



# **Governing Bylaws**

**Updated September 2021**

<b>ARTICLE I. OPERATING PROCEDURES OF THE EXECUTIVE BRANCH.....</b>	<b>3</b>
A. <u>Executive Members</u> .....	3
B. <u>Veto</u> .....	4
C. <u>Vacancy of an Executive Office</u> .....	4
D. <u>Executive Board</u> .....	4
<b>ARTICLE II. OPERATING PROCEDURES OF THE PROCEDURES AND APPEALS BRANCH.....</b>	<b>5</b>
A. <u>Membership</u> .....	5
B. <u>Functions</u> .....	5
<b>ARTICLE III. OPERATING PROCEDURES OF THE LEGISLATIVE BRANCH.....</b>	<b>5</b>
A. <u>Legislative Members</u> .....	5
B. <u>Rules of Order</u> .....	8
C. <u>Legislation</u> .....	8
D. <u>Senate Meetings</u> .....	8
E. <u>Statements on Behalf of Undergraduate Student Government</u> .....	9
F. <u>Election of Legislative Officers</u> .....	9
G. <u>Anti-Discrimination and Equal Representation Opportunities Policy</u> .....	9
<b>ARTICLE IV. GENERAL ASSEMBLY COMMITTEES.....</b>	<b>10</b>
A. <u>All Senate Committees</u> .....	9
B. <u>Academic Affairs Committee</u> .....	9
C. <u>Internal Affairs Committee</u> .....	9
D. <u>Student Affairs Committee</u> .....	10
<b>ARTICLE V. THE BUDGET.....</b>	<b>11</b>
A. <u>The Annual Budget</u> .....	11
B. <u>The Expenditure Authorization Process</u> .....	11
C. <u>Executive Scholarships</u> .....	11
<b>ARTICLE VI. SUMMER STUDENT GOVERNMENT.....</b>	<b>11</b>
A. <u>Summer Government Executive Branch</u> .....	11
B. <u>Summer Government Legislative Branch</u> .....	11
C. <u>Emergency Vote of the Senate</u> .....	12
<b>ARTICLE VII. DISCIPLINARY ACTION.....</b>	<b>12</b>
A. <u>Actions of Negligence</u> .....	12
B. <u>Investigative Procedures of the Procedures and Appeals Branch</u> .....	12
C. <u>Action to Be Taken By the Procedures and Appeals Branch</u> .....	12
D. <u>Censure and Removal from Office Proceedings</u> .....	13
E. <u>Appeals Process</u> .....	13
F. <u>Internal Disciplinary Measures</u> .....	13
<b>ARTICLE VIII. ELECTIONS.....</b>	<b>13</b>
A. <u>Regulation of Elections</u> .....	13
B. <u>Election Dates</u> .....	13
C. <u>Requirements for Candidacy</u> .....	13
D. <u>Petitions for Candidacy</u> .....	14
E. <u>Campaigning</u> .....	14
F. <u>Violations of the Election Rules</u> .....	14
G. <u>Voting</u> .....	14
<b>ARTICLE IX. AMENDMENTS.....</b>	<b>13</b>
A. <u>Amendment(s) to the Constitution</u> .....	15
B. <u>Amendment(s) to the Bylaws</u> .....	15

## **ARTICLE I. OPERATING PROCEDURES OF THE EXECUTIVE BRANCH**

### **A. Executive Members**

1. The President
  - a. Shall serve as an ex-officio member of all Undergraduate Student Government Committees.
  - b. Shall represent the student body before the Board of Trustees, Administration, Faculty, Staff, Graduate Students, community leaders, and all pertinent constituent groups.
  - c. Shall have the authority to call special meetings of the Senate.
  - d. Shall have, with the approval of the Senate, power to appoint as many cabinet members as needed. Shall have regular meetings with the appointed Cabinet.
  - e. Shall participate in Summer Government and complete summer responsibilities as listed in Article VI, Section A of these Bylaws.
2. The Vice President
  - a. Shall maintain proper representation on, and communication with, all University Standing Committees upon which the Undergraduate Student Government maintains membership.
  - b. Shall chair the Student Trustee Selection Committee and shall work closely with the Secretary to the Board of Trustees to coordinate this committee.
  - c. Shall plan and enact special events including; retreats, the banquet, and member-development initiatives as deemed appropriate and/or necessary.
  - d. Shall participate in Summer Government and complete summer responsibilities as listed in Article VI, Section A of these Bylaws.
  - e. Shall act as Speaker of the Senate until a new Speaker is elected by the newly elected Senate.
  - f. Shall serve as a Chairperson of the Executive Board of the Undergraduate Student Government and perform all of the duties of the executive board membership as defined by Article I of these Bylaws.
  - g. Shall perform all other duties assigned by the President.
3. The Chief of Staff
  - a. Shall be appointed by the end of the spring semester in which the incoming President and Vice President were elected and shall be approved by a simple majority vote of the Senate by the second meeting of the fall semester.
  - b. Shall ensure that every Cabinet Officer is kept informed of current policies and procedures.
  - c. Shall advise the President and Vice President and assume other duties as assigned.
  - d. Shall maintain current and accurate reports regarding the activities of the Cabinet.
  - e. Shall establish processes that promote organizational efficiency for all members to adhere to.
4. The Treasurer
  - a. Shall be appointed by the end of the spring semester in which the incoming President and Vice President were elected and approved by a simple majority vote of the Senate by the second meeting of the fall semester.
  - b. Shall serve as an Undergraduate Representative to the Student Organization Allocation Board.
  - c. Shall be designated to request funding from Student Organization Allocation Board for the budget.
  - d. Shall present a proposed budget to the Senate by no later than the third General Assembly meeting of the fall semester.
  - e. Shall maintain files of all expenditures and financial transactions of the Undergraduate Student Government.
  - f. Shall maintain current accounting of the Undergraduate Student Government funds.
  - g. Shall present a bi-yearly report to the Senate, which shall be submitted after a bi-yearly audit with the Internal Affairs Chair, and shall include the total of all expenditures and revenues since the last report and the current balance.
    1. The spring budget report must be completed on or before the meeting prior to new officers being sworn in.
  - h. Shall be responsible for preparing the annual and semester fund request.
  - i. In the absence of the Treasurer, the roles and powers shall be assumed by the Executive Board until a suitable candidate can be found.

