

The University of Massachusetts, Boston
Undergraduate Student Government Bylaws

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Article I: General Provisions

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

Article II: Operations

Chapter 1: Officials

2-1 § 1.00 Section 1: Seating of Officials

2-1 § 1.01 The President-elect and Vice-President-elect will be given the Oath of Office by the Chief Justice and take office during the last Senate General Assembly of the spring academic semester. Should the Chief Justice be unavailable, the most senior available Justice will administer the Oath.

2-1 § 1.02 Senators-elect will take office at the last General Assembly of the Spring Semester. Whenever a new Senate is seated, the following timeline will be used:

- a. The current Senate will meet and discharge any remaining business. Once this is done, the Speaker will yield the chair to the Vice-President, who will thank the current Senators for their service and discharge them from their duties and Oaths of Office. The Senate will then adjourn.
- b. The Vice President will then call the new Senate to Order and administer the Oath of Office to all Senators-elect.
- c. Once the Oath of Office is administered, the Vice-President will call for the election of a new Speaker. The Vice President will preside over the Senate until the new Speaker is elected. From the following meeting, the Speaker will preside over the meeting.
- d. Once the new Speaker is chosen, the Vice Speaker and the Chairs of the Committees will be elected in the order of succession outlined in 2-4 § 1.01.

2-1 § 1.03 All pertinent materials about the ongoing projects, legislations, and actions will be given to the incoming President-elect, Vice

President-elect, and Senators-elect.

2-1 § 1.04 Until the newly elected officials are administered the Oath of Office, they will be known as Senator-elect, President-elect, Vice President-elect, or Student Trustee-elect, respectively. Additionally, until they are administered the Oath, Officials are not required to resign from their current branch or office.

2-1 § 1.05 2-1 § 1.00 applies only to the general election of the Spring semester. Any Official elected in a special election will be seated in the next General Assembly following the election after taking the Oath of Office.

2-1 § 2.00 Section 2: Attendance Policy for Officials

2-1 § 2.01 Any Official who accrues three absences per academic semester will be dismissed from the USG, effective three days after they accrue the third absence.

2-1 § 2.02 Absences may be excused if the Official contacts the Committee Chair and Speaker in writing, with reasonable notice, at least an hour before the absence occurs. The head of the Official's branch will decide if the reason given is valid. If the reason is invalid, the absentee has the right to petition the Judicial Branch to review the excuse. Excused absences do not count toward the absence limit.

2-1 § 2.03 Valid reasons for an absence should be as specific as possible and may include, but not be limited to, one of the following reasons:

- a. Personal or family-related medical emergencies.
- b. Family-related obligations.
- c. Emergency work obligations.
- d. An Exam, Midterm, or Final scheduled for the time of the meeting or the following day. The Exam will not qualify if it is not scheduled for the entire class period.

- e. A major paper or project due the following day worth at least 20% of the final grade.

- 2-1 § 2.04 If requested to do so, the Official must provide evidence of the emergency situation or academic obligation to the advisor of the USG.
- 2-1 § 2.05 If, for circumstances beyond the Official's control, said Official cannot submit a reason prior to being absent, the Official should make every attempt to inform the head of the Official's respective branch and speaker of their absence as soon as reasonably possible. Once the emergency is resolved, the Official must submit the reason for the absence in writing via formal communication, including email or other communication platforms used by the Undergraduate Student Government.
- 2-1 § 2.06 If the reason for the absence is found to be invalid, or if the absentee ignores these procedures, the absence will count against the absence limit.
- 2-1 § 2.07 All elected Officials must serve at least two (2) constituent hours per week. Each missed constituent hour will count for up to 1/3 of an absence at the discretion of the Speaker.
- 2-1 § 2.08 Constituent hours are not required to be performed in the Senate office. Senators are encouraged to maintain a record of their constituent hours in the event their attendance is questioned.
- 2-1 § 2.09 Officials arriving tardy to or leaving early from either a Senate General Assembly or their Committee Meeting will be penalized 1/3 of an absence at the discretion of the Chair of the Meeting.
- 2-1 § 2.10 Officers will not be allowed any absences at Senate General Assembly or Committee Meetings where they are required to attend. Should an Officer in the Senate be absent without excuse at a Committee or Senate General Assembly Meeting that they are required to attend, said Officer will forfeit

the Officer position and will be ineligible to serve as an Officer for the remainder of their term.

2-1 § 2.11 If the Speaker or Chief Justice requires an excused absence, the President decides the validity of the excuse. If the President requires an excused absence, the Speaker determines the validity of the excuse.

2-1 § 2.12 If an Officer cannot chair a meeting or a portion of a meeting, the Officer must ensure their respective vice is aware and prepared to assume responsibility to chair the meeting.

