Legislative Committee Chair position and certain Special Committee Chair positions. This candidate will then be subject to the approval by a two thirds (2/3) majority vote of the Legislature. In the Event that no nominee is agreed upon for a Committee Chair, which has been vacant for more than one (1) month, the Legislature may, by majority vote, appoint an Acting Chair to serve until the official appointment is made.

### **Subsection B. Duties and Responsibilities of Committee Chairs:**

1. To establish, in conjunction with the members of their committees, goals, timetables and objectives for their committee each academic semester, which shall be submitted to the Legislature at its second meeting in October and its second meeting in February.
2. To submit to the Legislature mid-year and annual reports of their committee's activities at its last meeting in December and its last meeting in April.
3. To delegate to members of their committees such duties and responsibilities as they see fit in the pursuit of the business of the committee.
4. To maintain accurate records of committee business including attendance of members and minutes of all committee meetings.
5. To perform all additional duties and responsibilities outlined in the Standing Rules of Order and the Committee Handbook.
6. To attend all Committee Board meetings.

### **Subsection C. Standing**

1. If a committee chair is a member of the Legislature, then he/she shall maintain the rights and privileges of that office regardless of his/her committee's standing.
2. If a committee chair is an Executive, then he/she shall maintain the rights and privileges of that office regardless of his/her committee's standing.
3. All chairs of standing Committees shall have the right to be yielded time in Legislative debate on any bills that were assigned by the Speaker for review by his/her committee.

### **Subsection D. Vice Chairs**

1. Every committee shall have a vice chair who shall be a voting member of the committee.
2. The Vice Chair is selected by the Chair of the respective committee.
3. At the request of the chair, or in the event that the chair is unable to perform his/her responsibilities, the vice chair shall act in his/her place.
4. While acting as chair, the vice chair shall be accorded all rights, responsibilities and authorities of the chair.
5. When not acting as chair, the vice chair shall be accorded no additional rights or authorities beyond those of other committee members.
6. The selection of vice chairs shall be conducted at the discretion of the Committee Chair.

7. In the event that a vice chair position remains vacant for more than two (2) consecutive weeks, the Speaker Pro Tempore shall have the ability to appoint a new vice chair from among the members of the committee, subject to approval by a two thirds (2/3) majority vote of the Legislature.

### **Section 3. Committee Board**

#### **Subsection A. Purpose**

1. To fairly and equitably distribute the Committee Reserves in a manner consistent with the standards of the Finance Process and the stated goals and objectives of the SGA.
2. To promote communication amongst Committees, and to facilitate in holding Committee Chairs accountable.

#### **Subsection B. Composition**

1. The Speaker Pro-Tempore shall serve as Chair of the Board, and shall vote in accordance with the Standing Rules of Order.
2. All Committee Chairs shall serve on the Committee Board as voting members voting on a one-committee one-vote basis.
3. The Vice President of Financial Affairs, the Chair of the Constitution and By-laws Committee, and the Speaker of the Legislature shall serve as ex-officio, non-voting members on all expenditures from committee reserves.
4. All Committee vice chairs shall serve as ex-officio, non-voting members.
5. Legislative staff will serve the Joint Board for Committee Reserves as needed.

#### **Subsection C. Duties and Responsibilities**

The Committee Board shall meet bi-weekly or at the discretion of the Speaker Pro-Tempore in order to carry out its duties.

- a. Individual Board members shall be required to attend all meetings of the Board, and report the Board's activities to their respective committee.

### **Section 4. Duties and Responsibilities of Committees**

#### **Subsection A. Academic Affairs Committee**

1. The purpose of the Academic Affairs Committee shall be to provide oversight on all matters of academic policy at the University and business of the University Senate in the interest of the student body.
2. The Committee shall be charged with conducting oversight and formulating legislation on all matters of academic policy at the University and business of the University Senate, which concern the undergraduate student body.
3. The Committee shall lobby the Deans of the various colleges and other senior administration officials regarding student concerns with University academic policies, procedures, and initiatives.
4. The Committee shall be charged with promoting a working relationship between the SGA and the University Senate on matters of academic policy.
5. The Vice President of Academic Affairs shall serve as Chair of the committee.

#### **Subsection B. Student Affairs Committee**

1. The purpose of the Student Affairs Committee shall be to provide general oversight on issues of concern to the student body including University policies and campus issues, including but not limited to issues affecting campus residents.
2. The Committee shall be charged with conducting oversight and drafting legislation regarding relevant University policies and programs.
3. The Committee shall be charged with advocating for student concerns on transportation issues.
4. The Committee shall as necessary with the Director of Transportation Services, the Director of Resident Life, the Director of Residential Facilities, the Director of Facilities Management, and the Director of Dining Services to discuss University policies and procedures of concern to the undergraduate student body.
5. The Committee shall request to meet with the President of the RHA, or another designated RHA representative, whenever issues arise pertaining to that subject area.

6. The Committee shall meet as necessary with the Director of Resident Life in order to discuss issues of concern to campus residents.
7. The Committee shall be charged with conducting oversight and formulating legislation on all matters of the University.
8. The Committee shall conduct such other activities as are deemed necessary in promoting the general welfare of the undergraduate student body.
9. The Committee shall be charged with taking such actions as are deemed necessary to improve and maintain the security of the campus and the safety of members of the student body.
10. The Committee shall, in conjunction with the Vice President of Student Affairs, the President, the University Police Department, and officials from the University and the City of College Park, plan and conduct an annual Safety Walk. This event shall be designed to explore and highlight potential improvements to the security of the campus and the surrounding area.
11. The Chair of the Committee shall serve as the SGA's official liaison to the RHA. At the discretion of the chair and the president of the RHA, members of the Committee may serve as advisors on all RHA committees.
12. At the discretion of the Chair and the President of the RHA, members of the Committee may serve as non-voting advisors on all RHA committees.
13. The Vice President of Student Affairs shall chair this committee
14. All Residential Representatives must serve on this committee.

#### **Subsection C. Constitution and By-laws Committee**

1. The purpose of the Committee on the Constitution and By-laws shall be to update and maintain the Constitution, By-laws, and other Governing Documents of the SGA, to approve the format of all legislation seeking to amend Governing Documents, to advise the SGA on matters pertaining to the Constitution and By-laws, to oversee the conduct of members of the SGA and ensure high standards in the same, to establish clear criteria for evaluating the performance of SGA members during their term in office, and to be the first recourse in matters of discipline due to lapse in responsibilities or ethical violations.
2. The chair of the Committee shall be the Legislative Coordinator and Parliamentarian.
3. The Committee shall consist of no fewer than seven (7) and no more than ten (10) voting members.
4. The members shall be as follows:
  - a. The Legislative Coordinator and Parliamentarian, who shall chair the Committee
  - b. The Speaker
  - c. The Director of Administrative Affairs, who shall serve in an ex-officio, non-voting capacity
  - d. Two members of the Executive Branch to be appointed by the President
  - e. No fewer than four (4) and no more than six (6) Representatives to be appointed by the Speaker
5. The Committee shall update the Governing Documents whenever changes are made, and shall make a regular review of them at least once per semester.
6. The Committee shall make available to all members of the SGA and to the public, the latest, updated versions of all Governing Documents.
7. The Committee may propose to amend the Accountability and Ethics Handbook. They shall do so through a committee report to the Legislature; in order for the amendment to be adopted by a two-thirds (2/3) vote.
8. The Committee shall, when requested by the Legislature, an Executive, or the Chair, issue an opinion as to the interpretation of any portion of the Governing Documents. This opinion shall include all majority, concurring and dissenting views, and shall be non-binding.
9. The Committee shall review all Legislation pertaining to the Governing Documents in order to assure that it meets proper guidelines and standards.
10. The Committee shall ensure that the following standards are met in the presentation of amendments to the Governing Documents:
  - a. Proposed amendments shall be typewritten.
  - b. Proposed amendments shall be presented in the proper format, so that deleted portions appear with a strike-through and red font color and inserted portions appear in a green font color.
  - c. Proposed amendments are worded appropriately so as to avoid contradiction and be internally consistent with the rest of the document to be amended.
11. The Committee shall maintain the Accountability and Ethics Handbook and any other materials related to the conduct of members of the SGA.
12. The Committee shall be charged with the following investigative responsibilities:

13. To investigate all allegations of misconduct on the part of SGA members, including members of the Legislature, Executives, and Governance Board Justices.
14. All allegations of misconduct must be written, signed by the accusing party, and submitted to the chair in order to be considered by the Committee.
15. Any member of the Committee who is under investigation shall be prohibited from participating in any business of the Committee directly pertaining to his/her case. The Chair shall decide whether business pertains sufficiently to a member's case to warrant such action. This decision may be overturned by a two thirds (2/3) majority vote.
16. Upon the conclusion of an investigation, the Committee shall be authorized to carry out the following actions by a majority vote:
  - a. Issue an oral reprimand to the accused party/parties.
  - b. Issue a written reprimand to the accused party/parties.
  - c. Suspend certain privileges of SGA membership.
17. In the case of more severe infractions, the Committee may recommend that the Legislature carry out any of the following actions, subject to a majority vote of that body:
  - a. Formally censure the accused party/parties.
  - b. Suspend all privileges of SGA membership.
  - c. Suspend the accused party/parties from office, either indefinitely or for a stated period.
  - d. Expel the accused party/parties from the SGA.