5. The Chief Administrator
    - a. Shall be appointed by the end of the spring semester in which the incoming President and Vice President were elected and approved by a simple majority vote of the Senate by the second meeting of the fall semester.
    - b. Shall serve as the Chairperson of the Procedures and Appeals Board.
    - c. Shall prepare the election procedure for the Undergraduate Student Government.
    - d. Shall work with the President and Vice President to appoint members of the Procedures and Appeals Board.
  6. Cabinet
    - a. Shall consist of positions to be created and appointed by the President, with a simple majority approval of the Senate.
    - b. Shall perform duties defined and assigned by the President.
    - c. Shall attend regular cabinet meetings at the discretion of the President.
    - d. Shall maintain open communication with the Senate with regard to initiatives and updates.
    - e. Cabinet members may author resolutions but cannot sponsor resolutions. Cabinet members must have other senators sponsor resolutions they author.
- B. Veto
1. The President may veto any legislation enacted by the Senate by means of a formal letter, stating their objections, delivered to the Speaker of the Senate.
  2. The Senate shall be informed of the veto no less than twenty-four (24) hours before a Senate meeting at which the veto will be discussed. This formal communication must be done via e-mail communication to the Undergraduate Student Government LISTSERV.
  3. If the President takes no action within four (4) consecutive days, then the legislation stands as approved by the Senate.
- C. Vacancy of an Executive Office
1. Vacancy in the Presidency
    - a. The order of succession shall follow that which is outlined in the Constitution.
    - b. In the event that an election must be held among the members of the Senate, the Senator receiving a plurality of the votes cast shall become President for the remainder of the academic year.
  2. Vacancies in the offices of Vice President, Chief of Staff, or Treasurer shall be filled by an appointment of the President and approval by a two-thirds (2/3) majority vote of the Senate within two (2) weeks of the vacancy.
- D. Executive Board
1. The President, Vice President, Chief of Staff, Treasurer, Speaker, Chief Administrator, three (3) General Assembly Committee chairpersons, and Cabinet members shall serve as members of the Executive Board of the Undergraduate Student Government and perform all of the duties of the executive board membership as defined by Article I of these Bylaws.
  2. Executive branch members shall serve as ex-officio members of the Senate.
  3. Shall sufficiently transition the next person in their position and pass transition materials to be utilized in the following term. This includes having documents ready by the second meeting of the spring semester that reviews the fall semester and having documents ready following elections that covers anything that was missed in the first set of documents. These documents are to be given to the Vice President, Speaker of the Senate, and/or Internal Affairs Chairperson for filing.
  4. The Board shall meet weekly to maintain communication and coordinate the operations of the Undergraduate Student Government.
  5. All meetings of this Board shall be open to the public unless otherwise specified.
  6. This Board shall work to develop goals for the organization to execute and draft a timeline for the academic year to be presented during the fall retreat.
  7. Responsibilities of the Board are limited to managerial and administrative decisions.
  8. Shall assume all the duties of the Treasurer in the absence of a Treasurer.
  9. The Vice President shall be the chair of all Executive Meetings.
  10. Shall maintain a minimum cumulative GPA of 2.5 throughout the academic year.
  11. Shall, when deemed necessary, take on the responsibility of internal investigation from the Procedures and Appeals Branch.

## **ARTICLE II. OPERATING PROCEDURES OF THE PROCEDURES AND APPEALS BRANCH**

### **A. Membership**

1. The Chief Administrator of the Procedures and Appeals Branch shall be appointed by the President and approved by the Senate.
2. Members shall be appointed by the Chief Administrator.
  - a. Members may be appointed from within the Undergraduate Student Government or from outside.
    - i. Members of the Undergraduate Student Government serve on the Procedures and Appeals board as if it was a standing committee assignment.
3. Membership must consist of a Chief Administrator and a minimum of one (1) Procedures and Appeals Board member besides the Chief Administrator in order to function adequately for Internal Investigation.
  - a. Members shall maintain a minimum cumulative GPA of 2.5 throughout the academic year.
4. All members of Procedures and Appeals are required to attend a minimum of one (1) General Assembly meeting per month. Procedures and Appeals members who do not attend a minimum of one (1) General Assembly meeting per month will be subject to disciplinary action as determined by the Internal Affairs Committee.
5. Shall sufficiently transition next Procedures and Appeals Board, and pass transition materials to be utilized in the following term.

### **B. Functions**

1. Internal Review
  - a. Shall ensure that the Legislative and Executive Branches function in accordance with the Undergraduate Student Government Constitution and Bylaws.
  - b. Shall act as an internal investigative board in all cases concerning conduct unless unable; at which point the roles of Internal Investigation shall shift to the Executive Board. Following investigation, should the committee decide to impeach, their findings and recommendation for disciplinary action shall be sent to trial in the Senate.
2. The Procedures and Appeals Branch shall be responsible for organizing and conducting the Undergraduate Student Government elections.
3. The Procedures and Appeals Branch shall collect appeals from Parking Services and establish a procedure to hear Undergraduate Student Traffic Appeals during the course of the academic year, following the guidelines established by the Division of Parking and Traffic.
4. Shall ensure that all students are made aware of changes by the Division of Parking and Traffic throughout the academic year.

## **ARTICLE III. OPERATING PROCEDURES OF THE LEGISLATIVE BRANCH**

### **A. Legislative Members**

1. Senators
  - a. The total number of Senators shall number eleven (11) for At-Large seats, four (4) for Diversity Affairs seats, ten (10) for Off-Campus Population seats, nine (9) for Residence Hall District seats, seven (7) for Academic College seats, one (1) for Non-traditional Student Population seat, one (1) Military Senator, one (1) for Athletic Student Population seat, one (1) for the International Student Population, one (1) Queer-Trans Student Union, one (1) Black Student Union, one (1) Latino Student Union, one (1) Asian Student Union, four (4) for Greek Council seats, one (1) Multicultural/Accessibility Advocate Senator, and one (1) Student Labor Senator.
    1. At-Large, Diversity Affairs, Off-Campus, Academic College, Military, International, and Non-traditional Student Population senators shall serve from the time they are sworn in until Elections are held in the Spring semester.
    2. Athletic Student Population, Queer-Trans Student Union, Black Student Union, Latino Student Union, Asian Student Union, and Greek Council senators serve until new representatives are selected to their position from their corresponding organizations.
    3. Residence Hall District senators will serve through the final meeting of the academic year.

4. A Diversity Senator is an individual who identifies with or considers themselves an ally to underrepresented group(s) and is passionate on working to create a more inclusive environment on campus.
  5. An Off-Campus Senator is an undergraduate student who does not live on campus or for one available seat, the student may reside in the campus operated apartment buildings.
  6. A Non-Traditional Senator is an individual who is considered a transfer student and/or has completed partial or none of their undergraduate degree after graduating high school, has taken at least a year break, and has since returned.
  7. An International Senator is someone who is not a U.S. Citizen and/or has had residency in the United States for no longer than the past four years.
  8. A Multicultural /Accessibility Advocate Senator is an individual who considers themselves an ally to students with differing levels of ability and is passionate about working to create a more inclusive environment on campus. Instead of being required to sit on a standing committee, they will act as a liaison to Accessibility Services. The Multicultural/Accessibility Advocate Senator will be either appointed by Accessibility Services or chosen through interviews. This position will be exempt from Article III, Section A (legislative members), Subsection 1 (Senators), part B. One does not need to disclose if they have accommodations or accessibility issues to fill this position.
  9. A Student Labor Senator is an undergraduate student who is employed wither part-time or full-time on campus or considers themselves an advocate for student labor rights for one available seat.
- b. Shall be a member of the constituency to which they were elected to represent. When this requirement is not fulfilled, the Senator shall lose their seat.
  - c. Shall act as the voice of the constituency to which they were elected and shall act accordingly to ensure strong representation for all voices.
  - d. Senators shall refrain from the expression of personal opinions towards politics, religions, persons, or personal matters on behalf of the Undergraduate Student Government, or in mediums closely associated with the voice of the student government. If a political candidate is invited to attend GA, a Town Hall, or any other event sponsored by USG, the invitation must be extended to all candidates.
  - e. Shall act in a professional fashion lending to the proficiency, effectiveness, and general betterment of the organization. Failure to fulfill this requirement shall be considered and act of negligence (reference Article VII, Section A).
  - f. Shall not be absent without excuse and/or proxy for more than one meeting a semester. Failure to fulfill this requirement shall be considered an act of negligence (reference Article VII, Section A).
  - g. Shall choose a proxy to attend meetings in their absence. The proxy must be chosen and sworn into office prior to any anticipated absence from a General Assembly Meeting. Either a current Senator or Cabinet member may serve as a proxy. A proxy must be a full-time undergraduate student in good standing, as outlined in the Student Handbook, and must be a member of the Senator seat's constituency for the duration of their term.
  - h. Absences will only be considered excused when a proxy is present, unless otherwise noted by the Speaker of the Senate.
  - i. Shall only have three excused absences, unless otherwise noted by the speaker, for General Assembly meetings. Failure to fulfill this requirement shall be considered an act of negligence (reference Article VII, Section A).
  - j. Shall not have a proxy present for more than two consecutive weeks without the approval of the Speaker.
  - k. Shall serve a minimum of one (1) internal office hour a week in the USG office to be accessible to any undergraduate student or parties interested in the undergraduate student experience who comes into the office or contacts the USG Office during business hours. Hours and responsibilities will be determined by the Internal Affairs Chair.
  - l. Senators shall be allowed two excused absences from their weekly office hour. Excused absences shall be determined by the Internal Affairs Chair along with the information provided in Article VII, Section F, Subsection 2. Any change in office hour times shall be communicated to the Internal Affairs Chair. Office hours may be changed within the week if the senator will miss the normal scheduled time given at the start of the semester. Changes to office hour times do not count as an absence as long as the contact was established and office hour completed.