2-1 § 3.00 Section 3: Code of Conduct

2-1 3.01 Officials who take the Oath of Office agree to be bound by the Code of Conduct. Additionally, they agree to uphold the Constitution, Bylaws, Acts, and Resolutions of the USG.

2-1 § 3.02 Officials may not commit ad hominem attacks against other Officials, members of the USB, or University staff.

2-1 § 3.03 No Official will use the name of the USG, or any Branch or office thereof, in the media, in conversation with university employees or vendors, or in any public statement without the prior approval of the Official's respective branch. Officials may, however, state that they are members of this organization if they explicitly state that they are expressing their views. Prior approval will take the form of an Act or Resolution for the Senate, a vote in favor of the Judiciary, and permission of the President for the Executive Branch.

2-1 § 3.04 No Official will participate in any business or activity or have any financial interest which would create a conflict between private interest and the best interest of the Undergraduate Student Government or Undergraduate Student Body.

2-1 § 3.05 An Official may not vote on any Act or Resolution which would create a conflict of interest. Examples of conflicts of interest include but are

not limited to, the following: Trip Requests, Registered Student Organization or Center funding, Coordinator Hiring, and Event Requests. Once an Official vote for an Act or Resolution, they will not later accept the benefit of said vote if it creates or would have created a conflict of interest at the time of the vote. For example, if an Official who has no intention of going on a trip votes to authorize spending for that trip, the Official is not allowed to change their mind later and go on the trip. Voting on campus-wide events does not, in and of itself, create a conflict of interest.

- 2-1 § 3.06 2-1 § 3.05 may be waived by the Director of Student Activities for special circumstances when doing so would benefit the Senate or University as a whole.
- 2-1 § 3.07 Officials may not accept or offer bribes. A bribe is any compensation from a party or group intended to influence an Official or member of the USB. Compensation includes but is not limited to money, gifts, or sexual favors.
- 2-1 § 3.08 Whenever an Official is ruled out of order two times during a meeting, said Official may be asked by the Chair of the meeting to leave the meeting voluntarily. Public Safety may be called to eject the Official if the Official refuses to leave. The Chair will decide whether to call Public Safety.
- 2-1 § 3.09 Officers are subject to all rules and regulations that Officials are subject to unless otherwise specified.
- 2-1 § 4.00 Section 4: Benefits of Officials**
- 2-1 § 4.01 Officers may have access to all student space in the Campus Center only during building hours and with the expressed approval and consent of a USG advisor.

2-1 § 4.02 Officers of the USG may receive financial compensation, known as ‘Stipends,’ for their service based on required hourly work commitments per academic week. The Finance Committee will decide the stipend amount for the following year during the creation of the annual budget. Increases and/or decreases to stipends from year to year shall not exceed 25% of the funding level for the current fiscal year.

2-1 § 4.03 All acts affecting officer stipends, including supplemental compensation, must be approved by the Steering Committee, reviewed by the Judicial Branch, and ratified by the USB President.

2-1 § 4.04 Executive Cabinet Officials are not eligible to receive the benefits listed in 2-1 § 4.00 unless the Senate individually authorizes them via a Senate Act.

2-1 § 5.00 Section 5: Requirements of Officials

2-1 § 5.01 The USG proficiency exam will be administered to all USG Officials no more than two weeks after they are seated. The exam will include questions on the structure and procedures of the USG, as well as pertinent information on Robert’s Rules of Order. The Judicial Branch will update the proficiency exam once every two years to reflect changes in the bylaws. Officials must pass the exam with a score of greater than 90% to be an Officer and must score greater than 75% to remain in office. Should an Official fail the test, they may retake the exam once no later than ten class days after the first exam is returned to the Official. The Official will suffer no penalty or removal from office until after the retake has been administered.

2-1 § 5.02 Officers and officials are required to maintain an appropriate level of decorum both in and out of meetings. Officers should be dressed in appropriate dress, which could include but is not limited to, sport coats or

casual blazers, collared shirts or button-down shirts, khakis, collared or non-collared blouses, and dresses or skirts when attending any meeting in an official capacity at the discretion of the Speaker.

Chapter 2: Policy and Procedures

2-2 § 1.00 Section 1: Filing System

2-2 § 1.01 Copies of all agendas, minutes, legislations, and official documents will be stored and maintained by the Judicial Branch.

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

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

2-2 § 1.04 All legislation proposals, Senate General Assembly meeting agendas, and General Assembly minutes will be promulgated via email to the Undergraduate Student Body for ease of notification regarding the government business that affects them.

2-2 § 2.00 Section 2: Committee Actions

2-2 § 2.01 “Committee Actions” are any Committee Acts or Committee Resolutions addressed between the last General Assembly Meeting and the following one. After the minutes are approved, the Speaker will ask if any Senator wishes to bring a Committee Action to the floor, which requires a second. If no Senator makes a motion to bring an Action to the floor, the Speaker will move on to old

business. Committee Actions are only binding on the originating committee and are used only for oversight. Any other use of Committee Actions will be considered out of order. Once a Committee Action is brought to the floor, it will be treated as any other proposal in terms of being eligible for an up or down vote or amendments.

2-2 § 3.00 Section 3: Discretionary Account Policies

- 2-2 § 3.01 Every Standing Committee and the Judicial Branch may be allocated up to \$1,500.00 in Discretionary Funding as a line item in the Annual Budget.
- 2-2 § 3.02 The Executive Branch and Legislative Steering Committees may be allocated up to \$7,500.00 in Discretionary Funding as a line item in the annual budget.
- 2-2 § 3.03 The Student Trustee may be allocated up to \$500.00 in Discretionary Funding as a line item in the annual budget.
- 2-2 § 3.04 Annual discretionary funding may be raised by up to 50% of the original budgeted amount in a given fiscal year or the maximum allocations listed above, whichever is lower. Such increases shall be considered funding amendments and require the Finance Committee Act, approved by the Senate.
- 2-2 § 3.05 Discretionary Accounts may be used for promotional materials, parking and transportation costs, catering, or other items which further the mission of the Office, Committee, or Branch.
- 2-2 § 3.06 Discretionary expenses require signature approval from the following officials for the inclusive fund:
- a. Committee Discretionary Funds: Committee Chairs
 - b. Branch Discretionary Funds: Branch Director
 - c. Office Discretionary Funds (i.e., Trustee): Office Holder
 - d. If a signatory is unavailable, their authority shall be vested in the

Vice-Chair, Vice President, Associate Justice, or another delegated person. Such delegation must be in writing and must be presented to the Finance Committee (for informational purposes only).

- 2-2 § 3.07 Discretionary account expenses shall be reviewed by the Finance Committee. If the committee finds it questionable after examining a particular expense, they may forward those findings to the Judicial Branch for consideration. If the expense has not yet occurred, the Committee may suspend the expense, requiring a majority vote, pending a judicial response.

Chapter 3: Legislation

2-3 § 1.00 Section 1: Types of Legislation

- 2-3 § 1.01 An Act of the USG is a binding resolution on all members of the USB. Acts of the USG take precedence over Committee Acts or Senate Acts.
- 2-3 § 1.02 A Resolution of the Undergraduate Student Government is a non-binding resolution on all members of the Undergraduate Student Government.
- 2-3 § 1.03 A Committee Act is a binding resolution on all members of the originating committee and only on those areas within the committee's scope. A Committee Resolution is a non-binding resolution that must be within the scope of the originating committee's duties.
- 2-3 § 1.04 A Senate Act is a binding resolution used solely for Senate business that does not require an Act of the USG. Senate Acts may only be used for purposes explicitly stated in these Bylaws. Senate Acts require only the approval of the Senate.

2-3 § 2.00 Section 2: Passing of Legislation

- 2-3 § 2.01 Acts or Resolutions of the USG may originate in any committee, but

a committee may not pass legislation that is within the scope of another committee. If a committee passes USG legislation, the Steering Committee will vote on it.

2-3 § 2.02 Legislation of the USG receiving a majority vote in favor of the Steering Committee will appear on the General Assembly Meeting agenda and

will be voted on by a simple majority. Legislation of the USG that does not receive a simple majority vote in favor of the Steering Committee will appear on the General Assembly Meeting agenda with “opposed” status. The Senate will be required to vote two-thirds in favor of passing legislation with “opposed” status.

2-3 § 2.03 The President may place legislation on a General Assembly agenda, provided that legislation does not authorize spending. The legislation added in this manner will be marked as such on the agenda and will require a two-thirds majority to pass.

2-3 § 2.04 The President may veto legislation of the USG either by vetoing the legislation directly or by taking no action on the legislation prior to the next General Assembly Meeting. The President may reconsider their veto until the next General Assembly Meeting, but they cannot reconsider after approving the legislation.

2-3 § 2.05 If the Senate passes legislation that is then vetoed by the President, that legislation will appear on the agenda of the next General Assembly Meeting. If the Senate then passes the legislation by a two-thirds majority, the veto is considered overridden, and the legislation will immediately take effect. The legislation dies if the Senate fails to achieve the required two-thirds vote in favor. Even if the legislation had greater than a two-thirds majority when originally passed, it must still be voted on again if vetoed.

2-3 § 2.06 Committee Acts and Committee Resolutions need only a majority vote of the committee to pass unless a higher threshold is set for the specific Act or Resolution.

3-2 § 2.07 No legislation of the USG that authorizes spending is valid unless it has passed in the appropriate committee.

2-3 § 2.08 Legislation must be in compliance with the Constitution, Bylaws, and previous Acts of the USG. Even legislation that only partially conflicts with existing Acts, the Constitution, or Bylaws is considered totally non-compliant. