

UNIVERSITY OF MASSACHUSETTS BOSTON

Undergraduate Student Government

Bylaws

2009

Final

**ARTICLE I**

Name

- Section 1.00 The name of this organization is the Undergraduate Student Government, herein denoted USG. This body is the governing body for the Student Government Association of the University of Massachusetts Boston, herein denoted SGA.
- Section 1.01 All Bylaws, Acts, and procedures of the SGA will be consistent with the SGA Constitution
- Section 1.02 The USG will be governed by the Board of Trustees' statement on University Governance
- Section 1.03 The USG will be comprised of a Legislative, an Executive and a Judicial Branch. All elected and appointed members of the SGA will be Officials of the USG as defined in these Bylaws.
- Section 1.04 The USG will not discriminate based on gender, sexual orientation, race, or religion.

**ARTICLE II**

**OFFICIALS**

- Section 1.00 An Official is defined as any member of the SGA elected or appointed to the USG.
- Section 2.00 **Attendance**
- Section 2.01 Any Official who is absent, without excuse, for two (2) consecutive regularly scheduled meetings or a total of three (3) regularly scheduled meetings per academic semester will be dismissed from the USG effective at the start of the next regularly scheduled meeting where the Official would be required to attend.
- Section 2.02 To qualify for an excused absence a valid reason must be submitted in writing to the head of their respective branch no later than two days prior to the next regular meeting.
- Section 2.03 The head of the respective branch will decide if the reason given is valid. If the absentee questions the decision, then the absentee has the right to petition the Judicial Branch to review the excuse.
- Section 2.04 Valid reasons for an absence should be as specific as possible, and include one of the following:
- a. Personal or family related medical emergencies.
  - b. Family related emergencies.
  - c. Emergency work obligations.
  - d. An Exam, Midterm, or Final scheduled for the time of the meeting or the following day. The Exam will not qualify if it is not scheduled for the entire class period.
  - e. A major paper or project due the following day.
- Section 2.06 If requested to do so, the Official must provide evidence of the emergency situation.
- Section 2.05 If, for circumstances beyond the Official's control, the Official cannot submit a reason prior to the prescribed time, the Official should make every attempt to inform the head of their respective branch of his/her absence by any reasonable means before the scheduled meeting. If the Official cannot notify the head of their respective branch before the meeting, for said reasons, a written reason must be submitted to the head

of their respective branch as soon as reasonably possible in order to determine if the absence will be excused.

Section 2.07 If the reason for the absence is determined to be “invalid” or if these procedures are ignored by the absentee, the absence will count as an unexcused absence.

**Section 3.00 Code of Conduct**

Section 3.01 Officials must respect and abide by acts of the USG.

Section 3.02 Officials may not make ad hominem attacks against other Officials or members of the SGA.

Section 3.03 No Official will use the name of the USG, or any Branch or office thereof, in the media, in conversation with University employees or vendors, or in any public statement without the prior approval of their respective branch. Officials may, however, state that they are members of this organization if they make it clear that they are expressing their own views.

Section 3.04 No Official will participate in any business or activity or have any financial interest which would create a conflict between that private interest and the best interest of the SGA.

Section 3.05 Officials may not vote on any Act in which they have a financial or material stake. Additionally, Officials may not accept the financial benefit of any vote they have previously cast.

Section 3.06 No Official will use or allow the use of SGA property, facilities, or personnel for any activity not sanctioned by the USG.

Section 3.07 Officials may not accept or offer bribes. A bribe is any compensation from a party or group intended to influence an Official or member of the SGA. Compensation includes, but is not limited to, money, gifts, or sexual favors.

Section 3.08 During official meetings no Official or ex-officio Official will speak without having been recognized by the Chair.

Section 3.09 Whenever an Official is ruled out of order two times during a meeting, that Official will be asked by the Official running the meeting to leave the

meeting voluntarily. If this request is refused, campus security may be called to enforce it.

Section 3.10 By taking the Oath of Office, Officials agree to be bound by the preceding Code of Conduct. Additionally, they agree to uphold the Constitution, Bylaws, Acts, and Resolutions of the SGA.

**Section 4.00 Disclosure of Activities**

Section 4.01 Officials are required to give a list of all of their University-wide activities (i.e. work, administration committees, clubs, etc.) to the Chief Justice and submit updates as needed.

## **ARTICLE III**

### **OFFICERS**

**Section 1.00 Structure**

Section 1.01 Officials holding the position of President, Vice President, Speaker, Chief Justice, and the Chairs of any standing committees will be known as USG Officers.

Section 1.02 All duties and responsibilities delegated by an Officer to an Official or member of the SGA will remain the responsibility of the Officer.

Section 1.03 Officers are subject to all rules and regulations that Officials are subject to.

Section 1.04 All Officers must receive financial compensation for their service.

Section 1.05 Officers will have 24/7 Access to all student space in the Campus Center.

**Section 2.00 Attendance**

Section 2.01 Officers will not be allowed any unexcused absences. Valid excuses in writing for these positions are the only acceptable response to absence.

Section 2.02 If the Speaker or Chief Justice requires an excused absence, the President decides the validity of the excuse. If the President requires an excused absence, the Chief Justice determines the validity of the excuse.

Section 2.03 If an Officer is unable to chair a meeting or a portion of a meeting the Officer must ensure their respective vice is aware and prepared to assume responsibility to chair the meeting.

## **ARTICLE IV**

### **USG STAFF**

#### **Section 1.00 The USG Advisor**

Section 1.01 The USG Advisor is a support position only. The Advisor will not interfere with the decision making process of the USG. Further, the Advisor will not attempt to influence Officials of the USG.

Section 1.02 The USG Advisor is not an Official of the USG, ex-officio or otherwise, and has no special privileges during meetings.

#### **Section 2.00 The USG Secretary**

Section 2.01 The USG Secretary is a support position only. The Secretary will not interfere with the decision making process of the USG. Further, the Secretary will not attempt to influence Officials of the USG.

Section 2.02 The USG Secretary is not an Official of the USG, ex-officio or otherwise, and has no special privileges during meetings.

Section 2.03 The USG secretary will be paid from work-study funds.

Section 2.04 The hiring board for the Secretary will consist of the President, the Speaker, the Chief Justice, and two Officials of the Senate. The Quorum of the Hiring Board will be three members, of which at least two must be the President, Chief Justice, or Speaker.

Section 2.05 The secretary will be hired for one year.

Section 2.06 The USG Secretary must work not less than six hours per week. Office hours will be set and fixed at sometime between nine (9) and five (5) o'clock. These hours will include Senate Meetings and the Steering Committee, but not necessarily any other committees, standing or ad-hoc, or any other Branches.

Section 2.07 The responsibilities of the Secretary include:

- a) The compiling, copying and distributing of Senate Meeting agendas, and those of committees or other branches when requested.

- b) The copying and distribution of official USG material.
- c) The posting of all public statements and agendas from the USG, for which the Secretary will be given a key to the locked glass bulletin boards.
- d) In no way will any of the preceding duties be construed as to allow creative work of any kind by the Senate Secretary, such as: the drafting of legislative proposals; the writing of letters, memos or papers on any Senator's behalf; and the lobbying of any person, be it over the phone or face-to-face.

## **ARTICLE V**

### **GENERAL POLICIES AND PROCEDURES**

Section 1.00 The Constitution of the USG, Bylaws of the USG, Acts of the SGA, and Resolutions of the SGA will be compiled on digital storage. This compilation will be updated as new Acts and Resolutions are passed.

Section 1.01 Copies of the compilation will be held by the President, Speaker, Chief Justice, the Director of Student Activities and Leadership, and the USG Secretary.

#### **Section 2.00 Legislation**

Section 2.01 There are two types of USG legislation: Acts of the SGA and Resolutions of the SGA. Both types of legislation must be passed by the Senate and signed by the President before they take effect.

Section 2.02 Acts of the SGA and Resolutions of the SGA must be in compliance with the Constitution, Bylaws, and previous Acts of the SGA.

Section 2.03 Acts of the SGA are binding resolutions on all members of the SGA.

Section 2.04 Resolutions of the SGA are non-binding statements in support or opposition to a specific issue or event.

Section 2.05 If the Senate passes an Act or Resolution that the President vetoes or that he or she does not sign, that Act or Resolution will appear on the agenda of

the next Senate Meeting. If the Senate then passes the Act or Resolution by a two-thirds majority, the veto is considered overridden and the Act or Resolution will immediately take effect. If the Senate fails to achieve the required two-thirds vote in favor, the Act or Resolution dies.

Section 2.06 The numbering system for Acts is as follows: An “S”, standing for Senate, followed by an “A” standing for Act, followed by the 4 digit year, followed by an “F” if passed in the fall semester or a “S” if passed in the spring semester, followed by a dash, followed by the number that the Act is that semester. The third Act to come before the Senate in fall of 2009 would be labeled SA2009F-003.

Section 2.07 The numbering system for Resolutions follows the pattern in the previous section, with the exception that instead of “A” for Act, an “R” is placed standing for Resolution. Resolutions and Acts have separate number counts. The second Resolution for spring 2010 would be labeled SR2010S-002.

Section 2.08 Prior to passage, Acts and Resolutions will be known as “Proposal”, followed by the label. The fourth Resolution of fall 2011 to come before a Senate Meeting would appear on the agenda as “Proposal SR2011F-004”.

Section 2.09 If a Proposal is struck from an agenda it retains its label. Should it appear before a Senate Meeting again the same label will be used to identify the Proposal.

Section 2.10 Committees will use the same labeling for proposals that come before them, except that instead of an “S” standing for Senate, SEOC will use “O”, B&F will use “B” and CCA will use “C”.

Section 2.11 The Judicial Branch will use the following labels for items appearing on their agendas: A “J” standing for Judicial; an “R” standing for review, followed by the original label affixed to the proposal. A Judicial review of the fourth Act of Fall 2011 to come before the Senate would be labeled as: JR-SA2011F-004.

### **Section 3.00 USG Activities Statement**

Section 3.01 The first Monday of every month the USG will publish a newsletter detailing the any Legislation passed or Vetoed, important happenings, or upcoming important events dealing with the USG.

Section 3.02 The Activities Statement will included the time and location of all regularly scheduled meetings to be held between the time that the Statement of Activities is published and the date the next Statement is due to be published.

Section 3.03 The Statement of Activities must be emailed to the entire SGA.

Section 3.04 The heads of each branch are responsible for providing the actions of their branch for the Statement. Responsibility for the final compilation and publishing of the Statement will fall to the Chair of CCA.

#### **Section 4.00 Agendas**

Section 4.01 Adding motions to the agenda during the approval of agenda requires a two thirds vote in favor of those present and voting.

Section 4.02 The format of all agendas when published is:

- a. Title, including the name of the body
- b. Date, Fiscal Year, time, and location of meeting
- c. Order of business, including call to order; approval of the agenda; approval of old minutes; old business; new business; open forum; setting of date and time for the next meeting if applicable; and adjournment.

#### **Section 5.00 Minutes**

Section 5.01 The minutes of all USG meetings, including all appropriate documents, agendas and minutes will be prepared, distributed and posted by the first Monday that is a school day following the meeting.

Section 5.02 USG minutes will adhere to the following format:

- a. Title, including the name of the body
- b. Date, Fiscal Year, time and location of the meeting
- c. Attendance: those present and voting; those absent, those present and non-voting.



- d. Order of business, including resultant tallies of votes and a synopsis of all notable points of debate, as well as any emergency business or new business in addition to the published agenda
- e. All resolve-upon actions with any amendments noted
- f. All action voted down

## **ARTICLE V**

### **THE LEGISLATIVE BRANCH**

#### **Chapter 1**

#### **Structure and Operations**

##### **Section 1.00 Structure**

Section 1.01 The Legislative Branch consists of the Undergraduate Student Senate and its various committees. Officials of the Legislative Branch will have the title of Senator.

Section 1.02 The Senate is be composed of the Steering Committee, the Budget and Finance Committee, herein denoted B&F, the Student Events and Organizations Committee, herein denoted SEOC, and the Campus and Community Affairs Committee, herein denoted CCA

Section 1.03 A Senate Meeting is a meeting is defined as a meeting where Senators from all committees meet as one group to vote on matters. A Committee meeting is a meeting where Senators meet in their respective committees.

Section 1.04 The Steering Committee will have the sole ability to place Senators in Committee, with the exception of Committee Chairs that are elected by the Senate. In addition, the Vice-Speaker is required to be on B&F.

Section 1.05 All Senators must serve on at least one Standing Committee. Senators may only sit on one Standing Committee, but may sit on any number of ad-hoc committees.

Section 1.06 The Chairs of Standing Committees and the Vice Speaker are voting members of the Steering Committee in addition to their normal committees.

Section 1.07 Senators may only hold one Officer position.

Section 1.08 Senators who work for a Center or who are officers of a RSO or ASO are ineligible to sit on SEOC.

## **Section 2.00 Committee Definitions**

Section 2.01 Ad-hoc committees

Ad-hoc committees are temporary committees created in order to serve a specific purpose. Ad-hoc committees will automatically disband after one semester, unless extended by the Senate in a majority vote. Any member of the SGA is eligible serve and vote on ad-hoc committees.

Section 2.02 Standing Committees

Standing Committees are created from ad-hoc committees that have been in existence for more than two semesters. To create a Standing Committee from an ad-hoc committee the Senate must vote, by a majority vote of those present and voting, in favor of making the committee a Standing Committee. Prior to the committee attaining status as a Standing Committee the Senate must also vote on the structure of the committee, to include the minimum and maximum committee size, the number of Senators that will constitute quorum, any restrictions on serving in the committee, and a description of the committee's scope and responsibilities. The Senate may disband a standing committee by a majority vote. The Steering Committee, Budget and Finance Committee, Campus and Community Affairs Committee, and the Student Events and Organization Committee all have the status of Standing Committees, but will only be disbanded by modifying these Bylaws. Only Senators may have a vote on a standing committee.

## **Section 3.00 Ex-officio members**

Ex-officio members include the Student Trustee, the Chancellor or his/her designee, the Chair of any ad-hoc committee who is not a seated Senator, the USG President and the USG Vice President.

Ex-officio members do not have the right to vote.

#### **Section 4.00 Agendas**

Section 4.01 The agenda of regularly scheduled committee meetings, including all appropriate documents and minutes from the preceding meeting, will be prepared and posted in the Senate Office by the appropriate committees three calendar days in advance of the next regularly scheduled meeting.

Section 4.02 The agenda of regularly scheduled meetings of the Senate and meetings of the Judicial and Executive Branches will be prepared and posted six calendar days in advance of the next regularly scheduled meeting.

#### **Section 5.00 Voting Rights**

Section 5.01 Senators will be voting members of only one standing committee. Steering Committee members may vote on one other committee.

Section 5.02 The Chair of a meeting will vote only when the vote would be decisive.

#### **Section 6.00 Meetings**

Section 6.01 The Senate will meet Wednesdays at 2:30 PM. The Senate will alternate between Senate Meetings and Committee meetings. The Steering Committee may override this requirement, allowing either committee meetings two weeks in a row or Senate Meetings two weeks in a row. There will not be more than two committee meetings or two Senate Meetings in a row.

Section 6.02 The Steering Committee will meet following the conclusion of committee meetings. The Steering Committee will also meet following Senate Meetings if the Speaker deems it appropriate.

Section 6.03 The Senate will meet over summer and winter breaks; however it will not meet during Spring Break.

Section 6.04 Meetings of the Senate will be videotaped. Copies of the recordings will be made available online in a format viewable with free software.

Section 6.05 The USG Secretary is responsible for minutes of Senate Meetings.

Section 6.06 The third week following the end of add/drop will be a committee meeting.

**Section 7.00 The Speaker**

Section 7.01 The Speaker will serve a minimum of seven (7) office hours a week. At least four of these office hours will be regularly scheduled. Regularly scheduled meetings will not count as office hours.

Section 7.02 The Speaker will provide Legislative Branch representation to campus administration throughout the year and is the chief spokesperson of the Legislative Branch. This duty may be delegated at the discretion of the Speaker.

Section 7.03 The Speaker will chair all Senate Meetings and Steering Committee meetings. He or She will rule null and void all motions and points which in his or her judgment are introduced to obstruct the meeting. The Speaker may call a Senate Meeting into recess for a non-renewable period of time which will not exceed thirty (30) minutes.

Section 7.04 The Speaker will yield the chair to make any comment of a partisan nature, and will not take the chair back until debate is closed and the motion is postponed, voted up, or voted down. If the motion is postponed until a definite time, the Speaker must yield the chair when discussion on the motion resumes.

Section 7.05 In conjunction with the advisor, the Speaker is responsible for General Assembly space reservations.

Section 7.06 The Speaker will determine quorum any time stated quorum is questioned during a Senate Meeting.

Section 7.07 The Speaker may call, for extraordinary reasons, emergency meetings of the Senate provided that forty-eight (48) hours prior notice of the date, time and location of the emergency meeting have been made available to the SGA.

Section 7.08 The Speaker will not cast a vote unless that vote would be decisive.

**Section 8.00 Committee Chairs**

- Section 8.01 Issue the agenda of upcoming meetings at least two business days prior to the next meeting, with all relevant documents attached.
- Section 8.02 Post the minutes of the meeting no later than the Monday prior to the next regularly scheduled Senate Meeting, and provide them to the members of the committee.
- Section 8.03 Know and uphold the Constitution, Bylaws, and Acts of the SGA.
- Section 8.04 Perform at least 5 office hours per week.
- Section 9.00 Committee Proposals**
- Section 9.01 Proposals before a committee will be labeled

## Chapter 2

### The Steering Committee

**Section 1.00 Structure**

- Section 1.01 The Steering Committee will be made of the Speaker, Vice-Speaker, and the Chairs of any Standing Committees.
- Section 1.02 The Steering Committee will be Chaired by the Speaker. The Vice-Chair will be the Vice-Speaker.

**Section 2.00 Operations**

- Section 2.01 The Steering Committee will set the Agenda for Senate Meetings.
- Section 2.02 The Steering Committee will coordinate the actions of the different committees on the Senate.
- Section 2.03 The Steering Committee will place Senators into the various Standing Committees. B&F will be filled to its minimum levels, then SEOC, then CCA.

## Chapter 3

### The Budget and Finance Committee

**Section 1.00 Structure**

- Section 1.01 Budget and Finance must have no fewer than four members and no more than six members. Quorum will consist of 4 members.

Section 1.02 The Vice Speaker is a voting member of B&F, but is ineligible to act as the Vice Chair.

**Section 2.00 Officials of B&F**

Section 2.01 The Chair of Budget and Finance will:

- a) Issue a written report at every Senate Meeting. The report will contain the current balance of the SATF, expenses pending, and any other relevant information.
- b) Issue a report at meetings of the Steering Committee. The report does not need to be a written report. The Speaker may request a written report of the B&F chair, if the request is made in writing no less than 48 hours prior to the next Steering committee meeting.
- c) Keep B&F members informed on upcoming proposals
- d) Be informed on upcoming B&F proposals and the general state of the SATF

Section 2.01 The Vice Chair

1. The Vice Chair will be responsible for the following:
  - a) Taking minutes during meetings of Budget and Finance,
  - b) Provide the minutes to the Chair by the Friday following the B&F meeting.
  - c) Run B&F meetings in the absence of the Chair
  - d) Attend Steering Committee meetings in the place of the Chair should the Chair be unable to attend.
2. Senators will be responsible for the following:
  - a) Be informed on upcoming B&F and the general state of the SATF
  - b) Know and uphold the B&F bylaws
  - c) Perform at least 3 office hours per week.

**Section 3.00 Requests for money from the General Contingency fund**

Section 3.01 Requests will be introduced by the Chair and treated as a Proposal.

Section 3.02 The students requesting money will have the opportunity to present their request. Once the presentation is over, the requesting students will leave

the room and allow B&F to debate the proposal. Once debate has ended the requesting students will be allowed back into the room prior to the vote taking place. Minutes of the deliberations will be kept and added to the minutes of the meetings.

Section 3.03 Requests for money from the General Contingency fund fall into two categories: Local Event requests or Trip requests. Requests not conforming to one of these categories are not eligible for funding by B&F.

Section 3.04 Only members of the SGA may make a funding request.

Section 3.05 Trip requests must submit a complete “Trip Budget Request” form; Local Event requests must submit a complete “Local Event Budget Request” form.

- a) Both types of requests must also be submitted with the “General Request Coversheet” attached.
- b) Requests must be submitted no later than the Thursday prior to the next B&F meeting. The B&F chair may waive this requirement for extenuating circumstances.
- c) After an event or trip has finished, requestors must complete an “event evaluation form” and present it at the next B&F meeting. Failure to turn in the evaluation form will disqualify the requesting students from requesting money from B&F in the future.
- d) Trip requests may be funded the following amounts:
  - i. Transportation costs may be funded up to 65%
  - ii. Housing costs may be funded up to 65%
  - iii. Registration costs may be funded up to 100%
  - iv. Food costs will not be funded
  - v. Advisor costs will not be funded
  - vi. Costs not mentioned may be funded at the discretion of Budget and Finance
  - vii. B&F may not fund a trip more than \$325 per SGA member going on the trip.

e) Budget and Finance may fund on local events to 100%, at their discretion.

Section 3.06 Funding requests must pass through B&F before being voted on at a Senate Meeting. Funding requests that do successfully pass through B&F will appear on the agenda of the next Senate Meeting as an Act.

Section 3.07 B&F will not fund Centers, RSOs, or ASOs. All Center, RSO, and ASO funding requests must be directed to SEOC.

#### **Section 4.00 Operations**

Section 4.01 At the end of each academic year Budget and Finance will publish and make available guidelines establishing minimum requirements for proposals for the following year.

#### **Section 5.00 The Budget**

Section 5.01 The Student Events and Organizations Committee will receive not less than 25% of the SATF yearly budget.

Section 5.02 The Budget and Finance Committee will follow the yearly calendar for the budget process established in the Policies and Procedures for the Management of the Student Activities Trust Fund.

Section 5.03 In creating the yearly budget, Budget and Finance may earmark funds they expect to receive to a specific line item. Should this provision be used B&F will submit a budget that shows the totals both with and without the excepted money. When the additional money is received, it will be placed in the account directly without the need for an additional vote.

Section 5.04 The Student Senate may not amend the budget submitted by the Budget and Finance Committee, but it may, by majority vote of those present and voting, send the whole budget back to the Committee for restudy.

Section 5.05 The President may not amend the budget submitted by the Senate. If the President Vetoes the budget, it returns to the Senate to override the veto. If the Senate is unable to override the veto by the end of the session following the Presidential Veto, it returns to the Budget and Finance Committee for restudy.



- Section 5.06 The SATF operating budget will be forwarded to the Chief Officer of Student Affairs and the Chancellor for their approval. Upon approval of the budget by the USG, it will be reviewed by the campus budget directors, the Chief Officer of Student Affairs, the Chancellor, and the President of the University before submission to the Board of Trustees for approval. Any disbursements from the SATF will be in accordance with University financial and operational policies and established campus procedures.
- Section 5.07 The Budget and Finance committee will receive all SATF funds that are not itemized in the SATF yearly budget. This fund will be called the “General Contingency Fund”.
- Section 5.08 All appropriations from the SATF funded Reserve Account (also known as the Campus Center Reserve), must first be passed by the B&F Committee, and then by the Senate as an Act.
- Section 5.09 The Budget and Finance Committee will receive the recommended budget for Student Life. B&F will not amend the budget, but may send it back to Student Life for restudy. Should Student Life be unable to submit a budget that B&F is willing to accept, the President, the Speaker, and the Director of Student Life will create a budget.
- Section 5.10 B&F will receive the budget from SAEC. B&F will not amend the budget, but may send it back to SAEC for restudy. Should SAEC be unable to submit a budget that B&F is willing to accept, the President, the Speaker, and the Director of SAEC will create a budget. Should this fail, the Director of Student Life will approve a budget they believe is appropriate.
- Section 5.11 The Budget and Finance Committee, in carrying out their duties, may request financial information from University administrative offices as part of their official duties. This may include, but will not be limited to, contracts, budgets or detailed financial records of any part of the University of Massachusetts.
- Section 5.12 The committee will receive copies of all official monthly financial records on all SATF accounts. The committee may recommend to the Senate that

an audit of the SATF be conducted by the University, state or private auditors. B&F may authorize the payment of any costs associated with such an audit.

Section 5.13 B&F will regularly review all SATF expenses such as phone records, copier usage, administrative costs, etc. The committee may recommend changes in administrative costs for any SATF funded area.

## Chapter 4

### The Student Events and Organizations Committee

#### **Section 1.00 Structure**

Section 1.01 SEOC is responsible for the oversight of Recognized Student Organizations (RSOs), Academic Student Organizations (ASOs), and Student Centers. It is also responsible for space allotments, organization budgets, and organization event funding.

Section 1.02 SEOC will have no fewer than ten Senators. Quorum will be a majority of SEOC officials.

Section 1.03 Each RSO will have a SEOC official assigned to it. This official will attend at least one meeting with that RSO per semester. This official will also meet with the president or treasurer of that RSO once per semester, in addition to end of year review. The list of what SEOC member is assigned to which RSO, ASO, or Center will be posted with contact information in the Senate Office.

Section 1.04 The Vice Chair of SEOC will have the following duties:

- a) Take minutes during meetings of SEOC
- b) Provide the minutes to the Chair by the following Monday after a SEOC meeting.
- c) Run SEOC meetings in the absence of the Chair
- d) Attend Steering Committee meetings in the place of the Chair should the Chair be unable to attend.

Section 1.05 Senators of SEOC will have the following duties:

- a) Be informed on upcoming SEOC proposals

- b) Be informed on the general state of student organizations
- c) Know and uphold the Constitution and Bylaws
- d) Perform at least 3 office hours per week.

Section 1.06 The Chair of SEOC will have the following duties and responsibilities:

- a) Issue a written report at every Senate Meeting. The report will contain updates on organization events, activation / reactivation information, any disciplinary action taken by SEOC, and any other relevant information.
- b) Inform the Steering Committee of any updates regarding student organizations. This does not need to be a written report, at the discretion of the SEOC chair. The Speaker may request a written report of the SEOC chair. Such a request must be in writing no less than 48 hours prior to the next Steering committee meeting.
- c) Keep SEOC Senators informed on upcoming proposals
- d) Be informed on upcoming SEOC proposals
- e) Be informed on the general state of student organizations

## **Section 2.00 Operations**

Section 2.01 SEOC will receive a yearly budget for the purpose of assisting RSOs, ASOs, and Centers. This budget must be no less than 25% of the total USG budget.

## **Section 3.00 RSO, ASO, and Center Oversight**

Section 3.01 SEOC may freeze funds for any RSO, ASO, or Center if SEOC believes the funds are being mismanaged. Freezing funds requires a two-thirds vote of SEOC.

Section 3.02 If SEOC freezes the funds of a RSO, ASO, or Center the item will appear on the agenda of the next SEOC committee meeting. The organization in questions will be allowed to defend the actions of the organization. If SEOC votes that the organization was in violation of the Constitution, Bylaws, or one or more Acts of the SGA, the organization will be assessed

an offense and told how to rectify the situation. Once the violation is rectified, the Chair of SEOC may restore the organizations funds.

Section 3.03 SEOC members will have access to all spaces of organizations which it oversees within 24 hours of notifying the organization. If Campus is closed, then SEOC will have access when Campus reopens.

**Section 4.00 SEOC directives regarding RSO, ASO, and Center punitive action.**

Section 4.01 SEOC will use the following procedure to enforce the requirements set forth in these Bylaws concerning RSOs, ASOs, and Centers.

Section 4.02 Any elected Official of the USG may charge a RSO, ASO, or Center with an offense. An Official who does so must submit a written statement to SEOC describing the offense, and how it qualifies under the allowed reasons.

Section 4.03 Offenses may only be issued for the following reasons:

- a) Violation of requirements set forth in these Bylaws
- b) Mismanagement of SATF funds or assets
- c) Violation of University policies and procedures.
- d) Violation of procedures and policies of the Bylaws.
- e) Violation of an Act of the SGA.

Section 4.04 SEOC will vote, by a majority vote of those present and voting, on any charges at the next regularly scheduled SEOC meeting. The President of the club will be notified as soon as reasonably possible that their organization has been charged, and will be allowed to dispute the charge at the SEOC meeting that the charge is voted on.

Section 4.05 Should SEOC find the RSO, ASO, or Center in violation, the following punishments will be used:

- a) 1<sup>st</sup> offense – a written warning will be issued. Copies of the warning will be sent to the Director of Student Life, the organization's Advisor, and the organization in question. The warning will include the violated requirement or procedure, the actions the organization should take to rectify the situation, and a reasonable timeframe that it must be rectified in. If the violation

is rectified in the time given by SEOC, then the next violation will count a first offense.

- b) 2<sup>nd</sup> offense - Probationary status for the current semester and the next semester.
- c) 3<sup>rd</sup> offense – Loss of privilege to request money from the SEOC contingency fund for the duration of probationary period.
- d) 4<sup>th</sup> offense – Revocation of organization status.

Section 4.06 Probationary status will have the following effects:

- a) Any organization under probation will undergo an end of year review midway through each semester, and at the end of each semester.
- b) Organizations that fail a year-end review while under probation will have their organization status revoked.
- c) Organizations on probation are ineligible to receive or apply for expanded space.
- d) Organizations under probation will receive lower priority in requesting money from the SEOC contingency fund.

## **Section 5.00 Space Allocations**

Section 5.01 SEOC is responsible for the allocations and use of RSO, ASO, and Center space. The space SEOC is responsible for is be defined in the Appendix

Section 5.02 SEOC will allocate space allotted to it to the various Centers, ASOs, and RSOs.

Section 5.03 One cubicle will be defined as one opening with two potential computer locations.

Section 5.04 ASOs are only allowed a single cubicle half. ASOs are not authorized wall offices. Newly activating RSOs are only allowed one-half cubicle, and no wall offices.

Section 5.05 Centers will be given priority when assigning space. Priority will not be sufficient to remove a RSO from assigned space; it only ensures the Center be at the top of the waiting list with respect to new space.

- Section 5.06 Existing RSOs may be assigned up to one cubicle or half a wall office. Centers not assigned a wall office may be assigned up to two cubicles. All RSOs who request space must be given at least one locked cabinet or drawer sufficient to store their SATF-purchased assets. Only the RSO will have access to said cabinet.
- Section 5.07 There are no deadlines for requesting space. RSOs, ASOs, and Centers may request space at any time. If there is no space available, they will be placed on a waiting list until space is available.
- Section 5.08 SEOC may not take space from one RSO or Center to make room for a second.
- Section 5.09 SEOC may take space from a RSO or Center if that space is underused, unused, or misused.
- Section 5.10 Student Life, or any other University department, may not move RSOs, ASOs, or Centers without prior approval from SEOC. Approval must occur during a regularly scheduled SEOC meeting, requiring a majority vote of those present and voting.
- Section 5.11 SEOC may reorganize a large number of RSOs, ASOs, and Centers to improve they layout and use of space. Displaced organizations will be given space equivalent to what they previously occupied, unless that space was being underused or misused. This will require a two-thirds vote of the membership of SEOC.
- Section 5.12 SEOC will allocate space for the Student Trustee and USG.
- Section 5.13 The President or Coordinator of all Centers, RSOs, and ASOs will sign a space contract at the start of every year. The Student Trustee will also sign the space contract. Failure to sign a space contract will result in revocation of allotted space.

## **Section 6.00 Student Center Creation**

- Section 6.01 The following requirements will be followed in creating a Student Center:
- a. A prospective student Center must first be an established RSO for at least one full academic year prior to beginning the process

of becoming a Center. RSOs on probation are not eligible to begin the Center application process.

Section 6.02 The following must be submitted to SEOC by the RSO wishing to become Center no later than April 1<sup>st</sup> of the current academic year:

- a. A charter describing the mission of the Center. The approval or denial for a charter must be reported as action by SEOC at the next Senate Meeting after the charter is approved or denied.
- b. A statement describing the purpose the Center is filling, how the Center is not in conflict with an existing Center.

Section 6.03 SEOC will vote on whether to accept the RSO as a provisional Center, requiring a majority vote of those present and voting. Should SEOC vote in favor of the RSO's application, it will become a provisional Center. Provisional Centers have the same rights and responsibilities as full Centers. After one academic year of being a provisional center, SEOC will vote on whether to accept the provisional Center as a regular Center. The vote will be a two thirds vote of those present and voting. The Senate must then approve the Center with a majority vote of those present and voting. If SEOC or the Senate denies the provisional Center permanent status, it will return to regular RSO status without penalty.

### **Section 7.00 Academic Student Organization Creation**

Section 7.01 ASOs must turn in the following documents to SEOC to activate:

- e) A prospective ASO must pass a constitution among its membership that describes the mission statement of the ASO.
- f) The ASO must submit a signed letter from the head of the academic department that they are forming the club around.
- g) The ASO must submit a list of at least 10 members who are members of the SGA.
- h) These documents are due no later than the deadline for new RSO activation.

### **Section 8.00 RSO Activation**

- Section 8.01 RSOs will be allowed to form at the beginning of each semester. The timeline for activating RSOs will be as follows:
- a) SEOC will begin taking initial documentation submissions two weeks prior to the end of add/drop. Initial documentation will consist of a mission statement and the names of fifteen undergraduate students who are members of the prospective RSO. When a prospective RSO submits their initial paperwork to SEOC, SEOC will assign a SEOC official to the prospective RSO for the purpose of assisting that RSO through the activation process. Initial documentation is due no later than the day add/drop ends.
  - b) Final documentation is due no later than the Friday following add/drop. SEOC will vote on activating new RSOs the committee meeting following the week add/drop ends. Final documentation will consist of the following: Signed anti-hazing forms by all members of the RSO, a constitution passed by two thirds of the RSO membership, and a President and Treasurer elected by and from the RSO. If the RSO is a chapter of a larger organization, they must also provide proof that they are recognized by the chartering organization.
- Section 8.02 No RSO will be allowed to activate unless both the President and Treasurer have attended a fiscal orientation provided by Student Life Department.
- Section 8.03 Due dates for document submission must be made widely available to the Student Body, both in advance of the activation period beginning and during the activation period itself.
- Section 9.00 Year End Reviews for ASOs, RSOs, and Centers**
- Section 9.01 All ASOs, RSOs, and Centers not deactivating must submit to a year end review of its activities by SEOC to determine eligibility for the following year.
- Section 9.02 The review will consist of the following items for RSOs:



- a) Checking that at least 15 SGA members are members of the RSO. If the organization is going to drop below 15 members due to graduation, the RSO is not deficient in its membership. A habitual lack of members during the year is grounds for failing the RSO.
- b) Update the hazing forms for all members of the RSO.
- c) Checking that the RSO has selected a President and Treasurer for the upcoming year, or has scheduled elections to do so. Both the President and Treasurer must attend the fiscal orientation provided by Student Life prior to taking their positions.
- d) RSOs must maintain a regular meeting schedule, with a minimum frequency of once per month, exempting semester breaks.

Section 9.03 The review will consist of the following items for Centers:

- a) Check that the Center is regularly utilized by more than thirty undergraduate students.

Section 9.04 The review will consist of the following items for all organizations:

- a) Review the finances of the organization to ensure SATF funds have been properly spent. "Properly Spent" is defined in the budgeting process section.
- b) Review the assets of the organization to ensure proper care is taken of the assets. "Proper Care" is defined in the assets section.
- c) Review the achievements and activities of the organization over the previous year.

Section 9.05 The SEOC official may fail the RSO, ASO, or Center for being deficient in any of the above relevant areas, but must submit a statement describing what the RSO was deficient in.

Section 9.06 The review will be conducted by an official of SEOC.

Section 9.07 Organization failing their year end review will be placed under probation for the following year.

Section 9.08 Organizations may appeal their year end review results to SEOC. A majority of those present and voting is required to overturn a failed year-end review.

**Section 10.00 SEOC Policy on RSO and Center Budgets**

Section 10.01 SEOC will not spend more than 60% of its allocated budget in one semester.

Section 10.02 Budgets are to be used only for assets for use by the club, promotional material, office supplies, or to further the mission of the RSO or Center.

Section 10.03 RSOs will not receive more than \$1,250 per semester as a regular budget. If a RSO receives a budget from its parent organization, its maximum funding from SEOC is reduced by 50% of the amount it receives from the parent organization.

Section 10.04 Centers will not receive more than \$2,500 per semester as a regular budget. Coordinator and Assistant Coordinator pay will not count against this limit.

Section 10.05 Campus Events funded through the SEOC contingency fund do not count toward these limits, nor do special equipment requests.

Section 10.06 Regular club budgets will not include money for large campus events or major equipment purchases. Large campus event requests or major equipment purchases must be requested from the SEOC contingency fund or run in conjunction with SAEC.

Section 10.07 The President and Treasurer retain signatory power over their respective RSO's funds. A minimum of one signature is necessary to sign off withdrawals from their accounts.

Section 10.08 ASOs may not request a regular budget, but may request money from the SEOC contingency fund to run an event.

Section 10.09 Budgets submitted by RSOs and Centers will be broken down to general categories by line items. Budget requests should be the appropriate amount of money required for regular operations of the organization from the day the budget is passed until the next budget is passed.

Section 10.10 A “proper use of funds” is spending that reasonably approximates the submitted budget. Organizations may request from SEOC that they be allowed to deviate more substantially from their budget, so long as SEOC approves the request prior to the expenditure taking place. Organizations will not be penalized for using less than their allocated budgets.

Section 10.11 RSOs, ASOs, and Centers may not request money from B&F.

Section 10.12 Should a Center or RSO require an asset beyond what their regular budget will allow they are allowed to place a special request to SEOC. SEOC will require a majority vote to approve the request. Special asset requests will not count against regular club budgets.

### **Section 11.00 Budget Procedure**

Section 11.01 There will be one budgeting window each semester. The following timeline will be used for RSO and Center Budgets:

- a. Budgets for existing RSOs and Centers will be due no later than the Friday of week following add/drop ending.
- b. Newly activating RSOs may apply for a budget following final approval from SEOC. Budgets for new RSOs are due no later than the Friday following the existing RSO budget deadline.
- c. SEOC must provide assistance to RSOs or Centers that request help in creating their budgets.

Section 11.02 A “Fiscal Semester” runs from the Wednesday of the third week following Add/Drop until the next Wednesday of the third week following Add/Drop of each Fall and Spring semester.

### **Section 12.00 Event Funding from SEOC**

Section 12.01 All money budgeted to SEOC not allocated to Centers or RSOs will make up the SEOC contingency fund. All ASOs, RSOs, and Centers are eligible to apply for event funding. Organizations under probation will be given a lower priority for funding.

Section 12.02 The SEOC contingency fund may be used only for events on campus, and promoting the mission of the RSO, ASO, or Center. Trips of any sort, including conferences, will not be funded by SEOC.

Section 12.03 A proposal for funding from the SEOC contingency fund must contain the following information to be considered by SEOC:

- a) The name of the requesting RSO, ASO, or Center
- b) The amount of funds requested
- c) The total cost and description of the event or program
- d) The date that the funds are needed and the date of the event.
- e) The location of the event or program
- f) An estimate on the number of people to attend. If the event has been run in the past, the attendance the previous years should be provided.
- g) A statement explaining how the event will further the mission of the organization, and how the event will benefit UMass Boston.

Section 12.04 Any funds provided from the SATF for any event that is charging admission or selling tickets is to be considered a loan and reimbursable from the cash receipts from the admission charges or ticket sales to the SATF.

Section 12.05 Complimentary passes or tickets to any events requiring an admission charge will not be waived for anyone without prior written authorization from the SEOC chair.

Section 12.06 The sponsoring RSO, ASO, or Center must submit a copy of the proposal to their advisor who will then verify that the proposal is in accordance with all university policies and procedures. The Advisor must complete this step in a timely manner. Failure of the advisor to do so constitutes grounds for the RSO, ASO, or Center to request a new advisor.

Section 12.07 The proposal will be submitted to SEOC, who will vote on the proposal at the next regularly scheduled SEOC meeting. The vote is a majority vote of those present and voting. This vote does not go to the full Senate for approval.

Section 12.08 If a proposal is denied, the sponsoring organization and their advisor must be notified in writing of the decision within three academic days of the vote. The written notification must contain the reason for the denial.

Section 12.09 Centers, RSOs, and ASOs may apply for event funding for the current Fiscal Semester at any time. SEOC is under no obligation to fund events on a first come, first served basis.

**Section 13.00 SATF Asset Policy**

Section 13.01 An asset is defined as any tangible item purchased by an RSO, ASO, or Center for that organization.

Section 13.02 Assets of all deactivated organizations will be placed in the asset pool. The asset pool is made up of all shared assets, and all assets confiscated from deactivated clubs.

Section 13.03 SEOC may, by a majority vote of those present and voting, vote to confiscate assets from RSOs or Centers if mismanagement of those assets has taken place. Assets purchased by a RSO or Center with money not from the SATF are exempt from the reallocation policy, with the caveat that upon deactivation those assets are placed in the asset pool.

Section 13.04 SEOC will be responsible for the allocation of all assets in the asset pool. The Division of Student Affairs will notify the Committee in writing if their decision is not compliant with University policies within three business days.

Section 13.05 The President of the RSO is responsible for all assets belonging to the RSO. The Center Coordinator is responsible for the assets belonging to the Center.

Section 13.06 The President of an RSO or a Center Coordinator may request a loan from the asset pool. Loans are for fewer than seven days and only require the signature of the SEOC chair.

Section 13.07 The President of a RSO or a Center Coordinator may request the transfer of assets from the asset pool to the RSO or Center. Transfer requests must be approved at the next SEOC meeting with a majority vote of those present and voting.

Section 13.08 Receipt of SATF assets is contingent upon the acceptance of this policy.

**Section 14.00 Organization Definitions, Requirements, and Benefits**

Section 14.01 A Registered Student Organization (RSO) is a student organization created to promote interest in an idea or activity.

Section 14.02 A RSO has the following benefits:

- a) Eligible to receive a semester budget from SEOC
- b) Eligible to receive a space allotment.
- c) Eligible to receive a semester budget from SEOC. If a RSO receives a regular budget from its chaptering organization, its maximum yearly budget from SEOC is reduced by 50% of that amount.
- d) May request money from the SEOC Contingency Fund.
- e) Has access to its space during all normal hours of the Campus Center, in addition to semester breaks.

Section 14.04 A RSO has the following requirements:

- a) Have an elected President and Treasurer
- b) Have a Constitution
- c) Maintain at least 15 undergraduate members. Of the 15 required members, RSOs may not have more than a 30% overlap of members with another RSO, or ASO.
- d) Have a signed Anti-Hazing form on file, to be updated yearly and signed by all members of the organization.
- e) Submit two reports on the activities of the RSO each semester. The first report will be published within 4 weeks of the end of add-drop. The second report will be published within 4 weeks of the end of the semester.

Section 14.03 RSOs may request a special exception from the Anti-Discrimination policy. If they do so, they will not be eligible for a budget from SEOC. They may not request space from SEOC. They may still request money for events on campus, but these events must be non-discriminatory. The exception must be reviewed by SEOC on a yearly basis, during the year end review. Only Chaptered organizations, acting as a fraternity or sorority, are eligible for the exemption.

Section 14.04 An Academic Student Organization is a student organization created to promote interest in an academic department.

Section 14.05 Academic Student Organization Benefits

- a) ASOs are eligible to receive space from SEOC.
- b) ASOs are not eligible for a yearly budget
- c) ASOs may request money from SEOC for special events on campus.

Section 14.06 Requirements:

- a) Have a President
- b) Have at least 10 undergraduate students as members
- c) Have a signed letter from the Department chair
- d) ASOs can only support academic disciplines that are offered on UMass Boston campus

Section 14.07 Student Center Benefits:

- a) Space in the Student Center
- b) An annual Budget from SEOC
- c) May request event money from SEOC
- d) A paid Center Coordinator

Section 14.08 Student Center Requirements:

- a) A Charter passed by SEOC
- b) Serve at least thirty members of the Undergraduate community.

Section 14.09 General Requirements for all Organizations

- a) All RSO Constitutional changes must be passed by SEOC.
- b) No RSO may discriminate against students desiring to join the RSO. All RSOs are open to the entire undergraduate UMass Boston community. All meetings and events held by RSOs must be open to anyone wishing to attend.
- c) Discrimination is defined as those restrictions placed on individuals designed to restrict some groups those individuals from joining groups or organizations. This includes discrimination based on gender, sexual orientation, religion, race and ability.

- d) Center Coordinators are not allowed to serve as an Officer in a RSO or ASO.
- e) Members of the SGA are only allowed to serve as the President of one RSO and the Treasurer of a second RSO. No member of a RSO will serve as the President of two RSOs or the Treasurer of two RSOs.

### **Section 15.00 Student Center Policy**

Section 15.01 All Centers will have a Center Coordinator. The salary of the Coordinator will not count against the Center's semester budget.

Section 15.02 Centers not under probation or provisional status are eligible for an assistant coordinator. Centers must apply for an assistant coordinator no later than April first of the current academic year for the following academic year. A majority vote by SEOC is required to approve the Assistant Coordinator position. Centers with assistant coordinators are not required to apply to maintain the position, however, the SEOC official performing the year-end review may recommend that the assistant position be terminated. This will require a majority vote of those present and voting at the next SEOC meeting. The Center will have the opportunity to argue in favor of the position.

Section 15.03 No financial transactions involving student center funds may be authorized without written consent of the student center coordinator. This applies to all equipment, facilities, and usage of center space.

Section 15.04 If a student center's funding resides in a non-Student Activities Trust Fund account, it will be implicit that any department receiving SATF funds will work with the USG to provide regular documentation on financial transactions and records.

Section 15.05 The Advisor to SEOC will make a list each semester of all Center and SAEC employees and recommendations on whether raises should be granted with written explanations. Decisions to grant pay raises rest with the SEOC Committee, with final approval contingent upon an Act of the SGA. Raises are also contingent upon the availability of budgeted funds.



## **Section 16.00 Hiring Policy for Coordinators and Assistant Coordinators**

Section 16.01 The Student Life Department advisor to the centers will be responsible for the convening and facilitating all hiring interviews of coordinators and assistant coordinators, with such interviews to be convened on campus.

Section 16.02 The hiring board for all centers will consist of one full-time staff person of the Student Life Department, a member of SEOC, either the Center coordinator or assistant coordinator (whichever is not being hired), and a member of the center.

Section 16.03 All applicants must submit a letter of direction and plans for the center, a resume of prior experience, and an application to the Student Life Department center advisor no later than six weeks after the hiring board is convened.

Section 16.04 The Student Life Department center advisor will protect the confidentiality of each applicant. A copy of the resume and the letter of direction from each applicant will be forwarded to each member of the hiring board.

Section 16.05 If there are no applicants for a center six weeks after the hiring board is convened, a search will be implemented by the hiring board. This will be done on a center by center basis; if some centers have applicants, the hiring process will proceed with those Centers.

Section 16.06 All members of the hiring board will meet after every candidate is interviewed to review the credentials of all applicants and make decisions.

Section 16.07 Any recommendation for the hiring of Center Coordinators will be forwarded as a recommendation to SEOC for final approval.

Section 16.08 The hiring board will convene no later than March 18<sup>th</sup>.

Section 16.09 Prior to making its final recommendations to SEOC, the hiring board will not discuss its deliberations or allow itself to be influenced by outside parties. Anyone not on the hiring board, with the exception of the applicant being interviewed, is not permitted to be present during the interviews.

Section 16.10 If a coordinator is applying for a position they already fill, the hiring board may interview members of the center as to the effectiveness of the applicant.

### **Section 17.00 Advisors**

Section 17.01 Advisors are strictly advisory in nature and signatory oversight in terms of University and State fiscal policies. The advisor should review all expenditure requests by the center Coordinator and will process them subject to their compliance with University Policies and Procedures and the mission of the student center. This must be completed in a timely manner. If this is not completed in a timely manner, the expenditure is assumed to be in compliance.

Section 17.02 Advisors will in no way interfere with the students' consensus or ideology put forth in the charters of the student centers and their student constituencies setting of center agendas. The responsibility for the agenda and activities of the student center and its staff will reflect the will of the student constituency and the Student Center coordinator.

Section 17.03 Student center coordinators may petition SEOC for a change in their advisor. If SEOC votes in favor of a change in advisor, the full Senate will vote on the motion requiring a majority vote to pass.

Section 17.04 The Student center advisor, by accepting the position, agrees to the above terms in carrying out their responsibilities. Advisors must sign a statement of understanding prior to taking the job, found in the appendix. Advisors will receive a copy of the appropriate student centers charter, a copy of these bylaws, and notification of any changes in these documents.

## **Chapter 5**

### **Campus and Community Affairs Committee**

#### **Section 1.00 Structure**

Section 1.01 CCA is the internal relations branch of the USG. The scope of CCA will include, but not be limited to, the following:

- a. Promoting the academic interests of the student body.

- b. Recommendation of any repairs, upgrades, or adjustments to physical property deemed necessary or which would help make the campus safer and more accessible.
- c. Communication between the Senate and the student body.
- d. Dealing with problems that students bring to the Senate pertaining to the internal workings of UMass Boston provided however, issues that fall under the jurisdiction of another Senate Committee will be excluded.

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

Section 1.03 CCA will serve as the liaison between the Student Senate and the Administration

Section 1.04 The Vice Chair of CCA

- a) Take minutes during meetings of CCA
- b) Provide the minutes to the Chair by the following Monday after a CCA meeting.
- c) Run CCA meetings in the absence of the Chair
- d) Attend Steering Committee meetings in the place of the Chair should the Chair be unable to attend.
- e) Be informed on upcoming CCA proposals
- f) Be informed on the general state of the Student Body
- g) Know and uphold the CCA bylaws
- h) Perform at least 3 office hours per week.

a.Senators of CCA

- i) Be informed on upcoming CCA proposals
- j) Be informed on the general state of the student body
- k) Know and uphold the CCA bylaws
- l) Perform at least 3 office hours per week.

## **Section 2.00 The Chair**

Section 2.01 The Chair will have the following responsibilities:

- a) Issue a written report at every Senate Meeting. The report will contain updates on actions of CCA, planned events, and any other relevant information.
- b) Inform the Steering Committee of any updates regarding CCA or its endeavors. This does not need to be a written report, at the discretion of the CCA chair. The Speaker may request a written report of the CCA chair. Such a request must be in writing no less than 48 hours prior to the next Steering committee meeting.
- c) Keep CCA Senators informed on upcoming proposals.
- d) Be informed on upcoming CCA proposals
- e) Be informed on the general state of the Student Body

**Section 3.00 The Harbor Art Gallery**

Section 3.01 The Harbor Art Gallery is run under the supervision of CCA.

**Article VI**

**Executive**

**Section 1.00 Structure**

Section 1.01 The Executive Branch will consist of a President, a Vice President, and the executive cabinet.

Section 1.02 The President and Vice President will be elected directly from the SGA, and must run as a ticket.

Section 1.03 No President will be elected to more than two terms of office.

Section 1.04 Candidates for President, who have not served in the Legislative or Judicial Branches, or as the President or Vice President, must collect 50 signatures of SGA members to qualify for office.

**Section 2.00 The Executive Cabinet**

Section 2.01 The President will appoint members of the SGA to act as his or her representative to the various councils, committees, and meetings on campus.

Section 2.02 The Executive Cabinet is made up of all non-Judicial Presidential appointments.

Section 2.03 Duties of Cabinet Officials:

- a) Officials in the Cabinet must submit monthly reports to the President concerning the committee they are placed on.
- b) Officials must attend meetings of the committee they are appointed to, and take minutes of said meetings.

Section 2.04 Officials may be called before the Senate, or one of its committees, to report on the activities of the council the Official was placed on. The official must be given one weeks notice.

Section 2.05 Cabinet officials serve so long as the President that appoints them is in office. Once the President who appoints them leaves office, the Officials will serve in an ad-hoc basis until a replacement is appointed.

Section 2.06 The President may give Cabinet Officials any title he or she wishes. Titles may be changed by the Steering Committee if they are offensive or misleading.

**Section 3.00 Appointing Cabinet Officials**

Section 3.01 The President will meet with the prospective appointee, and have them sign a statement of interest giving permission to begin the process of appointment process described in the Bylaws.

Section 3.02 The President will forward the name of the prospective official to Student Life for vetting, to confirm that they meet the requirements for officials of the USG.

Section 3.03 Should the official meet the requirements the President will forward the name and email of the appointee to the Speaker. Once this is done, the appointee becomes an Official of the USG, as a member of the Executive Branch, for the duration of their term or the termination of the council or committee they are placed on.

**Section 4.00 Operations**

Section 4.01 The agenda of regularly scheduled meetings of the Executive Branch will be prepared and posted six calendar days in advance of the next regularly scheduled meeting.

**Section 5.00 Appointing Justices**

Section 5.01 The President will submit to the Steering Committee the name of the prospective Justice. The Steering Committee will vote on whether or not to forward the name of the prospective Justice to the full Senate for confirmation.

Section 5.02 If the Steering Committee votes in favor of the prospective Justice, the prospective Justice will be vetted by Student life to ensure they meet the minimum qualifications for officials of the USG. This step must be completed no later than one day before the next Senate Meeting.

Section 5.03 The Senate will vote on whether or not to confirm the appointment at the first Senate Meeting following the Steering Committee meeting where the Steering Committee voted in favor of the prospective Justice. The President will introduce the prospective Justice, after which the Senate may ask the prospective Justice questions relevant to the position. After the Senate has finished questioning the prospective Justice, they will vote on whether or not to confirm the prospective Justice. Approving a Justice requires a two thirds vote in favor of those present and voting.

Section 5.04 Appointing the Chief Justice will follow the above procedure.

## **Section 6.00 Legislation**

Section 6.01 The President must sign and date Senate legislation in the “pass” box for it to become an act of the SGA.

Section 6.02 The President may veto Senate legislation by signing and dating the “veto” box.

Section 6.03 The President may veto legislation implicitly by taking no action before the next Senate Meeting.

Section 6.04 Approval of the overall budget requires the President to sign or veto.

Section 6.05 Should the Senate pass legislation with greater than two thirds voting in favor, the legislation is considered veto-proof and immediately takes effect. The President may still sign or veto the legislation, but his doing so is not required.

## **Section 7.00 The President**

- Section 7.01 The President must perform at least 10 office hours per week. Of these, at least three must be open for walk-ins from the student body in addition to being regularly scheduled.
- Section 7.02 Must regularly meet with cabinet officials, and attend all Steering Committee meetings.
- Section 7.03 The President will appoint members of the SGA to the various committees and councils on campus. The President will appoint officials to all faculty councils.
- Section 7.04 The President will appoint Justices to vacant seats in the Judicial Branch, with approval from the Senate.
- Section 8.00 The Vice President**
- Section 8.01 The Vice President will perform at least 7 office hours per week, met regularly meet with members of the Senate, and attend all Steering Committee meetings.
- Section 8.02 The Vice President must attend Senate Meetings.

## Article VII

### The Judicial Branch

**Section 1.00 Structure**

- Section 1.01 The Judicial Branch is made up of a Chief Justice, and between two and four additional Justices.
- Section 1.02 The Chief Justice is appointed by the President and approved by the Senate. Justices are appointed by the President and approved by the Senate.
- Section 1.03 The Judicial Branch will elect from its Justices an Associate Justice, who is responsible for keeping minutes during meetings of the Judicial Branch. The Associate Justice is elected at the first meeting following the General Election, or whenever there is a vacancy in the position. The election of the Associate Justice follows the election procedures outline in these Bylaws, with the following exceptions:

- a) Eligible Official will be defined as one of the Justices. The Chief Justice is not eligible for the Associate Justice Position.
- b) The term “Senator” will be replaced with “Justice”
- c) The Chief Justice may nominate candidates for the associate Justice, and vote in the election of that position.

Section 1.04 The term of office for a Justice is two calendar years from the day they are appointed. The term of office for the Chief Justice is two years from the day they are appointed.

Section 1.05 The Associate Justice

- a) Is responsible for taking minutes during meetings of the Judiciary.
- b) Presides over meetings of the Judiciary in the absence of the Chief Justice.
- c) Know and uphold the Constitution and Bylaws.

Section 1.06 Justices

- a) Know and uphold the Constitution and Bylaws

## **Section 2.00 The Chief Justice**

Section 2.01 The Chief Justice will maintain the smooth operation of the Judicial Branch, run the meetings of the Judicial Branch, preside over Impeachment proceedings, and perform at least 5 office hours per week.

Section 2.02 Know and uphold the Constitution and Bylaws.

## **Section 2.00 Operations**

Section 2.01 The agenda of regularly scheduled meetings of the Judicial Branch will be prepared and posted six calendar days in advance of the next regularly scheduled meeting.

Section 2.02 Responsibility for minutes of meetings of the Judicial Branch will fall upon the Associate Justice.

Section 2.03 The Chief Justice will vote in meetings of the Judiciary. If there is a tie vote, the Chief Justice will break that vote.

Section 2.04 The Chief Justice will chair meetings of the Judicial Branch.



### **Section 3.00 The USG Filing System**

Section 3.01 All agendas, minutes, and proposals of the USG will be stored, in both paper and digital form, in the Judicial Branch's office.

Section 3.02 Files should be accessible online in a format viewable with free software. Paper records not from the current year will be made available upon written request to the Chief Justice within ten (10) business days of the request. If the number of copies exceeds two, then a fee may be assessed. The fee may not exceed the cost of the copies. The cost of copies will be assessed at the rate charged by Quinn Graphics for similar copies.

Section 3.03 All files for the active calendar year will be kept in the drawers of the appropriate committee or branch desk, with the Judicial Branch storing archive copies on behalf of the full USG. The responsibility for collecting and filing all documents for the official USG archives will fall to the Judicial Branch.

### **Section 4.00 Meetings of the Judicial Branch**

Section 4.01 The Judicial Branch will have regular meetings, to be scheduled opposite committee meetings of the Senate.

Section 4.02 The Chief Justice may call for an emergency session of the Judicial Branch to review time-sensitive legislation or to adjudicate a time-sensitive policy or procedure question from the President or Senate.

### **Section 5.00 Reviewing Senate Acts and Resolutions**

Section 5.01 The Judicial Branch will not automatically review Acts or Resolutions passed by the Legislative Branch. The Judicial Branch may not initiate, or cause to be initiated, reviews of Acts or Resolutions.

Section 5.02 Any member of the SGA may petition the Judicial Branch if he or she feels that an Act or Resolution conflicts with the Constitution, the Bylaws, or an existing Act. A petition will consist of a typed document signed by the SGA member, listing the Act or Resolution they feel is in conflict and the reason they believe it should be reviewed.

Section 5.03 New Acts and Resolutions may not contradict an existing Act without specifically stating that the previous act is null and void. Even motions

partially conflicting with existing acts of the SGA are considered noncompliant.

Section 5.04 Acts of the SGA found to be noncompliant are considered null and void.

Section 5.05 The following Procedure will be used when reviewing Legislation:

- a) The Legislation will be introduced by the Chief Justice
- b) Discussion of procedure and compliance with existing Legislation at the time it was passed. Discussion of possible interpretations of the Legislation.
- c) Once discussion has ended, the Judiciary will vote on whether the Act or Resolution should be voided or not.
- d) The Chief Justice will write a statement explaining why the Act was or was not voided. If the vote was split, the senior Justice from the minority will include key points from the minority party. This Statement must be published no later than one week following the vote. If the Chief Justice is in the minority, he or she will write for the minority and the senior Justice will write the statement.

## **Section 6.00 Review of Policy and Procedure**

Section 6.01 A member of the SGA may request, in writing, the Judicial Branch review specific policy or procedure questions of the USG. In this event, the policy or procedure is added to the agenda of the next regularly scheduled meeting. The Judicial Branch will ensure that the Constitution, Bylaws, and Acts of the USG were followed in carrying out the policy or procedure.

Section 6.02 The following Procedure will be used when reviewing Policy and Procedure:

- a) The policy or procedure question will be introduced by the Chief Justice
- b) Discussion of the policy or procedure, and whether it was properly followed, will occur.

- c) Once discussion has ended, the Judiciary will vote on whether the Procedure or policy was followed or not. If the policy or procedure was not followed, the Judiciary will vote on whether to render decisions stemming from the breach of policy or procedure null and void.
- d) The Chief Justice will write a statement explaining why the policy or procedure was or was not in violation, and why or why not decisions stemming from that were rendered void. If the vote was split, the senior Justice from the minority will include key points from the minority party. This Statement must be published no later than one week following the vote. If the Chief Justice is in the minority, he or she will write for the minority and the senior Justice will write the statement.

## Article VIII

### Elections

#### **Section 1.00 The Elections Ad-Hoc Committee**

Section 1.01 The Elections Ad-Hoc Committee oversees elections.

Section 1.02 The Elections Ad-Hoc Committee will be established by the Senate no later than the first Senate Meeting of each semester.

Section 1.03 All members of the SGA and USG are eligible for membership on the Elections committee, with the exception of candidates in a contested election, members of their campaign, sponsors of referenda questions, and campaign members of referenda questions.

#### **Section 2.00 Announcements**

Section 2.01 Announcements will not take a formal stance on any candidates or issues and are required to maintain neutrality.

Section 2.02 Elections for the Undergraduate Student Government and the Student Trustee will officially be announced on the first day after the add/drop period ends.

Section 2.03 Announcements will be made in the campus newspaper, in general posting, and daily campus-wide email. The announcements will include the following information:

- a) Where and how to become a candidate
- b) Brief description of the positions available
- c) Deadline for submitting nomination forms

### **Section 3.00 Nominations**

Section 3.01 The nomination period will begin after the first announcements are made.

Section 3.02 The nomination period will be open for at least ten (10) but no more than fifteen (15) class days.

Section 3.03 Nominees will have to meet the requirements set in the Student Government Constitution articles IV, V, and these Bylaws.

Section 3.04 At least two (2), but not more than four (4), class days will be given for verification of all candidates after the nomination period ends.

Section 3.05 All ineligible candidates will be notified by the Elections Ad-Hoc Committee or a staff member appointed by Student Life.

Section 3.06 Once a nominee is verified as meeting the requirements for office they will be known as a candidate.

Section 3.07 Elections Announcements will end when the nomination period ends.

### **Section 4.00 Campaigning**

Section 4.01 Campaigning will be defined as the advancement of oneself or another for office, or the promotion for, or against, a referenda question.

Section 4.02 The campaign period will begin on the first class day following the completion of verification of all nominees.

Section 4.03 The campaign period will last at least ten (10) class days prior to the start of voting.

- Section 4.04 The campaign period will be run until the end of the voting period. Prior to voting beginning, there will be at least two (2) open debates/forums for all the candidates during the campaign period.
- Section 4.05 Candidates for the USG must refrain from making ad hominem attacks against other candidates, members of the USG, or the USG itself.
- Section 4.06 The Elections Ad Hoc Committee will work with the campus newspaper in order to put out an election edition, whose focus will be the candidates and the issues of the election.
- Section 4.07 The Elections Committee will make available a standard campaign kit to each candidate. Candidates are not allowed to use outside funding or supplies for campaigning. The kit may include non-tangible items, such as permission to use web services. If candidates are allowed to spend personal money for purchasing items, they must submit a receipt for each item purchased. Candidates are allowed to petition the Elections Committee for expansions to the campaign kit; however, and expansions granted must be made available to all candidates. The contents of the campaign kit must be the same for all candidates for a particular office, but different offices may have different campaign kits made available.

**Section 5.00 Voting**

- Section 5.01 The voting period will last at least three (3) class days, but not more than five (5).
- Section 5.02 There will be no campaigning within twenty-five (25) feet of any official polling stations. Official station is defined as any polling station that accepts paper ballots, or any computer bank set up or reserved by the Elections Ad-hoc Committee for the sole purpose of voting.
- Section 5.03 Candidates for election, or anyone working on a campaign in the elections, will not assist members of the SGA in voting.
- Section 5.04 Valid student identification is required for any balloting without a secure identification system. A UMS number and last name does not qualify as a secure voting system.

- Section 5.05 Electronic ballots must be individually reproducible, and must be anonymous.
- Section 5.06 Write-in candidacies are permitted. Write-in candidates must receive at least 5 votes to qualify for office.
- Section 5.07 SGA members are eligible to vote for all candidates, regardless of college.

**Section 6.00 Tabulations**

- Section 6.01 Tabulation of paper ballots will be done by the Elections Ad-Hoc Committee and a Student Life employee.
- Section 6.02 The two candidates from each college to receive the greatest number of votes will be Senators of their respective colleges. If there are fewer than two candidates for a particular college, the extra seats will be filled by Senators-at-large.
- Section 6.03 After the college representatives are selected, the remainder of the candidates will be ordered by the number of votes they receive. The candidate ordered highest will be seated as a Senator-at-large. This process will repeat until all empty Senate seats are filled. In the event of a tie between candidates, GPA will break the tie. In the event that the candidates are still tied, preference will be given the candidate with more completed credit hours at UMass Boston. In the event candidates are still tied, the tie will be broken a fair and random die or coin.
- Section 6.04 Tabulations will take place immediately following the election period. Tabulations must be completed no later than two (2) class days after the voting period ends.
- Section 6.05 The names of newly elected officials will be posted no later than two (2) class days after tabulation is complete.
- Section 6.06 All candidates and members of the SGA will be provided the results of the tabulations by the Elections Ad-Hoc Committee via email, and will be posted in the campus newspaper in the edition following the election.
- Section 6.07 The format for tabulations will be:
- a) Total number of votes
  - b) Number of votes per college

- c) Names of candidates and number of votes received
- d) Referenda questions and the options
- e) Number of votes on each option

### **Section 7.00 Disputes**

Section 7.01 Any dispute concerning the election must be submitted in writing to the Judicial Branch within forty-eight (48) hours of becoming aware of any alleged infraction.

Section 7.02 The Judicial Branch will review the dispute at the next regularly scheduled meeting, unless the Chief Justice calls for an emergency session.

### **Section 8.00 Special Elections**

Section 8.01 Special Elections will be held if:

- a) There is a vacancy in the Student Trustee Office
- b) There are vacancies in both the Presidency and Vice-Presidency
- c) More than 20% of Senate seats are vacant.

Section 8.02 Announcements for special elections will occur at the earliest possible time.

Section 8.03 Special elections will follow the same procedure as listed above with the following exceptions:

- a) The nomination period will be open for seven (7) class days after the first announcements are made.
- b) Verification of candidates will last not more than three (3) days.
- c) The campaign period will last for eight (8) days prior to voting beginning, and begins the first class day after verification is complete.

Section 8.04 If, following the nomination period, the election would be non-competitive, the Senate may vote to dispense with the remainder of the election and appoint the candidates to the Senate.

Section 8.05 Officials elected via special election will serve until the next regular election.

### **Section 9.00 Funding for Elections**

Section 9.01 The USG will allocate to the Elections Ad-Hoc Committee funds sufficient to cover the expenses of the election process. The amount will be decided upon by the Elections Ad-Hoc Committee and the Budget and Finance Committee prior to each election process.

### **Section 10.00 Election of Student Trustee**

Section 10.01 The election of the Student Trustee will follow the above mentioned procedure where it applies except in cases where it conflicts with the Student and Trustee Election Policy of the Board of Trustees of the University of Massachusetts.

### **Section 11.00 Seating of Officials**

Section 11.01 All new Officials are required to attend a mandatory orientation to be overseen by the USG Advisor and the Steering Committee

Section 11.01 Funding for orientation will be allocated through the Budget and Finance Committee in the form of a written proposal.

Section 11.02 Orientation will take the form on an indoctrination day, to be held on a Saturday, or another day where it will not conflict with classes. This day will include presentations by the Chief Justice, the President, the Speaker, and the Chairs of any standing committee.

Section 11.03 The USG proficiency exam will be administered to all elected USG officials, in addition to officials of the Judicial Branch, on a yearly basis. The exam will include questions on the structure and procedures of the USG, as well as pertinent information of Robert's Rules of Order. Officials must pass the exam with a score of greater than 90% to be an officer, and must score greater than 75% to be an official. Officials may retake the test up to twice per academic year.

Section 11.04 All pertinent materials, including Robert's Rules of Order, will be given to the incoming President, Vice President, and Senators after elections.

Section 11.05 The Speaker will be elected from the Senate at the first Senate Meeting following the election of a new Senate, or when a vacancy arises. Election of the Speaker will follow the Election Procedures outlined below.



- Section 11.06 The Speaker will ensure that a complete list of ongoing and recurring projects is delivered to the incoming Speaker.
- Section 11.07 The Chairs of standing committees will be elected from the Senate at the first Senate Meeting following the seating of a new Senate, or when a vacancy arises.
- Section 11.08 All Senators are eligible to be elected the chair of a standing committee unless they are ineligible to serve as an Officer.
- Section 11.09 The Vice-Speaker will be elected from the Senate at the first Senate Meeting following the election for Speaker, or when a vacancy arises.
- Section 11.10 The Vice-Chairs of standing committees will be elected from the respective committee at the first committee meeting of a new Senate, or when a vacancy arises. All Senators in a committee are eligible to be elected the vice-chair of that committee.
- Section 11.11 The Vice-Speaker is not eligible to be the Budget and Finance Vice-Chair.
- Section 11.12 Election of vice-chairs of standing committees will follow the Election Procedures outlined below.
- Section 11.13 All Officers and Officials elected by the SGA will serve two semesters.
- Section 12.00 Election Procedure for Internal Senate Positions**
- Section 12.01 Senators may nominate themselves or any eligible official. A second is not required. Senators may decline nomination.
- Section 12.02 Nominated Senators will be allowed to speak on their behalf prior to the vote.
- Section 12.03 The vote will be conducted via secret ballot. Only nominated Senators are eligible to receive votes.
- Section 12.04 A Senator must receive a majority of votes to be elected to the position. If no Senator receives a majority of the vote, then the Senator with the fewest votes will be removed from the ballot, and a second round of voting will occur. This process will continue until a Senator receives a majority.
- Section 12.05 If a tie occurs in the final ballot of candidates, a fair coin or die will be used to determine the winner.

# Article IX

## Impeachments

### **Section 1.00 Initiation of Impeachment Proceedings**

Section 1.01 Impeachment of an SGA official may be initiated by the SGA via petition, by the Senate via vote, or by the SGA President via executive authority.

Section 1.02 SGA Petitions must include signatures of 100 full time Undergraduates Students, the name of the accused, and a list of grievances the Official is accused of committing.

Section 1.03 The Senate initiates impeachment by a majority (50% +1) vote. The vote is a closed ballot vote of those present and voting. The name of the accused and a list of grievances the Official is accused of committing are required. Any motion regarding Impeachment will immediately bring the Senate into executive session.

Section 1.04 The SGA President may initiate proceedings by providing a list of grievances and the official's name.

Section 1.05 The list of grievances should be specific; it should specify duties or bylaws violated, or actions harmful to the USG.

Section 1.06 An official against whom impeachment proceedings have been initiated is referred to as indicted.

Section 1.07 After the SGA, Senate, or President have initiated impeachment proceedings, the Chief Justice will determine if the prerequisites for impeachment have been properly met. This includes checking the signatures on petitions to make sure they are valid; confirming a Senate vote; and making sure that a list of grievances has been included. This step must be completed no more than two (2) school days after the impeachment proceedings begin. If the Chief Justice is under impeachment, the Associate Justice will perform the duties of the Chief Justice.

Section 1.08 If the Chief Justice feels that the prerequisites for impeachment have not been met, he or she will notify the initiating party as to why the

impeachment failed to meet criteria as established in these Bylaws. The Chief Justice is not allowed to quash the impeachment on the basis of the accusation; only if the process has not been properly followed will the Chief Justice quash the impeachment.

Section 1.09 Once the Chief Justice has determined that the prerequisites have been met the impeachment must occur within ten (10) school days. During this time, SGA Officials under impeachment may not collect any compensation from the SATF, and this time does not count toward future compensation. If the SGA official is cleared of wrongdoing, time spent under indictment counts toward compensation.

### **Section 2.00 Impeachment Proceedings**

Section 2.01 The Chief Justice will preside over the Impeachment Proceedings. If the Chief Justice is under impeachment, the Associate Justice will preside over the proceedings.

Section 2.02 The indicted Official has the right to present a defense. The indicted official has the right to assistance in presenting a defense. Assistance may take the form of any one member of the SGA. Officials and Officers of the USG are also eligible for selection. Members of the Judiciary are not eligible.

Section 2.03 The Prosecution will consist of an elected officer. The Prosecution does not need to be in favor of the impeachment; however, it is his or her duty to prosecute the case to the best of his or her ability.

### **Section 3.00 Order of the Trial**

Section 3.01 The Prosecution will first present its case and any witnesses. Next, the Defense will then present its case and any witnesses.

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

Section 3.03 To successfully impeach an official, the prosecution must prove that the official committed an impeachable offense. Impeachable offenses are as follows:

- a) Failure to perform duties as defined in the Constitution or Bylaws
- b) Actions that are harmful to the USG, SGA, or UMass Boston in general
- c) Theft or misappropriation of USG supplies or SATF funds

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

Section 3.05 Once both votes have been successfully completed, the Judiciary will first notify the indicted official. Once this is completed the Judiciary will notify any other relevant parties. The results of the impeachment will not be widely published, but they will be available upon written request to the Judicial Branch.

Section 3.06 Possible Punishments

- a. Immediate removal from office
- b. Barring Officer positions
- c. Forfeiture of compensation and benefits
- d. Barring future service on the USG
- e. Referral to an academic disciplinary board
- f. Probation. The Official is guilty, but there are extenuating circumstances that may be in play. If an Official on Probation is impeached again and found guilty, the punishment must include removal from office.
- g. Guilty, but no punishment deemed necessary.

Section 3.07 If the Judiciary does not find the indicted Official guilty, the Official is immediately restored to full status. Officials will not be subject to

impeachment to the specific incident of offense to which they have already been indicted.

**Section 4.00 Conflicts of Interest**

Section 4.01 Member of the Judiciary who have a conflict of interest, or feel they are prejudiced to the outcome of the impeachment, will reclude themselves.

Section 4.02 If there is an insufficient number of Justices to conduct impeachment proceedings due to conflicts of interest, the Steering Committee may appoint impartial Senators and/or Executive officials to fill vacant seats to create a quorum.

Section 4.03 Simply knowing and being friendly with an accused official is not in itself a conflict on interest.

**Section 5.00 Witnesses**

Section 5.01 Only witnesses with direct knowledge of events are allowed to testify at the impeachment proceedings.

Section 5.02 Both the defense and prosecution may object to witnesses called. The Chief Justice will rule if they are allowable.

Section 5.03 Both the accuser and the indicted official may question all witnesses called.

Section 5.04 Members of the Judiciary are allowed to questioned witnesses should they feel it critical to their understanding of the case. Excessive questioning by the judiciary is discouraged.

## Article X

### The Student Trustee

**Section 1.00 Funding**

Section 1.01 The Budget and Finance Committee may, if they deem necessary, provide the Student Trustee with a discretionary funding account from the SATF. Money from this account is to be used to fund travel expenses only. To draw money from the account, the Student Trustee must provide the

appropriate party a receipt of the costs incurred and brief explanation of how the expense was related to the duties of the Student Trustee.

## **Section 2.00 Duties of the Student Trustee**

Section 2.01 The following are duties of the Student Trustee:

- a) Represent the USG to the Board of Trustees
- b) Attend meetings of the Board of Trustees, with no unexcused absences. If the Student Trustee needs to be absent from a Board of Trustee meeting, they must seek an excuse from the President following the procedures in these Bylaws.
- c) Attend meetings of the full Senate. At these meetings, the Student Trustee must provide a written report of the actions and direction of the Board of Trustees. The Speaker may ask the Student Trustee to elaborate on specific points.
- d) Perform at least 5 office hours per week.

## **Section 3.00 Disciplinary Action for Student Trustee**

Section 3.01 Should the Student Trustee be deficient in their duties, act in ways harmful to the SGA or USG, or steal or misappropriate SATF material or money the USG may have the Senate: pass a resolution asking the Board of Trustees to remove the Student Trustee. The President must sign this resolution, or have his veto overruled. The Resolution will then be forwarded to the Board of Trustees, the Chancellor, the President of the University, and the Governor of Massachusetts.

# Article XI

## Referenda

### **Section 1.00 Action Referenda**

Section 1.01 Action Referenda are the equivalent of Acts of the SGA upon passage.

Section 1.02 Action Referenda require a majority of votes to pass. Action Referenda do not require the signature of the President.

Section 1.03 Action Referenda may be done at every regular election.

Section 1.04 Action Referenda must be submitted to the Judicial Branch for vetting no later than the end of elections announcements. The Judicial Branch will review the Action Referenda at its next meeting; if it is found compliant it will appear on the ballot during the election. If it is non-compliant, the submitter may correct the Action Referenda so that it is not in conflict, if possible.

Section 1.05 Action Referenda will require the signatures of 50 SGA members to initiate.

**Section 2.00 Advisory Referenda**

Section 2.01 Advisory Referenda are measures of public opinion.

Section 2.02 Advisory Referenda may be done at every regular election.

Section 2.03 Advisory Referenda will require the signatures of 50 SGA members to initiate.

Section 2.04 The Senate may initiate an Advisory Referenda by a majority vote via an Act of the SGA.

## Article XII

### Amendment and Review

**Section 1.00 Processes of Amending the Bylaws**

Section 1.01 All proposals to amend the Bylaws will be submitted to the Steering Committee. Any Bylaw amendment that has not been reviewed by the Steering Committee will be referred to that committee by the Senate.

Section 1.02 The Steering Committee will present its recommendations at the following Senate meeting. The Steering Committee may either vote in favor of the amendment or against the amendment. If they vote in favor, the amendment will go the next Senate Meeting for a vote. If they vote against, the amendment will go to the next Senate Meeting with “opposed” status. The full Senate must first vote to overturn the “opposed” status by a majority vote. If the vote fails, the motion dies, but may be reconsidered.

If “opposed” status is overturned, the amendment is then discussed and voted on as if it received a vote in favor.

Section 1.03 Bylaw amendments require a two thirds vote of the Senate, the approval of the Vice Chancellor for Student Affairs, the signature of the SGA President, and approval of the Judicial Branch, as described in Article 6 of the Constitution

## Chapter XIII

### Approval of these Bylaws

Section 1.00 Upon the passage of these Bylaws in the Senate all previous Acts, motions, and proposals become null and void exempting the following:

- a) The election of the President and Vice President
- b) The Appointing of Justices, the Chief Justice, and Executive Cabinet Officials
- c) The Election of the current Senate
- d) The 2009-2010 USG Budget
- e) Club Space Approval
- f) Club Budgets

Section 1.01 Until the next General Election, all positions that require the SGA to vote will instead be appointed by the Senate.