- m. Failure to fulfill this requirement shall be considered an act of negligence (reference Article VII, Section A). Resulting action can be found in Article VII, Section F of these Bylaws.
  - n. Shall maintain membership on at least one Undergraduate Student Government General Assembly committee and at least one University Standing Committee.
  - o. The Speaker and Internal Affairs Chair shall conduct interviews as needed to fill vacant seats in the Senate.
  - p. Each Senator shall be granted only one vote in the Senate. Senators joining mid-legislative session shall not receive legislative, electoral, or budgetary voting privileges until the second General Assembly meeting of their membership and completion of New Senator Orientation with the Speaker.
  - q. Shall undergo Senator Orientation within a week of being sworn into office and receive any transition notes from the Speaker for their respective offices.
  - r. Shall maintain a minimum cumulative GPA of 2.5 throughout the academic year. Senators that fall under this requirement will be on a Probationary Status and will have a meeting with the Chief Administrator and Internal Affairs Chair for further actions.
2. The Speaker of the Senate
- a. Shall preside over all Senate meetings, including Summer Government.
    - i. In the absence of the Speaker, the Chair of the Internal Affairs committee shall assume these duties. In the absence of both the Speaker and the Chair of the Internal Affairs Committee, the Chair of the Undergraduate Student Affairs committee shall assume these duties.
  - b. Shall be versed in the workings of Robert's Rules of Order as to efficiently utilize them in the workings of the General Assembly meetings.
  - c. Shall maintain an advisory role over, and serve as an ex-officio member of, all Undergraduate Student Government General Assembly committees.
  - d. Shall have the authority to call emergency meetings of the Senate.
  - e. Shall determine the course of the agenda for every General Assembly meeting and post the agenda in manner they feel best fits and that is open to the undergraduate student population 24 hours prior to the general assembly meeting.
  - f. Shall maintain the Undergraduate Student Government LISTSERV and archives.
  - g. Shall recommend a dress code for all General Assembly meetings. If a dress code cannot be met by any member, then it is the duty of the Speaker to refer the member to resources available in attaining proper attire.
  - h. Shall maintain an unbiased stance in the Senate, yet shall reserve the right as the deciding vote in the event of a tie within the Senate.
  - i. Shall perform a New Senator Orientation for all Senators following the USG election and as needed for new senators.
  - j. Shall sufficiently transition next Speaker, and pass transition materials to be utilized in the following term.
  - k. Shall participate in Summer Government and complete summer responsibilities as listed in Article VI, Section A of these Bylaws.
  - l. Shall provide leadership in monitoring the history, minutes, legislation, and events of the Undergraduate Student Government.
  - m. Shall serve as a member of the Executive Board of the Undergraduate Student Government and perform all of the duties of the executive board membership as defined by Article I of these Bylaws.
  - n. Shall hold a minimum of one office hour per week, which shall be clearly communicated with the Senate. It shall be the Vice President's responsibility to ensure that this requirement is met.
3. The Legislative Secretary
- a. Shall be appointed by the Speaker and approved by the Senate.
  - b. Shall keep the minutes of all General Assembly and committee meetings and maintain a file of each.
    - i. If the Legislative Secretary is unable to attend each committee meeting, they may elect a member of each committee as a designee to record notes, then send the notes to the legislative secretary.
  - c. Shall ensure final copies of all legislation are sent to the Undergraduate Student Body President.
  - d. Shall maintain a minimum cumulative GPA of 2.5 throughout the academic year.
  - e. Shall perform other duties as assigned by the Speaker.
4. Committee Chairs
- a. Shall be nominated and elected by a simple majority vote of those with voting rights after the swearing in of the new Senate before the conclusion of the spring semester.

- b. Shall maintain regular committee meetings and keep a record of minutes and attendance at these meetings.
- c. Shall ensure committee members adhere to their respective responsibilities.
- d. Shall serve as members of the Executive Board of the Undergraduate Student Government and perform all of the duties of the executive board membership as defined by Article I of the Bylaws.
- e. Shall sufficiently transition next Committee Chairs, and pass transition materials to be utilized in the following term.
- f. Shall hold a minimum of one office hour per week, which shall be clearly communicated with the Senate. It shall be the Vice President's responsibility to ensure that this requirement is met.

#### B. Rules of Order

- 1. The body shall utilize the rules set forth in the most recent edition of Robert's Rules of Order on matters not directly covered by the Constitution or Bylaws.

#### C. Legislation

- b. Any member of the student body may write legislation; however, to be presented to the Senate, the legislation must be sponsored by another Senator.
- c. Any senator presenting legislation must first send it to the appropriate Committee Chair, who will then send it to the Speaker for introduction to the Senate.
- d. All legislation shall take one of the following forms:
  - i. A resolution shall be defined as any legislation, internal or external, which does not address procedural or structural issues.
  - ii. A bill shall be defined as any legislation, internal or external, calling for an addition, deletion, or change in current structure or procedure.
- e. In order to facilitate legislative review and research by both the legislator and the assigned Undergraduate Student Government Standing Committee, a minimum of one calendar week must elapse between the first reading of any legislation and its arrival to the floor of the Senate for debate and voting.
- f. All legislation shall be read once at the first meeting following its submission. At the conclusion of this reading, time will be allotted for comments from the author. The members of the Senate shall then be allowed no more than five (5) minutes to submit their initial reactions and concerns regarding the proposed legislation. All legislation shall then be sent to the three (3) General Assembly committees for review of the issues addressed during this initial discussion, as well as any other ideas or concerns the committees may have with the legislation in question. All legislation and potential amendments shall then be presented to the Senate at the next General Assembly meeting for a period of debate that will last no more than twenty (20) minutes unless the Senate shall call for an extension of time deemed fit by Speaker of the Senate.
- g. To be approved by the Senate, legislation requires a simple majority vote.
- h. The author of a bill or resolution may request that the legislation in question to be designated as an "emergency measure." This request must be made directly after the legislation is read in the Senate. This request must be approved by a three-fourths (3/4)-majority vote. If the designation is approved, the legislation may be debated and voted upon immediately after being deemed an emergency measure. The format for legislation shall be as follows:
  - i. All legislation shall be labeled by type (Bill, Resolution, or Amendment) as well as sequentially by academic year (e.g. Resolution 2011-2012-03).
  - ii. The reason(s) for the legislation shall be listed separately and preceded by "Whereas."
  - iii. The first requested or required action shall be listed separately and preceded by "Therefore let it be resolved that," and any additional requested or required actions shall be listed separately and preceded by "Therefore let it further be resolved that," with the final requested or required action to be preceded by, "Therefore let it finally be resolved that."
- i. The Senate shall have the authority to override a Presidential veto by a two-thirds (2/3) majority vote.
- j. Legislation Deliverance Protocol
  - i. Adopted legislation shall be revised by authors and sponsors, eliminating syntax errors and including approved amendments. The legislation shall be sent to the Speaker before the legislation has been passed.
  - ii. The President has four business days to approve or veto the legislation as described in Article I, Section B of the Bylaws.
  - iii. The Legislative Secretary or Speaker shall send a copy of the passed legislation to the appropriate faculty and/or staff members and post it on the Undergraduate Student Government Presence Page and/or website.
  - iv. The President will prepare the letterhead for the legislation of the official Undergraduate Student Government for the specified number of recipients in at least one calendar week after the