#### **Subsection D. Finance Committee**

1. The purpose of the Finance Committee is to fairly and equitably distribute the Student Activities Fee in a manner consistent with the rules and regulations of the Finance Process and the stated goals and objectives of the SGA.
2. The Vice President of Financial Affairs shall serve as Chair of the Committee.
3. The Assistant Vice President of Financial Affairs shall serve as Vice Chair of the Committee.
4. The Committee shall consist of no more than fifteen (15) and no less than eight (8) voting members. The Director of Student Groups and the SGA Financial Advisor will also serve as non-voting members. At least three (3) voting members and no more than six (6) voting members shall be members of the Legislature. In case of a tied vote, the Vice President of Financial Affairs shall be the tiebreaker.
5. Members who are Representatives shall be appointed by the Speaker, subject to approval by a two thirds (2/3) majority vote of the Legislature.
6. All other members shall be appointed by the Vice President of Financial Affairs, subject to approval by a two thirds (2/3) majority vote of the Legislature.
7. Processes for the selection of members shall be as follows:
  - a. The Vice president of Financial Affairs shall advertise in a major campus news source, no less than one month before the first mandatory Presidents & Treasurers Meeting.
  - b. All applicants shall be interviewed by the Vice President of Financial Affairs.
  - c. Minutes shall be kept at interviews and the applications placed on file for review by members of the Legislature. The Vice President of Financial Affairs shall be held responsible to the Legislature for accepting or denying any applicant as a member of the Finance Committee.
8. Any member of the Committee who holds office in an SGA recognized student group shall abstain during any votes taken by the Committee pertaining to his/her group.
9. The Vice President of Financial Affairs may dismiss any member of the Committee on the following grounds:
  - a. He/she fails to attend mandatory meetings.
  - b. He/she is unable to attend deliberations.
  - c. He/she is unable to remain impartial.
  - d. He/she has otherwise failed to fulfill the responsibilities of Committee membership.
1. The Committee shall meet regularly during the Primary and Secondary Funding periods to carry out its duties.
2. The Committee shall be responsible for the preparation of the Primary and Secondary Allocations each fiscal year, according to the rules and guidelines of the Finance Process as established in Article XII of this document.
3. The Committee shall hold as many meetings, hearings and deliberations as are necessary to the proper fulfillment of its responsibilities.

4. Individual Committee members shall be required to:
  - a. Attend all meetings of the Committee.
  - b. Hold a minimum of ten (10) office hours during the period between the first Treasurer's and President's Meeting and the date when budgets are due in each semester in which applications for funding are due.
  - c. Be present for all hearings of groups.
  - d. Be present at all deliberations.
5. To review all legislation that calls for the expenditure or reallocation of SGA funds.
6. To determine if any groups have mismanaged their funds according to the University Policy on the Disbursement of the Student Activity Fee or Article XII of the SGA By-laws.
  - a. If the Committee determines by a two-thirds (2/3) majority vote that a student group has mismanaged funds by breaking the rules of the University Policy Disbursement of the Student Activity Fee or Article XII of the SGA By-laws, the Committee, acting with the approval of the President and the Vice President of Financial Affairs, has the authority to freeze the offending student group's funds for a period of up to six weeks.
  - b. The Committee shall notify the offending student group that its funds are frozen within 48 hours of the decision to freeze said funds.
  - c. If the student group chooses to appeal the suspension of its funds, the Committee shall hear the appeal within two (2) weeks of the day the funds were frozen. After hearing the appeal, the Committee may maintain the freeze by a two-thirds (2/3) majority vote, and if that vote is not acquired, the freeze shall be lifted.
  - d. If the Committee decides to maintain the freeze on the student group's funds, the Committee shall present its recommendations to the Legislature within one week of hearing the student group's appeal.
  - e. The Committee may make the following recommendations to the Legislature:
    - i. Freeze the student group's funds until certain conditions are met, with the Finance Committee entrusted to determine compliance with the conditions and remove the freeze once the conditions are met.
    - ii. Freeze the student group's funds for the rest of the fiscal year.
    - iii. Any other recommendation the Finance Committee deems appropriate.
  - f. A majority vote of the Legislature is required to adopt the report and recommendations of the Finance Committee. If the Legislature does not adopt the report of the Committee, then the freeze of the student group's funds shall expire immediately.

#### **Subsection E. Governmental Affairs Committee**

1. To determine student concerns and needs with regards to local, state, and federal governmental policies and issues that affect the undergraduate members of the student body, and to assist in pursuing the agenda of the President and the SGA.
2. To determine student concerns and needs with regards to the development of College Park and advocate these to the city of College Park, the University of Maryland, and any developers and/or other bodies concerned with the development of the City of College Park.
3. The committee shall be responsible for maintaining dialogue with all bodies concerned with student interests in regards to governmental issues and policies.
4. To assist in the planning and implementation of the annual Terrapin Pride Day.
5. To assist in the SGA's Voter Registration and Get-Out-the-Vote efforts.
6. To assist as much as possible with the duties and responsibilities of the City Council Liaison and the Director of Governmental Affairs.
7. The Director of Governmental Affairs shall serve as chair of this committee.
8. The City Council Liaison shall serve as vice chair of this committee.
9. There shall be a minimum of three (3) and a maximum of six (6) representatives on the committee.

#### **Subsection F. Traditions and Philanthropy Committee**

1. The purpose of the Traditions and Philanthropy Committee is to implement annual SGA programs, developing new events, and furthering pride and tradition at the University of Maryland.

2. The Traditions and Philanthropy Committee shall be responsible for planning, oversight, and implementation of annual initiatives including, but not limited to, the Crab Fest, SGA Homecoming Float, UNIV class presentations, Haunted House, Testudo Challenge, Wild and Crazy Terps Field Day, Byrd Beach, and Spring Barbecue.
3. To collaborate, when necessary, with Carapace, the Alumni Association's student group.
4. The Director of Traditions and Philanthropy shall chair this Committee.
5. There shall be no more than four (4) Representatives on this committee.

**Subsection G. Communications Committee**

1. The purpose of the Communications Committee is the promote awareness of the activities, resources, and responsibilities of the SGA among the student body and to provide publicity to SGA sponsored events and other important campus occurrences.
2. The Committee shall promote awareness of SGA activities and provide publicity to SGA sponsored events according to its mandate.
3. The Committee shall conduct regular outreach to undergraduates in the form of polls or surveys in order to gauge awareness of SGA activities and receive feedback on the organization's performance as well as the needs and desires of the student body.
4. The Director of Communications shall serve as Chair of the Communications Committee.
5. The Committee shall perform at least four (4) constituent-specific outreach efforts per semester.

**Subsection H. Student Group Affairs**

1. The purpose of the Joint Committee on Student Group Affairs shall be to work with student groups and provide them with information and resources available through the SGA. The Committee shall provide oversight for student groups on issues of constitutional structure and ethical practice and shall have authority over the student group's recognition process, detailed in Article XI of this document.
2. The composition of the Committee shall be as follows:
  - a. The Director of Student Groups shall serve as chair of the Committee.
  - b. The Assistant Director of Student Groups shall serve as Vice Chair of the Committee.
  - c. The Committee shall consist of no more than six (6) and no fewer than three (3) members of the Legislature.
  - d. The Student Group Affairs Committee shall be open to all members of the student body wishing to join.
  - e. The Committee shall consist of no more than nine (9) vice chairs who shall serve as representatives for the nine student group categories. Student Group Representatives. Any member of a SGA recognized student group is eligible to be elected as a Student Group Representative for their category. The Director of Student Groups shall appoint vice chairs for each of the following student group categories: Academic; Advocacy; Cultural; Governing; Media and Performing; Recreational and Social; Religious; Service; and Sports, subject to a majority (1/2) confirmation vote of the Legislature.
1. The committee shall have original jurisdiction over all complaints concerning SGA recognized groups and shall be responsible for the investigation and resolution of said complaints except in cases of dissatisfaction with the SGA Finance Process, in which case the Joint Committee on Finance will deal with complaints pursuant to Article XII, Section 1. Such complaints shall be investigated through the audit process pursuant to Article VI, Section 3.
2. The Committee shall be responsible for supervising the constitutional structure of all SGA recognized student groups.
3. The Committee shall be charged with facilitating the development of new student groups and the recognition of the same by the SGA.
4. The Committee shall be charged with outreach to all SGA recognized student groups in the following manner:
  - a. The Vice Chairs shall be charged with communicating to the student groups within their classification.
  - b. The chair will also:
    - i. Obtain and distribute the most updated contact information on student groups to members of the SGA.
    - ii. Create a binder with this contact information for members of the SGA.

- iii. Send routine emails to committee members, updating them of events that all student groups should be informed about.
- c. The maintenance of a student group listserv.
- d. Distribution of SGA related information and announcements across the list serve.
- e. The organization of SGA Community Meetings each semester, with the goal of familiarizing student groups with SGA members, procedures, and guidelines, and assisting in the development of effective networks between groups and the SGA.
- f. Encouragement of co-sponsorship of events between multiple student groups.
- g. The maintenance of a Student Groups Manual, which shall detail relevant information for student groups including pertinent SGA procedures.

**Subsection I. Student Sustainability Committee**

1. The purpose of the Student Sustainability Committee shall be to provide action and develop initiatives on all University policies and procedures affecting the environment, global stewardship, and sustainability.
2. The Committee shall work in conjunction with the campus Office of Sustainability.
3. The Committee shall monitor and work towards implementing the campus climate action plan.
4. The Committee shall be charged with oversight over student sustainability initiatives.
5. The Committee shall carry out the annual Earth Day event.
6. The Director of Sustainability shall serve as Chair of the Committee.

**Subsection J. Legislation Review Committee**

1. To be chaired by the Speaker Pro Tempore.
2. To consist of the Speaker Pro Tempore, the Speaker, the Legislative Coordinator and Parliamentarian, and the Legislative Secretary.
3. To review all pieces of legislation, after the first reading calendar, solely for syntactical errors and conformity with the text of the governing documents.
4. To submit any recommendations, in regards to changes, to the primary committee 24 hours prior to the meeting time of the primary committee, which can choose to adopt the changes recommended.

**Section 5. Special Committees**

**Subsection A. Recruitment and Retention Committee**

1. The purpose of the Special Committee of Recruitment and Retention is to actively recruit new members for the SGA to fill vacancies, to implement programs and activities to retain existing members and to serve as a resource for members.
2. The Committee shall be responsible for actively recruiting new members to fill vacancies in the SGA.
3. The Committee shall be responsible for interviewing and presenting prospective members to the Legislature as outlined in Article VIII.
4. The Committee shall plan and execute all SGA open houses, welcoming programs and other events with recruitment potential, including but not limited to Orientation tabling, First Look Fair and Stamp Fest.
5. The Committee shall uphold all responsibilities related to the appointments process, as detailed in Article XIII of this document.
6. The Committee shall work with the Speaker, President, and all other relevant officials to design and implement training programs.
7. The Committee shall be responsible for arranging training for all incoming members of the SGA who are appointed between regular training sessions.
8. Three (3) members of the legislature and two (2) members of the executive shall sit on the Special Committee on Recruitment and Retention
9. To collect a record of the following:
  - a. Legislative meeting records, which may include agendas, legislation, and minutes, to be provided by the Speaker of the Legislature and Legislative Secretary.
  - b. Photographs.
  - c. Executive meeting records, to be provided by the Director of Administrative Affairs and Director of Communications.
  - d. Committee meeting records, to be provided by each committee chair.
  - e. Written documentation of Governance Board decisions.

- f. Other pertinent records.
- 10. To assist in permanently archiving available SGA records.
- 11. The Chair of this Committee shall be a representative appointed by a two-thirds (2/3) majority vote between the President, the Speaker, and the Speaker Pro Tempore.

**Subsection B. Student Advisory Council**

- 1. The purpose of the Student Advisory Council is to provide the Provost with student perspectives on major issues of academic policy at the university. The Council serves as a forum for high-level dialogue between student leaders and the university administration about concerns that affect the academic experience of students at the University of Maryland, College Park.
- 2. Shall provide the Provost with advice on such matters of academic policy as he/she requests.
- 3. Shall bring to the attention of the Provost academic issues of importance to the student body.
- 4. Shall provide outreach between the Provost and student leaders at the University.
- 5. Shall seek, at all times, to represent the best interests of the student body as a whole on matters of academic policy.
- 6. The Vice President of Academic Affairs shall serve as chair of the Student Advisory Council.
- 7. The membership of the Student Advisory Council shall consist of the chair and eleven members: the vice chair of the Academic Affairs Committee, the two (2) undergraduate members of the Senate Executive Committee, the graduate member of the Senate Executive Committee, four (4) Representatives chosen by the Speaker, two (2) Presidents of academically oriented student organizations, and one (1) Executive from the Graduate Student Government.

**Subsection C. Audit and Review Committee**

- 1. The purpose of the Audit and Review Committee shall be to provide oversight of the spending practices of the SGA and SGA funded groups.
- 2. The Audit and Review Committee shall be charged with monitoring the accounting practices of student groups for the concurrent and previous fiscal year, ensuring due diligence and monitoring student activity fee expenditures.
- 3. The committee shall provide weekly reports of progress to the Vice President of Financial Affairs and monthly reports to the legislature.
- 4. The committee shall work with the Vice President of Financial Affairs and the Director of Student groups to conduct audits of SGA-recognized student groups funded by the Student Activities Fee.
- 5. Groups shall be selected for audit should any specific instances of poor fiscal practices be suspected, including, but not limited to deficit spending, misuse of SAF, fraud, or related.
- 6. Additionally, groups shall be regularly selected to be the subject of audit on a random basis.
- 7. Groups shall not be randomly audited more than once every two fiscal years.
- 8. If in the course of auditing the committee discovers a discrepancy, the discrepancy shall be reported to the Vice President of Financial Affairs and shall be decided upon by a tribunal consisting of the Vice President of Financial Affairs, the Assistant Vice President of Financial Affairs, and the Chair of the Audit Committee. Any negative action taken against the group being audited must have unanimous consent of this tribunal.
- 9. The committee shall be comprised of no less than six (6) and no more than fifteen (15) voting members, appointed by the chairperson of the committee, pending legislative approval.
- 10. Of those fifteen (15) voting members, no less than two (2) and no more than six (6) must be representatives
- 11. Any committee member additionally holding membership in a student group being audited must recuse himself/herself from any and all deliberations pertaining to said student group.
- 12. The chair of the committee shall be nominated by the Vice President of Financial Affairs and confirmed by 2/3 majority vote of the legislature.

**ARTICLE VI. STUDENT GROUP RECOGNITION**

**Section 1. SGA Recognition**

**Subsection A.**

- 1. The primary reason for SGA recognition shall be to provide organizations with SGA and University sponsored services. Only groups registered by the Office of Campus Programs may apply for SGA



recognition. Only those groups recognized by the SGA shall be eligible to apply for funding through the Student Activity Fee.

2. Those groups, which fail to meet recognition requirements or violate recognition criteria, will not be eligible for recognition.
3. Groups that have not previously been recognized by the SGA shall follow standard recognition process as defined in Section 2. Initial Recognition and Renewal Procedure. All returning previously recognized groups shall follow guidelines set forth in Section 3. Revocation of SGA Recognition.
4. SGA recognition shall occur on a continual basis.

## **Section 2. Group requirements**

### **Subsection A.**

1. All groups must meet the following criteria in order to hold and/or maintain SGA recognition:
  - a. Has a constitution modeled after the document found at <http://stars.umd.edu/regguide.html#const>
  - b. Group must abide by the constitution.
  - c. Nondiscrimination and non-exclusion
    - i. In accordance with the University's Code of Human Relations, groups may not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Membership in the group must be open to all currently registered undergraduates.
    - ii. No GPA requirements for membership are permissible.
    - iii. No restrictions by academic program or major are permissible.
    - iv. No mandatory dues may be assessed for active, voting membership. Individual expenses may be necessary. However, payment of dues or expenses cannot be used as a criterion to determine active, voting membership.
    - v. All of the nondiscrimination requirements must be included in the group constitutions. The University Code of Human Relations must be included in the constitution verbatim.
  - d. Group cannot be a duplicate or serve a duplicate purpose of any other currently recognized SGA student group. A group ruled by the Director of Student Groups as duplicate can appeal the ruling to the Legislature, which may overrule the Director with a 2/3 vote.
  - e. All group officers must be all undergraduates.
  - f. At least 75% of group members must be undergraduates.
  - g. Groups must be OCP recognized
  - h. The group must have 25 or more undergraduate members.
    - i. A Registered Student Organization may establish different levels of membership and/or additional criteria governing eligibility for participation, voting and holding officer positions, provided:
    - ii. The membership levels and/or respective eligibility criteria are specified in writing in the student organization's constitution
    - iii. The membership levels and/or respective criteria do not prohibit any University of Maryland student from membership, participation, voting or holding an officer position on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. (For definitions of "personal appearance" and "sexual orientation," see the Code.)

### **Subsection B.**

Groups that receive direct support and supervision from any level of the University of Maryland (administrative, academic, or athletic department) will be denied recognition unless all of the following provisions are met:

- a. All final revisions as to the group's purpose, organizational structure, or choice of activities must be made by the student officers of the group or by a majority of the undergraduate members.
- b. Exceptions will be made for groups that can prove both that:
  - i. Multiple sources of funding are necessary for the group to function.
  - ii. Undergraduate student officers and members have total control over any student monies allocated to it. This shall include providing accurate records of control of money spent.

### **Section 3. Initial Recognition and Renewal Procedures**

#### **Subsection A. Application for Recognition**

1. Applications for recognition must include the group's constitution and a list of at least twenty-five undergraduate members, including names and University email addresses. Applications must be submitted online through the STARS system.
2. Recommendations for recognition will be made by the Student Group Affairs Committee. In situations where a vote by the Student Group Affairs Committee is not possible, the Director may send his/her recommendation directly to the legislature for approval.
3. All groups applying for recognition must have a recognition meeting with the Director of Student Groups or his/her designee prior to any decision on the application by the Student Group Affairs Committee.
4. During the recognition meeting, the Director of Student Groups will explain the requirements for SGA recognition as well as any other pertinent details in regards to student group operations.
  - a. If a group is clearly in violation of any group requirements, then the Director may request that the group resubmit the application.
  - b. If the group refuses to change the application for recognition, then the application will be passed to the Student Group Affairs Committee. Groups may request a hearing in front of the committee.
  - c. If a Student Group Affairs Committee vote is not possible, then the Director's recommendation will be passed on to the Legislature.

#### **Subsection B. Legislative Approval**

1. All recommendations will be reviewed and approved by a two-thirds (2/3) vote of the Legislature.
2. The Student Group Affairs Committee will send their student group recognition recommendations to the Legislature through Student Group Recognition Recommendations as presented by the Director of Student Groups.
  - a. Student Group Recognition Line Items will be presented by the Director of Student Groups.
  - b. The SGA legislature must remain content neutral in its approach to judging the merits of the groups. The legislature may not reject a group based on any of the following criteria:
    - i. The current number of active SGA-recognized student groups on campus
    - ii. The merit of the groups' activities on campus
3. A new group must have submitted an application for recognition at least three (3) weeks before applications for funding are originally due in the Spring for the Primary process and in the Fall for the Secondary process in order to be considered for SGA funding.

#### **Subsection C. Renewal of Recognition**

1. All currently registered SGA groups must renew their registration annually before the start of the fall semester.
2. Renewal of recognition does not need to be approved by the Legislature.

3. The Director of Student Groups and/or his/her designee(s) will be responsible for reviewing renewal applications.
4. If a renewal application fails to satisfy any of the Group Requirements set forth in Section 2, then the renewal application may be rejected without affecting the status of the group as an SGA recognized group.
  - a. If a group would like to contest the rejection of the renewal application, they may request a hearing in front of the Student Group Affairs Committee. The Committee will make a ruling.
  - b. If the Committee rules unfavorably for the group, then the group will have the option of petitioning the Legislature for relief. The Legislature may overrule the Director and the Committee by a 2/3 vote.
5. If the group fails to obtain renewal of recognition and its registration expires, then the group will no longer be considered SGA recognized.

#### **Section 4. Violation of Requirements**

##### **Subsection A. Complaints**

1. If a complaint or notification of a violation of recognition requirements occurs, the Director of Student Groups has the primary responsibility of investigating the claim, with the assistance of the Student Group Affairs Committee.
2. If an audit of a student group finds that the group is in violation of recognition requirements, then the Director has the primary responsibility of investigating the claim, with the assistance of the Student Group Affairs Committee.
  - a. At this time, the Director of Student Groups may have the option of requesting the freezing of the group's FRS account by the Vice President of Finance.
3. The group under official investigation must be notified within 5 business days of the commencement of any investigation. The group under investigation may request a hearing with the Director of Student Groups and the Student Group Affairs Committee.
4. The Director of Student Groups will prepare a decision in a timely manner.

##### **Subsection B. Suspension of SGA Recognition**

1. If a complaint or notification of a violation of recognition requirements is determined to have merit, then the Director of Student Groups will have the option of requesting suspension of SGA Recognition.
2. The length of time of the suspension is at the discretion of the Director of Student Groups, but will be capped at one semester. Suspension entails the removal of all privileges associated with being SGA-recognized, including the freezing of the group's FRS account. In addition, a group will be ineligible to apply for funding from SGA.
3. Suspension of recognition requires a two-thirds (2/3) majority vote of the Legislature. A group may have the opportunity to present its case in front of the Legislature. A group may appeal a suspension to the Governance Board.
4. If the suspension is rejected by the Legislature, then any funds that were frozen will be immediately made available to the student group.

##### **Subsection C. Revocation of SGA Recognition**

1. If a complaint or notification of a violation of recognition requirements is determined to have merit, then the Director of Student Groups will have the option of requesting revocation of SGA Recognition.
  - a. At this time, the Director of Student Groups may have the option of requesting the freezing of the group's FRS account by the Vice President of Finance.
2. Revocation of recognition requires a two-thirds (2/3) majority vote of the Legislature. A group may have the opportunity to present its case in front of the Legislature. A group may appeal a revocation to the Governance Board.

3. If a group's recognition is revoked and the group has SGA-allocated funds in the FRS account, or if the group is being funded for any event by the SGA through other means, the money will be returned to the SGA. The Vice President of Finance and the Joint Committee on Finance will have discretion over where the money is transferred.
4. If a group is denied recognition and/or loses an appeal, that group cannot reapply for recognition until the following academic year.

## **Section 5. Constitutional Audit**

### **Subsection A.**

1. Guidelines as outlined in previous subsections shall be enforced through a student group audit process as administered by the Director of Student Groups or his/her designee.
2. Audit procedures will occur once each semester with randomly selected groups. The audit will consist of a review of a groups' constitution.
  - a. If the review of the constitution finds no exceptions, then the group will be considered to have passed the audit.
  - b. If the auditor has reason to believe that a group is not following its constitution, then the auditor must report this to the Director of Student Groups in accordance with Section 4.
3. The committee will audit no less than five percent (5%) of the number of groups from each category during each audit as randomly selected.
4. The audit will ensure that groups are maintaining the purpose and mission outlined in their constitution.
5. The audit committee will issue a report. Any violations will be dealt with as delineated in Section 4.

## **ARTICLE VII. STUDENT ACTIVITIES FEE (SAF) FUNDING**

### **Section 1. Timetable for SAF Funding**

#### **Subsection A. Composition**

1. A student activity fee shall be collected as a mandatory part of each undergraduate students' tuition and fees, as requested by the Student Government Association and approved by the Board of Regents. The correct fees shall be \$31.54 for each full-time undergraduate per semester, and \$16.00 for each part-time undergraduate per semester, plus a separate portion of the activities fee to fund Student Entertainment Events (SEE), which shall be designated as a portion of the student activity fee as determined by the SEE/SGA working group. These fees, until allocated, shall remain in the Student Activity Fee Unallocated Reserve Fund.
2. The Joint Committee on Finance may not at any time make recommendations for more money than the amount immediately available in the SGA Treasury.
3. The Legislature may not at any time appropriate more money than the amount immediately available in the SGA Treasury.
4. The amount in the Unallocated Reserve Fund will be determined by the Vice President of Financial Affairs, who shall inform the Joint Committee on Finance and the Legislature if any recommendations, if passed, could put the SGA in a deficit situation.
5. All Student Activities Fees shall be allocated to groups that are currently recognized by the Student Group Affairs Committee. (See Article XI of this document.)
6. The Joint Committee on Finance may only fund groups whose direction and control are by undergraduate students. This means that all officers and a plurality of the membership be undergraduate students.

#### **Subsection B. Student Entertainment Events (SEE) Funding and Responsibilities**

1. The portion of the student activities fee used to fund SEE shall be allocated to them directly by the Director of the Stamp Student Union and shall not be part of the pool used for primary allocation or any other allocation made by the SGA.

2. There shall be a working group to oversee the SEE budget, which shall consist of the Student Body President, the SGA Vice President of Financial Affairs, the Speaker of the Legislature, the President of SEE, the SEE Vice President of Finance, and one additional member from SEE to be designated by the President of SEE. The group shall be chaired by the Director of the Stamp Student Union, who shall mediate and exercise a tie-breaking vote in the event of an impasse.
3. The working group shall meet no less than twice per academic year, once in November and once in April. The group may hold any additional meetings it deems necessary.
4. The working group shall have final jurisdiction over SEE's budget and over requests for any increase in the portion of the Student Activities Fee used to fund SEE.
5. The amount of the Student Activities Fee allocated to SEE may not increase unless it is funded by an increase in the Student Activities Fee.
6. All procedures and processes governing the operation of the working group and SEE's budget relationship to the Stamp Student Union and the SGA shall be detailed in a Memorandum of Understanding signed by the Student Body President, the President of SEE and the Director the Stamp Student Union, which shall be kept on file by each of the relevant organizations.
7. The SGA members of the working group shall appraise the Legislature on any increase in the funding required by SEE.
8. SEE shall not request funding through any SGA allocation process.
9. The Student Body President or his or her designee shall participate in the interview and selection process for all SEE officers including the SEE President, Vice President of Finance and Directors.
10. Any changes to the SEE constitution must go before the Legislature in the format of a legislative bill that follows the regular 3 week reading calendar and requires a 2/3 majority vote and signature of the President.

#### **Subsection C. Primary Allocation Procedure**

1. Primary allocations will be the only time the Student Activities Fee will be allocated unless it becomes necessary to have secondary allocations.
2. The Finance Committee shall submit to the SGA Legislature the guidelines it will use during deliberations for allocating Student Activities Fees for alteration, approval, or disapproval at the first legislative meeting of the spring semester. These Finance Committee guidelines must include, but are not limited to, a timeline for the primary allocation process, presence of funding caps for student groups, requirements for necessary documentation for all line items, and the application for student group funding. The Finance Committee shall reserve the ability to create new or alter stated guidelines as needed during deliberations.
3. The Vice President of Financial Affairs shall hold at least one introductory Treasurer's meeting no earlier than the fourth week after the beginning of the Spring Semester and must distribute all information relating to primary funding, including a timeline for the primary allocation process, presence of funding caps for student groups, requirements for necessary documents for all line items, and the application for student group funding at this time. The meeting must be adequately advertised in major campus news sources.
4. The Vice President of Financial Affairs shall hold at least two (2) Treasurer's workshops after the initial Treasurer's meeting and prior to the deadline for funding requests.
5. Budgets shall be due no less than two (2) weeks and no more than five (5) weeks after the initial Treasurer's meeting and prior to the deadline for funding requests.
6. Student groups will be offered the opportunity to have a hearing after their budget is submitted. The Joint Committee on Finance may require a hearing for a student group if it is deemed necessary. The purpose of hearings will be to allow groups to communicate to the Joint Committee on Finance matters relating to their budget requests that could not be expressed in the application, and for members of the Committee to ask questions about the application. The hearing will last no more than ten (10) minutes unless special exception is made by the Vice President of Financial Affairs.
7. The Joint Committee will also hold a hearing with the SEE/SGA Budget Review Board after reviewing SEE's budget, in order to clarify any questions the committee may deem necessary.
8. Failure of a student group to attend their assigned or chosen hearing time can result in the loss of funding privileges if deemed appropriate by majority vote of the Joint Committee on Finance.
9. Deliberations shall begin upon the completion of all hearings. The Committee must review all requests individually with due care as judged by the Vice President of Financial Affairs.
10. Upon completion of deliberations, budget recommendations must be distributed back to student groups, and no less than one (1) week must be given before appeals to the Joint Committee on Finance are due. Each appeal submitted on time must be considered.

11. At the first Legislative meeting following the completion of Finance deliberations on appeals to the Joint Committee on Finance, the Joint Committee on Finance shall make its recommendations to the Legislature. The Legislature must approve the Joint Committee on Finance recommendations by a two-thirds (2/3) vote.
  - a. Any group that is dissatisfied with the budget process may speak before the Legislature during the meeting prior to the Legislature voting on recommendations of the Joint Committee on Finance.
  - b. If a group is not satisfied with the result of their appeal to the Joint Committee on Finance, the Legislature must hear the group's complaint and vote to increase, decrease, or maintain the status quo.
  - c. The Legislature must resolve all student group appeals prior to approving the budget recommendations.
  - d. If the legislature votes to increase the allocation to any student group, the recommendation shall be recommitted to the Joint Committee on Finance, which shall be instructed to amend its recommendations pursuant to the amount of the increase agreed upon by the Legislature.
  - e. Should a group still be dissatisfied with the fairness of the budget process after the Legislature has taken its course of action, the Vice President and Assistant of Financial Affairs and the dissatisfied student group President and representatives shall meet to better understand the Finance Process and receive suggestions for future budget requests.
12. A group that is dissatisfied with the conduct of the budget process is still constrained to carry through with that process and is bound by that process.
13. Any student groups deemed inactive by a unanimous vote among the Director of Student Groups, Vice President of Financial Affairs, Assistant Vice President of Financial Affairs and Audit Chair shall have their SGR account emptied, dependant on a two-thirds (2/3) vote of the Legislature, and have the funds placed into the Group Help Fund.
  - a. Inactive is defined as not having fulfilled student group requirements under Article VI of the bylaws.
14. The Vice President of Financial Affairs must provide written justification for all increases/decreases of twenty-five percent (25%) or more from the previous fiscal year's budget.
15. Upon approval by the Legislature, the Vice President of Financial Affairs must prepare and distribute the Primary Budget Report to relevant authorities including the University Finance Committee for approval, as well as the Vice President for Student Affairs, the Executive Director of Stamp Student Union, the Director of the Office of Campus Programs, the SGA Advisor, and the SGA Accounts Office.

**Subsection D. Other Allocation Procedures**

1. The decision to have secondary allocations will be made by the Vice President of Financial Affairs, and must be approved by a two-thirds (2/3) majority vote of the Legislature if the balance in the Student Activities Fee Unallocated Reserve Fund is less than \$20,000.00.
2. Timetables in the fall for secondary allocations shall be parallel to those for the Primary allocation process.
3. All procedures governing secondary allocations will follow the same guidelines as those governing primary allocations. Student group hearings are at the discretion of the Vice President of Financial Affairs.
4. In the event that not all money is allocated through secondary allocations, there can be tertiary allocations.

**Section 2. Responsibilities of the Student Group Financial Officer**

**Subsection A.**

The student group financial officer may be either the elected Treasurer or President of that student group.

**Subsection B.**

The officer must complete a line-by-line budget requesting all equipment, materials, payments and other financial needs to the Joint Committee on Finance and be able to answer questions regarding the group's needs during a hearing. Any relevant information regarding the group's finances that is requested by the Joint Committee on Finance must be submitted upon request.

**Subsection C.**

The financial officer of any student group receiving funds from the SGA shall ensure that all funds are dispersed as approved by the SGA and shall be responsible for signing for the release of such funds.

### **Section 3. SGA Treasury**

#### **Subsection A.**

1. The Vice President of Financial Affairs shall approve all lines of credit and allocations extended under the SGA account, including all invoices and requisitions.
2. The Vice President of Financial Affairs and/or President have signing power over the SGA account.
3. The Student Government Association will allocate no less than three percent (3%) of the Student Activities Fee to the Legislative Reserves of the SGA in the Primary Funding Process.
4. The Student Government Association will allocate no less than half of one percent (0.5%) of the Student Activities Fee to the Executive Reserves of the SGA in the Primary Funding Process.
5. The Student Government Association will allocate no less than one quarter of one percent (0.25%) of the Student Activities Fee to the Committee Reserves of the SGA in the Primary Funding Process.
6. The SGA will allocate no less than the total cost of two days of the online voting program through the Registrar's office to the Dues and Fees line of the Elections program in the Primary Funding Process.
7. The Student Government Association will allocate no more than the level of current in-state tuition to the Student Body President for honoraria on a semester basis.
8. The Student Government Association will allocate no more than \$1,500 towards the Official Business Expense Account for the Student Body President.
9. The SGA must only receive funding for Legislative Reserves, Executive Reserves, Committee Reserves, Elections, honoraria, expense account and its office supplies, telephone and other general operational needs in its Primary Funding allocation.
10. Any fiscal expenditure from the Legislative Reserve account or any other account allocated for Legislative use must be approved by a majority vote of the Legislature. The funds from these accounts may only be used for Legislative projects and/or any other projects the Legislature deems necessary.
11. In the event that there is a request to the Legislature by any SGA recognized group for funding from Legislative Reserves, there must be at least a one-week grace period between the introduction of the proposal and the Legislature's vote. The Vice President of Financial Affairs can waive this one-week grace period if he or she feels the request constitutes a financial emergency.
12. The signature of the Vice President of Financial Affairs must appear on all requisitions involving funds from the Legislative Reserves account. The Vice President of Financial Affairs must approve all of these requisitions by signing them with his/her own hand.
13. The Student Government Association may not allocate Student Activity Fee funds for compensation for duties fulfilled to any member of its Legislative, Judicial, or Executive Branches with the exception of the President as specified under Article X.

#### **Subsection B. Committee Reserves**

1. The Vice President of Financial Affairs shall approve all lines of credit and allocations extended under the SGA account, including all invoices and requisitions.
2. Any fiscal expenditure from the Committee Reserve account must be approved by a majority vote of the Committee Board. The funds from these accounts may only be used for Committee projects and/or any other projects the Committee Board deems necessary.
3. The signature of the Vice President of Financial Affairs must appear on all requisitions involving funds from the Committee Reserve account. The Vice President of Financial Affairs must approve all of these requisitions by signing them with his/her own hand.
4. Requests from the Committee Reserve account shall be sent to the Legislature in the event the Vice President of Financial Affairs vetoes the request.
5. If the Vice President of Financial Affairs fails to act upon a request after five school days, the request shall be automatically adopted.

#### **Subsection C. Group Help**

1. The Vice President of Financial Affairs shall make a Group Help application available to student groups and oversee the Group Help Fund.

2. All applications for Group Help shall be reviewed and recommended by a two-thirds (2/3) vote of the Finance Committee. Recommendations will then be sent to the Legislature. The Legislature must approve the joint committee on Finance recommendations by a 2/3 vote.
3. Each student group is entitled to apply an unlimited amount of times for funding each semester but may receive no more than one thousand dollars (\$1,000) of Group Help funds per semester.
4. The guidelines used by the Joint Committee on Finance in the budget allocation process shall apply to all Group Help requests.
  - a. If the Legislature approves new guidelines for an upcoming budget allocation process, those guidelines take effect as Group Help guidelines upon the passage of the legislation
5. The Director of Student Groups or his/her designee shall conduct an audit of the Group Help account once per semester.

#### **Section 4. Student Group Budgets**

##### **Subsection A.**

Both the President and Student Group Financial Officer from any eligible group shall have the power to sign requisitions.

##### **Subsection B.**

1. After student groups receive money in their accounts, the funding must be spent according to the way in which it was allocated.
2. If the SGA guidelines are not adhered to, groups may jeopardize their opportunity to receive funding.
3. If funds are spent in contradiction to the manner in which they were allocated, the actions that may be taken by the Special Committee for Audit and Review and the SGA Legislature include, but are not limited to, the freezing of accounts.
4. Reimbursements will not be made for non-requisition expenditures. Individuals, groups, and committees shall be held responsible for goods and/or services purchased and ordered without proper authorization.
5. Any student group that overspends its budget during a fiscal year and goes into deficit will lose that amount from their budget for the following fiscal year.
6. Compensation of Personnel
  - a. No SGA recognized group shall be authorized to allocate any of their SGA Funding Budget for funding student salaries, staff salaries, employee salaries, or any other compensation that may be interpreted as wages or salaries.
  - b. This subsection shall not, however, preclude any SGA recognized group from using non-SGA Student Activities Fees in the funding of students, staff, or employees.
  - c. In no way shall this Subsection prohibit the SGA from funding presently established student services, or other student services as may be authorized by the SGA in the future. Therefore, the Office of Undergraduate Student Legal Aid, SORC, and SEE shall be considered exempt from this subsection (Section 4, Subsection B.6.a).
  - d. The Maryland Public Interest Research Group (MaryPIRG) shall further be exempt from the provisions of this subsection (Section 4, Subsection B.6.a) contingent upon a student-wide referendum every two years.
    - i. The referendum must include the amounts allocated for the staff salaries from the previous two fiscal years, respectively.
  - e. It shall remain the responsibility of the Vice President of Financial Affairs to notify and instruct all SGA recognized groups of the provision of this subsection.
7. Any individual, organization or committee, which violates fiscal procedures and policies may be referred to the Governance Board for disciplinary action and/or held liable for the recovery of misused funds.
8. All investigations involving the reported violation(s) of the Finance Committee Guidelines by groups shall be undertaken by the Special Committee for Audit and Review.
9. The Student Government Association may not allocate funds for compensation for duties fulfilled to any committee chair, Governance Board member, Elections Board Chair, liaison, or other appointed official of the SGA.

#### **Section 5. Student Activities Fee (SAF) Funded Positions**



**Subsection A.**

The President of the SGA or his/her designee shall be included in the hiring and evaluation processes of any position receiving Student Activities Fee (SAF) Funding.

**Subsection B.**

Positions receiving funding from the SAF shall be required to come before the Legislature at last once per semester to report on their activities and how they benefit the undergraduate student community. All relevant information should also be submitted to the President and the Legislature in the form of an annual report to be presented no later than the last meeting of the current Legislative term.

**Subsection C.**

Failure to meet their requirements will be considered in future SAF funding allocations.

**ARTICLE VIII. APPOINTMENTS**

**Section 1. Vacant Offices**

**Subsection A.**

1. All vacancies shall be filled at the discretion of the President by the Special Committee on Recruitment and Retention. The President shall select a nominee for Executive and Judicial appointments, the President, the Speaker, the Speaker Pro-Tempore shall select a nominee for Legislative appointments, and a two-thirds (2/3) confirmation vote of the Legislature. Unless otherwise stated in this document, all appointments are subject to the following procedure.
  - a. Any undergraduate student shall be eligible for appointment as an Executive, Director, or Liaison in the event of a vacancy. Eligible candidates for Legislative positions are those who live within the community or are enrolled in the academic college he or she will be appointed to.
  - b. If a legislative seat is vacated before the third (3) calendar week of the legislative session, the position shall first be offered to the runner-up as determined by the SGA election held the previous spring. If there are two runner-up candidates, both shall go through the regular interview process and the best candidate shall be selected.
  - c. The Chair of the Special Committee on Recruitment and Retention shall be responsible for overseeing the application and interview process for all vacancies. Announcements and applications for all SGA vacancies shall be clearly displayed on the SGA website for at least ten (10) days before the application deadline.
  - d. The Chair of the Special Committee on Recruitment and Retention shall be responsible for advertising all vacancies and appointment processes through a major campus outlet at least ten (10) days in advance of the application deadline.
  - e. Interviews for any vacant position in the SGA are to be conducted by the Retention and Recruitment Committee on behalf of the President. The President and Speaker may be present at any interview but are not required to do so.
  - f. The Retention and Recruitment Committee must make a recommendation to the President on which candidate(s) the Committee feels should be appointed only after all of the candidates for a particular vacancy have been interviewed.
  - g. Upon the President's selection of a candidate to fill a vacant position, the President shall submit the recommendation of a candidate for appointment to the Legislature at the Legislative meeting the week before the confirmation vote. The earliest a candidate can be confirmed shall be at the next Legislative meeting immediately following the candidate(s)'s presentation.
  - h. The Chair of the Retention and Recruitment Committee is responsible for organizing a training session for the new members within one week of their successful Legislative confirmation.

**Section 2. Assistant Vice President of Financial Affairs**

**Subsection A.**

1. To perform such duties as the Vice President of Financial Affairs may assign him/her in the administration of the Executive branch.
2. To meet regularly with the Vice President of Financial Affairs.
3. To assume the duties of the Vice President of Financial Affairs in the temporary absence of the Vice President of Financial affairs or at his/her request.
4. To act as Vice Chair of the Finance Committee.
5. To have no signing power over the SGA account.
6. To provide oversight to the spending practices of the SGA and to alert the Legislature to any spending practices that are outside the intended purpose of SAF or against the SGA funding standards.
7. To review and approve or disapprove all type 1 and 2 line-item transfer requests at least twice a week. To make recommendations on all type 3 line-item transfer requests and to submit them to the Legislature at their weekly meeting for review and approval.
8. To conduct an audit of every SGA recognized group's fiscal management for the previous fiscal year to be submitted as a report to the Finance Committee and the legislature prior to the Secondary Allocation process. This report shall include a summary of the amount spent, the number of line-item transfer requested and granted and any spending actions that were outside the intended purpose of the SAF allocation for each group. A similar audit report of every SGA recognized group's fiscal management during the fall semester of the concurrent fiscal year shall be submitted to the Finance Committee prior to the Primary Allocation process.
9. To provide advice and counsel to the Legislature and members of the Executive Board on decisions pertaining to student group funding as requested.
10. To serve as an ex-officio, non-voting member of the Committee Board.
11. To be appointed by the Vice President of Financial Affairs upon confirmation by a two-thirds (2/3) majority vote of the Legislature and appropriate selection procedures outlined in Article I.
12. To hold at least 2 weekly office hours.
13. To review and approve all Type 3 Line Item Transfers requested by student groups, along with the Vice President of Financial Affairs and the Speaker of the Legislature.

### **Section 3. Assistant Director of Student Groups**

#### **Subsection A.**

1. To perform such duties as the Director of Student Groups and/or the President or his/her designee may assign him/her in the administration of the Executive Branch.
2. To serve as the Vice Chair of the Student Group Affairs Committee.
3. To oversee the SGA recognition process for student groups as outlined in Article VI, Section 2.
4. To be appointed by the Director of Student Groups subject to the approval of the President.

### **Section 4. Legislative Coordinator and Parliamentarian**

#### **Subsection A.**

1. To advise the Speaker and members of the Legislature on matters pertaining to the SGA governing documents.
2. To update and maintain the governing documents upon amendment by the Legislature.
3. To perform all duties stipulated in the Standing Rules of Order of the SGA.
4. To serve as chair of the Constitution and By-laws Committee.
5. Perform any other duties the Speaker or Speaker Pro Tempore may assign.
6. To attend all regular meetings of the Legislature.
7. To advise on all questions related to procedure as outlined by the Standing Rules of Order.
8. To take attendance at the Legislative meeting to then send to the Director of Administrative Affairs.
9. To keep time during all Legislative debates.
10. To be appointed by the Speaker, in consultation with the President, and upon confirmation by a two-thirds (2/3) majority vote of the Legislature.

### **Section 5. Liaisons**

#### **Subsection A. Duties and Responsibilities of Liaisons**

1. To establish goals, timetables and objectives for his/her position each academic semester, which shall be submitted to the Legislature at its second meeting in October and its second meeting in February.
2. To submit to the Legislature mid-year and annual reports of his/her activities at its last meeting in December and its last meeting in April.
3. To attend, with the purpose of reporting on his/her activities, no less than one Legislative meeting each month.
4. To attend all monthly Liaison meetings.
5. To be appointed by the President, subject to a simple majority (1/2) confirmation vote of the Legislature.

#### **Subsection B. Disability Support Services Liaison**

1. To meet monthly with the Director of Disability Support Services.
2. To advocate on behalf of disabled members of the undergraduate student body.
3. To monitor all University policy related to disability services.

#### **Subsection C. Athletics Liaison**

1. To serve as an SGA representative to the Athletic Council.
2. To work with the Traditions and Philanthropy Committee to promote Maryland pride and athletic traditions, including but not limited to the promoting of sportsmanship at athletic events.
3. To monitor and report to the SGA on all matters related to University Athletics policy.

#### **Subsection D. Shady Grove Liaison**

1. To serve as an SGA liaison to the University of Maryland Shady Grove student body and campus.
2. To attend the Shady Grove Regional Center with the University of Maryland, College Park as their home campus.
3. To communicate on behalf of Shady Grove students.
4. To monitor all University policy related to Shady Grove students.

#### **Subsection E. Greek Life Liaison**

1. To serve as the SGA liaison to the University of Maryland Department of Fraternity and Sorority Life (DFSL).
2. To advocate on behalf of all students involved in Greek Life.
3. The Greek Life Liaison must meet with DFSL once per week and attend the meeting of one Greek governing body once per week on a rotating basis and maintain contact with all Greek letter organizations not represented by a governing body.
4. To work in conjunction with the Greek Residential Representative.

### **Section 6. Freshman and Transfer Representatives**

#### **Subsection A.**

Two Freshman Representatives and one Transfer Representative shall be appointed by the first week of October and shall serve their term until the first Legislative meeting of the new administration in the spring semester.

#### **Subsection B.**

Only students considered freshman and transfers for purposes of University Admissions shall be able to apply for their respective positions.

#### **Subsection C.**

Freshman and Transfer Representatives shall have the same rights and responsibilities as other members of the Legislature, as outlined in Article II of this document.

#### **Subsection D.**

Freshman Representatives shall serve as ex-officio voting members of the Freshman Class Council.

### **Section 7. Legislative Secretary**

**Subsection A.**

1. To attend all regular meetings of the Legislature.
2. To take minutes at each meeting of the Legislature.
3. To maintain all records of reports submitted by Executives for Legislative meetings.
4. To perform all duties assigned to them by the Speaker and Speaker Pro Tempore.
5. To be appointed by the Speaker, subject to a majority (1/2) vote of the Legislature.

**ARTICLE IX. SGA ARMS**

**Section 1. Description of Arms**

**Subsection A. Definition**

1. An arm is a service provided by the SGA that furthers the mission of the SGA and enhances the undergraduate experience for the student body.
2. In order to obtain Arm status an organization or service must demonstrate that the service it will provide constitutes a considerable importance to the student body over a prolonged period of time.
3. Arms must further the mission and purpose of the SGA, as well as enhance the experience of the undergraduate student body.
4. Arms must have a stable support structure including staff, advisors, and policies and procedures governing their day-to-day operations.
5. Arms must continually demonstrate there is a need for their service and must submit to annual evaluations performed by the SGA.
6. The SGA will have, as its Arms, Undergraduate Student Legal Aid and any other organizations or services that successfully petition for Arm status.

**Subsection B. Petitioning for Arm Status**

1. Petitions may be submitted at any time to the SGA and can only be enacted through a recommendation of the President and upon a 2/3 confirmation vote of the Legislature.
2. Petitioning applications are to be submitted to the Student Body President and SGA Speaker of the Legislature.
3. The petition must address, at a minimum, all of the following criteria:
  - a. The purpose and mission of the service
  - b. How the service would function including staff, directors and advisors
  - c. How much the service will cost in the short term and long term
  - d. How the service would be funded
  - e. The impact this service would have on the SGA, student groups and the student body at large
  - f. How is the service to be held accountable
  - g. The goals of the service and a timeline for the completion of those goals.
4. All services obtaining successful petitions for Arm status are to be amended into this Article.
5. The SGA reserves the right to discontinue any service previously granted Arm status through a recommendation by the President upon a 2/3 vote confirmation of the Legislature.

**Subsection C. Oversight**

1. The Student Body President shall provide oversight over all Arms.
2. The SGA Legislature can, through legislation, command for an Arm to take an action.
3. The Student Body President along with the SGA Advisor must perform periodic performance reviews of paid directors.
4. All actions taken by any Arm are subject to review by the SGA at any time.

**Section 2. Funding of Arms**

**Subsection A. Process**

1. It shall be the duty of the President and Vice President of Financial Affairs, in conjunction with the Joint Committee on Finance, to ensure that the Arms are operating in a financially sound manner.

2. Each of the individual services will be responsible for preparing a budget for the following fiscal year by no later than the end of January.
3. The Director/President of each respective service will be required to attend a hearing with the Joint Committee on Finance to answer any questions that the Committee may have concerning the Arm's budget.
4. Funding for these services will be determined by the Joint Committee on Finance before consideration of any other group funding.
5. The funding of all Arms shall be considered separately from the SGA budget. Each Arm must submit their budget directly to the Vice President of Financial Affairs.
6. All Arms are to be fully funded at a level consistent with their successful operation pursuant to their mission and purpose. Increases in costs including inflation are also to be fully funded.
7. Additional funding for expansion of services must be legitimately documented, assessed, and justified. Arm status does not guarantee such additional funding.

**Subsection B. Paid Directors, Staff & Employees**

1. Arms may hire staff members, employees, and directors.
2. Appropriate objectives, responsibilities and job details must be clearly articulated and approved by the Student Body President before the creation of any position for paid employment, whether full or part time.
3. All candidates for paid employment must be approved by the Student Body President or his/her designee.
4. Should an Arm choose to have a paid director the following minimum requirements must be met:
  - a. If the director is an undergraduate student, the Arm must have a faculty advisor and the faculty advisor along with the Student Body President and SGA Advisor must perform periodic performance reviews.
  - b. If the director is a graduate student or considered University Staff, the Student Body President along with the SGA Advisor, must perform periodic performance reviews.

**Section 3. Undergraduate Student Legal Aid**

**Subsection A.**

Undergraduate Student Legal Aid will offer free legal advice to any UMCP undergraduate seeking its services. In addition, it will act in the interest of students' rights, in an advisory and/or advocacy capacity. In fulfilling this mission, Undergraduate Student Legal Aid will provide a training ground for undergraduate students interested in the legal environment.

**Subsection B.**

Undergraduate Student Legal Aid will have one attorney to serve as Director and two Legal Assistants who will be full-time paid employees of the SGA and the University of Maryland. This staff will select and train student interns each semester.

**Subsection C.**

The staff will also select salaried student defenders to assist the office in University related cases.

**Subsection D.**

1. Duties of the staff shall include:
  - a. Research and writing of monographs relating to the campus concerns of students.
  - b. Supervision of student interns' work involving campus concerns of students.
  - c. To serve as student ombudspersons (investigate campus concerns of individual students and serve as spokesperson for those students).
  - d. Giving general advice to students regarding the resolution of concerns arising from University initiated disciplinary action.
  - e. Referring students to outside agencies for assistance with their off-campus concerns.

**Subsection E.**

Employees shall not serve as counsel in any litigation in connection with their employment.

**Subsection F.**

Terms of contracts will coincide with the SGA fiscal year. The SGA shall determine all employment conditions not contained in the contract provided such conditions are consistent with applicable laws and regulations. Final employer authority, however, including preparation of pay and fulfillment of terms and contract, is through the University and must be communicated through the Office of the University Vice President of Student Affairs. The University shall maintain all personnel records for the positions and shall coordinate any administrative procedures regarding the position with the President.

**Subsection G.**

The Director shall be responsible for preparing an annual report regarding the state of Undergraduate Student Legal Aid by June 1st. This report shall be made available to the student body with copies being sent to the Office of the University Vice President of Student Affairs. The President shall also complete a staff evaluation at this time. The President shall be responsible for making recommendations to Undergraduate Student Legal Aid regarding the results of these evaluations.

**Subsection H.**

Should staff positions become vacant for any reason the vacancies shall be filled as soon as possible. Members from the SGA, Undergraduate Student Legal Aid, Office of Campus Programs, and the University Vice President of Student Affairs shall all have input into the selection of new members.

**Subsection I.**

Should the SGA become dissatisfied with the performance of an Undergraduate Student Legal Aid staff member, the President may make a written recommendation to the University Vice President of Student Affairs calling for the termination of said staff member.

**Subsection J.**

Undergraduate Student Legal Aid shall function under the Policies and Procedures manual compiled and maintained in the Undergraduate Student Legal Aid office.

**ARTICLE XI. HONORARIA**

**Section 1.**

**Subsection A.**

The Student Body President shall, at the end of both semesters, receive an honorarium, capped at the current in-state tuition for one semester subject to a performance evaluation by the Constitution and By-laws Committee.

**Subsection B.**

Appeals regarding performance evaluation decisions shall be directed to the Governance Board.

**ARTICLE XII. OFFICIAL BUSINESS EXPENSE ACCOUNTS**

**Section 1.**

**Subsection A.**

Only the Student Body President shall be eligible for an official business expense account.

**Subsection B.**

The Student Body President shall be able to be reimbursed up to the amount of \$1,500 per term for official business expenses incurred only during the regular performance of his/her enumerated duties.

**Subsection C.**

Expenses eligible for reimbursement include automobile miles, parking fees, and others officially accepted by the State of Maryland for the reimbursement of other State employees.

**Subsection D.**

Expenses ineligible for reimbursement include food, tokens of appreciation, and others deemed unacceptable by the State of Maryland for the reimbursement of other State employees.

**Subsection E.**

All expenses must be documented with receipts and other means of justification and presented to the following group: the Vice President of Finance, the Speaker, and the Inspector General. This group will determine whether the expenses are justified for reimbursement. If at least 2 do not agree the charge(s) are appropriate, the expense will not be reimbursed.

**Subsection F.**

All appeals regarding decisions of the group listed in Section 5 must be presented to the Governance Board.

**ARTICLE XIII. PETITION, REFERENDA, AND IMPEACHMENT**

**Section 1. Petition**

**Subsection A.**

1. A formal petition, when it has been endorsed by at least 25 members of the undergraduate student body and submitted to the Legislature, shall be brought up for consideration at the next meeting of the Legislature.
2. The Legislature may decide to take any action within the scope of its authority on a petition, or may decide to take no action, subject to the normal procedures outlined in the Standing Rules of Order and Roberts Rules of Order.
3. If the Legislature takes no action, the petition shall be automatically placed on the ballot in the next SGA election as a non-binding referendum.

**Section 2. Referenda**

**Subsection A.**

1. The Legislature shall be empowered to submit questions to the vote of the student body whenever it deems necessary.
2. The language of such questions, as well as the decision to make them binding or non-binding upon the SGA shall be submitted in the form of an Act subject to a majority vote of the Legislature.
3. Any question, which is approved by a majority vote shall be placed on the ballot at the next SGA election unless the Legislature directs otherwise.
  - a. The student body may also put a non-binding question on the ballot at the next SGA election should it have the signatures of half the percentage of undergraduate students who voted in the previous year's SGA election in support of putting the question on the ballot.
4. If the Legislature directs action to be taken on a referendum prior to the next SGA election, it must specify the dates, times and resources allocated to provide for the question's submission to the student body. No referendum question may be put to the student body sooner than ten (10) school days after being approved by the Legislature.

**Section 3. Impeachment**

**Subsection A.**

1. The Legislature shall be empowered to bring impeachment proceedings against any representative, executive, or liaison of the organization as specified in Article VI, Section 3, Subsection D of the Constitution.
  - a. The Impeachment process begins when formal charges are brought against the officer in question.
  - b. Impeachment proceedings can open in one of the following ways:

- i. Direct Call for Impeachment by a member of the Legislature.
    - ii. Petition by the Student Body as outlined in the By-laws.
  - c. The Constitution and By-laws Committee is authorized to conduct an impeachment investigation.
    - i. The Constitution and By-laws Committee shall have five (5) academic days to conduct their investigation after a motion of impeachment has been passed by a simple majority of the Legislature.
    - ii. During this investigative process the Constitution and By-laws Committee has the power to conduct interviews, collect evidence, and draft an impeachment report.
    - iii. The Impeachment Report should include a summary of germane evidence.
    - iv. If the individual charged with impeachment is a liaison to an outside committee or organization the Constitution and By-laws Committee is required to contact that body and notify them of the proceedings.
  - d. The Legislature must vote on the articles of impeachment at the meeting in which they are presented. The vote to pass a motion to impeach shall follow the stated procedure in the Constitution and Standing Rules of Order.
- 2. Upon the passing of a successful motion to impeach, The Speaker shall submit a written petition to the Governance Board on behalf of the Legislature within five (5) academic days of a successful vote by the Legislature to commence impeachment proceedings. The petition shall include the name and position of the member facing impeachment and shall detail the charges against this member. In the event that impeachment proceedings are brought against the Speaker or Speaker Pro Tempore, the President shall submit the written petition.
- 3. The Governance Board has fifteen (15) academic days to schedule a hearing. All five (5) Justices must be present and vote at this hearing.
- 4. Following the hearing, the Governance Board has twenty-four (24) hours to render a decision, which shall be final. Impeachment shall pass by a majority (3/5) vote of the board. The Chief Justice shall ensure the concerned party; the President, the Director of Administrative Affairs, and the Speaker of the Legislature are immediately notified of the decision.
- 5. City Council Liaison
  - a. The Selection Committee, by majority vote, shall be allowed to recommend the removal of the Student-Liaison to the Student Government Association for any of the following reasons:
    - i. Three unexcused absences from City Council meetings;
    - ii. Failure to act competently as a liaison between the City and students;
    - iii. Inappropriate behavior at Council meetings; or
    - iv. Inappropriate behavior outside of Council meetings that is detrimental to the interests of the students and the City.
  - b. Upon a removal recommendation from the Selection Committee, the Student-Liaison may be removed from his/her position by a 2/3 vote of the Student Government Association Legislature.

## **ARTICLE XIV. DISCLOSURE PROVISION**

### **Section 1.**

#### **Subsection A.**

1. All SGA members, elected and/or appointed, are subject to have both their academic and judicial records checked by an official of the Office of Campus Programs (OCP) each semester for the following eligibility criteria:
  - a. Minimum 2.5 cumulative GPA
  - b. Currently not on academic probation
  - c. No serious Judicial record (what constitutes serious will be determined by OCP)
2. Any member failing to meet one or more of the above criteria will be dismissed from the SGA.

#### **Subsection B.**

All SGA members, Representatives, Executives, and Committee members shall be required to sign a waiver on or before the first day of classes of each new semester during their term in office which allows the OCP to review their academic and Judicial records to determine their current status for participation in



the SGA, as previously defined under Article II, Section 1 of this document. The OCP shall then issue a report to the President and the Director of Administrative Affairs informing them of any member who no longer meets eligibility requirements. The report shall contain no specific Judicial or academic information. Once the report is issued by the OCP, those members who are ineligible shall be automatically removed without any formal action except notification of removal by the Director of Administrative Affairs. Any member, who refuses to sign a waiver at the beginning of each new semester, or as soon as new By-laws take effect, or at the time of his/her appointment to office during a new semester, shall forfeit his/her office.

## **ARTICLE XV. MEETINGS**

### **Section 1.**

#### **Subsection A.**

The Legislature of the SGA will meet at least twice a month during the school year. The day of the next regular meeting shall be announced at the close of each regular meeting.

#### **Subsection B.**

1. Any member of the undergraduate student body may be heard at any regular meeting of the Legislature subject to the rules of the body.
2. Any undergraduate student who wishes to support or oppose a specific piece of legislation shall have the opportunity to testify for a maximum of 5 minutes when consideration of the specified legislation on second reading commences, provided that the student:
  - a. Submits a formal written testimony within 6 hours of the start of the legislative meeting to the speaker of the legislature.
  - b. Adheres to the substantive content of the submitted testimony.
3. The testifying student may field one question each from the affirmative and negative floor leaders if the student wishes to entertain questions.
4. No undergraduate student who wishes to testify shall be prevented from doing so on a basis of personal characteristics, beliefs, or time constraints.

#### **Subsection C.**

An undergraduate student Senator may be yielded time by a representative at the discretion of the Speaker on bills pertaining to proposed or current actions of the University Senate.

#### **Subsection D. Minimizing Paper Consumption**

1. The Legislature shall conduct business in a manner that minimizes paper consumption.
2. The Legislature shall adhere to an opt-in printing policy for any legislative documents in consideration.
3. All committees shall adhere to an opt-in printing policy for any legislation or documents in consideration.
4. In the event that a committee needs to print materials for a meeting, the chair of the committee shall reuse existing paper with blank sides.
5. When possible, representatives will cast all votes using clickers.

## **ARTICLE XVI. PRECEDENCE**

### **Section 1.**

#### **Subsection A.**

These By-laws shall take precedence over any other governing document of the student body except the Constitution of the Student Government Association.

#### **Subsection B.**

The Constitution and By-laws of recognized student organizations must in no way conflict with the Constitution and bylaws of the SGA.

**Subsection C.**

Any member of the SGA must refrain from using non-reusable plastic water bottles during SGA legislative body meetings.

**ARTICLE XVII. RULES OF ORDER**

**Section 1.**

**Subsection A.**

The Standing Rules of Order of the Student Government Association shall govern Parliamentary Procedure at all meetings of all branches of the SGA.

**ARTICLE XVIII. DATE OF OPERATION**

**Section 1.**

**Subsection A.**

These By-laws shall be ratified when approved by two-thirds (2/3) of the voting members of the undergraduate student body at a referendum to be held during the school year.

**Subsection B.**

1. Any amendments to these By-laws will be ratified by a two-thirds (2/3) vote of the Legislature.
2. The Accountability and Ethics Handbook may also be amended by a two-thirds (2/3) vote of the Legislature.

**Subsection C.**

In the event that changes are made to the SGA By-laws, they must be introduced by the second to last meeting of the SGA Legislature considering the bill.