legislation has passed. The President and the Speaker must sign the legislation no later than the week directly following the meeting at which the legislation was passed.

- v. The President shall write a cover letter that summarizes the legislation and includes a receipt request line.

#### D. Senate Meeting

- k. Senate meetings are to be held at least once a month beginning no later than the first full week of the semester and ending the last week during which classes are held prior to finals.
- l. All regular meetings of the Senate and its committees shall be open to the public and press.
- m. A simple majority of the entire voting membership of the Senate shall constitute a quorum.
- n. All Senators must remain at Senate meetings until adjournment, unless excused by the Speaker.
- o. Any member of USG and its advisors shall retain powers of speech and debate during official meetings.
- p. The Speaker shall determine the course of the agenda, which may be reordered by a simple majority.
- q. All reports shall be limited to five minutes in length.
- r. All votes concerning the pass or failure of legislation shall be taken by roll call and the Speaker shall determine the result.
- s. Open forum shall be reserved for scheduled speakers. The time should not exceed twenty-five (25) minutes unless the Senate approves with a simple majority vote for an extension with the length of time chosen by the Senate.
- t. Lobby time shall be established after open forum for all members of the undergraduate student body who are not Senators, Cabinet members, or Senate Leadership to speak to the Senate after open forum and shall allow five minutes per person to speak, which may be extended by any voting member of the Senate. Overall time should not exceed twenty-five (25) minutes.

#### E. Statements on Behalf of Undergraduate Student Government

- u. Senators may bring up statements that they would like Undergraduate Student Government to make on an issue.
  - i. To have a statement approved, a vote may be taken the day the statement is brought to the floor, and must receive a majority vote for a statement to be published on behalf of Undergraduate Student Government.
  - ii. The President may make a statement without a vote being taken but only if "From the Desk of the President" is clearly stated at the top of the statement.

#### F. Election of Legislative Officers

- v. Legislative officers shall include the Speaker and all Committee Chairs.
- w. An information session shall be given during the emergency meeting where Legislative Officers are elected to educate on the roles of the Officers prior to election.
- x. Candidates for a legislative office must have a solidified senate position for the applicable academic year per the same term as the elected President and Vice President.
  - i. Appointed senators must have either been selected by their constituent organization or have received written confirmation of their appointment in order to run.
- y. Candidates for a legislative office must receive a simple majority vote to be elected.
- z. Legislative officers shall hold their elected position from when they are sworn in until the swearing in of the new administration following elections.
- aa. The Senate shall elect legislative officers within one (1) week of the election results being announced.
  - i. Nominations shall be taken for each position.
  - ii. Candidates will then have three minutes to speak before the Senate.
  - iii. The Senate will then have five minutes to ask questions of each candidate.
  - iv. Votes will be cast by secret ballot.
  - v. The Speaker shall count the votes.
    - i. In the absence of a Speaker, the Vice President shall count the votes.
  - vi. In the event that no candidate receives a majority of the votes, the Senate will vote again for the two candidates who received the most votes in the initial election.
- bb. There shall be a transition meeting, or retreat, for the first Monday, by the exiting officers, after the election of the new Legislative Officers.
- cc. Should a legislative office become vacant, the office shall be filled through the same process outlined above.
- dd. Good Standing is abiding by all rules and regulations pertaining to being a Senator set by the Bylaws and Constitution of the Undergraduate Student Government, as well as the Speaker and agreed upon by the Internal Affairs Chair.

#### G. Anti-Discrimination and Equal Representation Opportunities Policy

- ee. The Undergraduate Student Government is committed to providing equal representation opportunities. USG provides access to Executive Committee Meetings, General Assembly Meetings, Committee Meetings, and other organization-sponsored activities being respectful and responsive to matters of race, sex, sexual

orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, disability, or status as a veteran. Any grievance regarding alleged discrimination due to race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, disability, or status as a veteran shall be reported to the Speaker of the Senate. Opportunities for anonymous reporting will be made available to members of USG through See It. Hear it. Report It.

#### **ARTICLE IV. GENERAL ASSEMBLY COMMITTEES**

##### **A. All Senate Committees**

1. Shall be guided by the Speaker for their actions, decisions, functioning, and conduct.
2. Shall meet regularly.
3. Quorum shall be half of the membership excluding the Chair.
4. Shall only be permitted two excused absences and one unexcused absence, as determined by the Committee Chair. Failure to fulfill this requirement shall be considered an act of negligence (reference Article VII, Section A).
5. Shall review all legislation received, within one week, upon which time it shall be sent to the floor of the Senate with either the endorsement of the committee or an explanation of their reservations. All committees shall also reserve the right to send all legislation back to the original author for revision, within a period of one week of receiving the legislation, upon concurrence of two-thirds (2/3) of the committee members.
6. Shall be organized in a way the Committee Chair believes to be most efficient for each committee.

##### **B. Academic Affairs Committee**

1. Shall serve as a representative of the student opinion on academic matters.
2. Shall promote a quality education while remaining attentive to the financial needs of all of the students at Bowling Green State University.
3. Shall promote open communication between the students, faculty, and administration.
4. Shall promote significant student input in all academic issues.
5. Shall develop programs that strive to achieve the goals of said legislation.

##### **C. Internal Affairs Committee**

1. Financial Responsibilities
  - a. Shall complete a bi-yearly audit with the Treasurer and shall include the total of all expenditures and revenues since the last report and the current balance.
    1. The spring budget report must be completed on or before the meeting prior to new officers being sworn in.
    2. Constitutional Responsibilities
      - a. Shall meet at the beginning of each academic year and be responsible for annually reviewing, and amending, the Undergraduate Student Government Constitution and Bylaws to be submitted to the Senate for approval at, or before, the fourth regular meeting of each academic year.
      - b. Shall review for consideration all legislation pertaining to the Undergraduate Student Government Constitution and Bylaws.
      - c. Shall continually review the Undergraduate Student Government Constitution and Bylaws to ensure that its contents are applicable and appropriate.
2. Philanthropic Responsibilities
  - a. The Internal Affairs Chair will organize at least one philanthropic event through their committee each semester, excluding summer semester.
  - b. Each event must be approved by the General Assembly
  - c. This event must occur before the last General Assembly of each semester.
3. Internal Responsibilities
  - a. Shall maintain organization in the office and maintain accurate and cumulative records of Senate office hours.
  - b. Shall ensure that the Legislative and Executive Branches function in accordance with the Undergraduate Student Government Constitution and Bylaws.
  - c. Shall recommend action to the Senate and create resolutions for disciplinary action.
  - d. Shall provide leadership in monitoring the history, minutes, legislation, and events of the Undergraduate Student Government.
  - e. Shall ensure all senators are fulfilling the requirements of their seat in accordance with the Undergraduate Student Government Constitution and Bylaws.
  - f. Shall act as a reference on matters pertaining to the Undergraduate Student Government Constitution and Bylaws.

D. Undergraduate Student Affairs Committee

1. May, at the discretion of the Student Affairs Chairperson, consist of subcommittees relating to various
2. initiatives as they become established.
3. Shall meet as a full committee as the Committee Chair sees fit in meeting the responsibilities of all Senate Committees.
4. Align at least some of the goals of the committee with the university's strategic goals as well as the goals of the Vice President of Student Affairs.

**ARTICLE V. THE BUDGET**

A. The Annual Budget

1. Shall be presented to the Senate by no later than the third General Assembly meeting of the fall semester, then it shall be tabled for two weeks and sent to all committees for review. Following the aforementioned period, it shall be debated by the Senate and approved by no later than the fifth General Assembly meeting of the fall semester.

B. The Expenditure Authorization Process

1. The Treasurer must authorize all expenditures from \$0 to \$499.99.
2. The Senate must authorize all expenditures of \$500.00 or more.
3. Any expenditure to be reallocated from one line item to another line item must be approved by the Senate by a two-thirds (2/3) majority vote.
4. A purchase order form shall be submitted with all requests for expenditures. This form must describe the purchase to be made, identify the line item to which this purchase belongs, the amount of the purchase, and must be signed and dated by both the purchaser and the Treasurer prior to the date on which the purchase is to be made. A receipt shall accompany the completed purchase order form.
5. If the expenditure is denied by the Treasurer, an appeal can be made to the Senate.

C. Executive Scholarships

1. Shall include all scholarships paid to members of the Undergraduate Student Government as per the following guidelines:
  - a. The scholarship for the President shall be set to the equivalent of in-state, full-time tuition for the academic year. If the President receives a University-sponsored scholarship which covers in-state, full-time tuition for the academic year, then the scholarship shall equal half the rate previously mentioned.
  - b. The Vice-President shall receive a scholarship of \$3,500.
  - c. The Speaker of the Senate shall receive a scholarship of \$3,500.
  - d. The Chief Administrator of the Procedures and Appeals Branch shall receive a scholarship of \$1,500.
  - e. The Academic Affairs Chair, Internal Affairs Chair, and Student Affairs Chair shall each receive a scholarship of \$300.
  - f. The President or the appointed Presidential Designee shall receive a scholarship for the equivalent of six (6) credit hours of in-state tuition for the summer term, if enrolled in courses.
  - g. Any scholarship changes shall take effect in the academic year following their passage.

**ARTICLE VI. SUMMER STUDENT GOVERNMENT**

A. Summer Government Executive Branch

1. Shall be composed of the President or their designee, the Speaker or their designee, and the Chief Administrator or their designee.
  - a. The President shall be an active and visible member on campus.
  - b. The President shall attend new student orientation sessions as appropriate.
  - c. The President shall work with appropriate campus wide committees.
  - d. The President shall begin promoting year-long USG initiatives.
  - e. The President shall have regular meetings with campus administrators.
  - f. The Speaker shall facilitate emergency votes of the Senate.
  - g. The Chief Administrator shall be responsible for hearing all student parking appeals during the summer term.
2. The President or their designee shall receive a scholarship for the equivalent of six (6) credit hours of tuition, if enrolled in courses.
3. Should a designee be chosen to serve in the place of the President, Speaker, or Chief Administrator, said designee must be approved by the Senate, sworn in by the last meeting of the spring semester, and serve for the full duration of the summer.

B. Summer Government Legislative Branch

1. Shall only be called to action due to extenuating circumstances, as determined by the Speaker or their designee.
  - a. The Speaker shall communicate with Senators through the LISTSERV if a Summer Government meeting is deemed necessary.

C. Emergency Vote of the Senate

1. The Speaker or their designee shall be responsible for determining if an emergency vote of the Senate is needed.
2. The Summer Government Representatives may request an emergency vote of the Senate on any legislation presented to them through a simple majority vote.
3. In the event that the Summer Student Government requests an emergency vote of the Senate, the Speaker shall present the legislation to all Senators via the Undergraduate Student Government LISTSERV and shall request confirmation that the legislation was received.
  - a. In the event that the Speaker does not receive confirmation from a Senator, an attempt shall be made to contact that Senator by telephone.
4. The Senate shall have two to three (2-3) business days to discuss legislation being considered for an emergency vote using any means necessary, but may not submit their vote until two (2) days following the legislation's submission to the Undergraduate Student Government LISTSERV.
  - a. All emergency votes must be e-mailed to the Speaker within two to three (2-3) days following the legislation's submission.
  - b. The outcome of the emergency vote and a record of all votes received shall be sent to the Undergraduate Student Government LISTSERV within three (3) days of the conclusion of voting.
5. Emergency voting shall only be used in extreme circumstances where legislation requires the immediate action of the Undergraduate Student Government.
  - a. All legislation submitted to the Summer Government that does not require an emergency vote of the Senate shall be submitted as new business on the first Senate meeting of the fall semester.

**ARTICLE VII. DISCIPLINARY ACTION**

A. Actions of Negligence

1. Shall be actions of the individual that are in violation of the Undergraduate Student Government Constitution or Bylaws, and shall be reviewed by the Internal Affairs Committee upon receipt of a formal complaint.
  - a. Complaints can be submitted by any member of the undergraduate student body and should outline the grounds for an act of negligence to be reviewed by the Internal Affairs committee.
2. After completing a review, the Internal Affairs Committee Chair will submit a report to the Procedures and Appeals Branch for further investigation.

B. Investigative Procedures of the Procedures and Appeals Branch

1. The investigative proceedings of the Procedures and Appeals Branch shall be conducted in closed sessions.
2. The Senator or Officer in question shall be named and the problem/issue discussed by the Branch with one week's notice.
3. The Internal Affairs Committee shall then recommend appropriate action to the Senate in the form of a written resolution within one week of the hearing.

C. Action to Be Taken By the Procedures and Appeals Branch

1. Procedures and Appeals Branch shall, prior to investigative proceedings, present a formal letter to the Senator or Officer in question, stating the accusations presented to the Committee.
2. For each disciplinary case discussed by the Procedures and Appeals Branch, one of the following types of letters shall be sent, by the Chairperson of the Internal Affairs Committee, reporting the findings to the Senator or officer in question:
  - a. Letter of Information refers to the type of letter that will be sent to the Senator or Officer in question informing them that the committee has not found grounds for impeachment.
  - b. Letter of Reprimand refers to the type of letter that will be sent to inform the Senator or Officer in question that they have been impeached from any executive positions within the Senate and shall face a resolution of censure, to be voted upon by the Senate. The letter shall be issued a minimum of one week prior to formal discussion and debate within the Senate.
  - c. Letter of Intent refers to the type of letter that will inform the Senator or Officer in question that they have been impeached and shall face a resolution of expulsion, to be voted on by the Senate. The letter shall be issued a minimum of one week prior to formal discussion and debate within the Senate.

#### D. Censure and Removal from Office Proceedings

1. The Undergraduate Student Government Internal Affairs Committee shall deliver their opinion on the case to the Senate. If the committee had decided to impeach, the Internal Affairs Committee Chairperson will present their Resolution to the Senate for removal from office.
2. The Senator or Officer in question shall then be allowed to present his/her defense to the Senate.
3. The Resolution will then be sent to the Internal Affairs Committee for their recommendation.
4. The following meeting, a vote shall be taken on the Resolution presented by the Internal Affairs Committee and the recommendation of the Internal Affairs Committee on this Resolution. A two-thirds (2/3) majority vote is required for disciplinary action to be taken.

#### E. Appeals Process

1. Any member, who has received disciplinary action, and feels that the action was unwarranted, can appeal this decision through a vote of the student body.
2. A written request for appeal must be submitted to the Chief Administrator within ten (10) academic days of the Senate's ruling.
3. Following such a request, the Procedures and Appeals Branch must conduct a vote among the Senator's constituency within ten (10) academic days of receipt of the request for appeal.
4. A minimum of five (5) percent of an Executive Officer's constituency must vote, with a majority in favor of overturning the decision of the Senate, in order for such action to be taken.
5. A minimum of five (5) percent of a Senator's constituency must vote, with a majority in favor of overturning the decision of the Senate, in order for such action to be taken.

#### F. Internal Disciplinary Measures

1. Failure to comply with office hour requirements for senators shall result in a loss of discussion and voting privileges for the following General Assembly.
  - a. This will also result in the loss of the privilege to present or sponsor legislation.
  - b. This disciplinary measure goes into effect when a senator has an unexcused absence.
  - c. Senators regain their privileges when they attend their scheduled office hour.
  - d. Unexcused is defined by not contacting the Internal Affairs Chair regarding the office hour before the following General Assembly. Contact includes signing the office hours sheet and/or emailing or speaking to the Internal Affairs Chair.
    - i. If a Senator attended their office hour yet forgot to notify the Internal Affairs Chair, a Senator may submit proof of attendance before the start of the General Assembly to confirm that the Senator attended their office hour.
2. It shall be the responsibility of the Speaker of the Senate and Internal Affairs Chair to enforce these measures.

### **ARTICLE VIII. ELECTIONS**

#### A. Regulation of Elections

1. The Procedures and Appeals Branch shall conduct all Undergraduate Student Government Elections. It shall make available petitions for candidacy, determine eligibility for candidacy, publicize the elections, publicize and conduct debates, enforce all applicable rules established by the Constitution and Bylaws, ensure compliance with University Policy and Procedure and the Student Handbook, conduct hearings for violations, determine sanctions for violations, and do whatever is necessary and proper to ensure fair elections.
2. In the event that the Chief Administrator chooses to campaign for a position they should recuse themselves as Chief Administrator and appoint a replacement to attend to election-related issues until elections have concluded.

#### B. Election Dates

1. By no later than the third full week in April, elections shall be held throughout campus for the purpose of electing the President, Vice President, At-Large Senators, Diversity Affairs Senators, Off-Campus Senators, Academic College Senators, and the Non-Traditional Student Senator to the Senate for the following academic year.

#### C. Requirements for Candidacy

1. Candidates must be full-time undergraduate students in good standing, as outlined in the Student Handbook.
2. A candidate must be a member of the constituency they wish to represent.
3. A candidate must have at least a 2.5 cumulative grade point average.

4. First-year students who do not have an established college grade point average and their first-semester grade point average falls below the 2.5 grade point average requirement will be placed on an academic probationary status and must meet with the Chief Administrator and Internal Affairs Chair to determine eligibility for election. If a senator does not meet the 2.5 grade point average by the end of the Spring Semester, they must forfeit their position for the following term.
5. Candidates must denote, through the completion of an online form, that they have read and understand the election rules.

#### D. Petitions for Candidacy

1. Petitions must be made available a minimum of four weeks before a scheduled election. Candidates who wish to appear on a single ticket must submit their petition by the timeline set forth by the election packet.

#### E. Campaigning

1. Campaigning may officially begin after a candidate has attended an election information session hosted by the Procedures and Appeals Board and candidate eligibility has been confirmed by the Chief Administrator. Candidates planning on speaking to student groups throughout the campaign are permitted to arrange appointments prior to the start of campaigning.
2. Campaigning shall be considered the display and distribution of posters, flyers, banners, chalking, and other visual displays of candidacy, as well as speaking to any university group or organization.
3. No political affiliation may appear on any campaign item except the listing of offices held in political organizations.
4. Candidates are prohibited from engaging in the solicitation of a vote in return for which compensation, financial or otherwise, is granted, promised, suggested or implied.
5. Negative campaigning, including false or defamatory statements or malicious action, is prohibited.
6. The Procedures and Appeals Branch shall conduct at least one debate between the Presidential Candidates.
7. Campaign spending limits shall be set at four hundred (400) dollars for each Presidential/Vice Presidential ticket and one hundred (100) dollars for each candidate for Senator. A spending report must be submitted to the Procedures and Appeals Branch one week after the election results are announced.
  - a. Money may be solicited for campaign expenditures only. Contributions are limited to fifty (50) dollars. Contributions may be solicited from individuals or organizations.
    - i. Donations do not increase the budget limit. They simply allow the candidates to not have to spend money out-of-pocket.
  - b. Expense reports shall include direct and in-kind donations from individuals or organizations.
8. Candidates are responsible for being aware of any rules and regulations regarding any type of election activities in the Student Handbook. Candidates in violation of any part of the Student Handbook may be disciplined by the University as well as face possible penalties by the Procedures and Appeals Branch.
9. Joint campaigning is permitted. Candidates for Senator may campaign together and may produce joint campaign materials. Senator candidates may also campaign with a Presidential/Vice Presidential ticket. Joint candidates may share expense accounts. One joint sign may be placed on each University bulletin board and kiosk side in addition to one individual sign permitted for each candidate.
10. Write-in candidates shall be subject to the rules and regulations set forth by the Procedures and Appeals Branch.
  - a. Individuals running for President and Vice-President may also be write-in candidates for senator seats in which they are qualified to fill.

#### F. Violations of the Election Rules

1. All complaints against a candidate must be filed with the Procedures and Appeals Branch in written or typed form within one week of the alleged incident.
2. The Procedures and Appeals Branch shall, within 24-hours of the receipt of a complaint, schedule a meeting to address the matter within one week.
3. The Procedures and Appeals Branch shall determine the validity and severity of the complaint and shall issue a written sanction to all affected persons within 24-hours of convening.

#### G. Voting

1. The Procedures and Appeals Branch shall be responsible for coordinating efforts with Institutional Research for administering online polling.
2. The Procedures and Appeals Branch shall be responsible for ensuring a safe, fair, unmanipulated environment for voting to occur.

**ARTICLE IX. AMENDMENTS**

A. Amendment(s) to the Constitution

1. The Senate must approve any proposed amendment(s) to the Constitution by a three-fourths (3/4) majority vote.
2. The current adviser of the Undergraduate Student Government must also approve the proposed amendment(s) before they shall be adopted.

B. Amendment(s) to the Bylaws

1. The Senate must approve any proposed amendment(s) to the Bylaws by a two-thirds (2/3) majority vote.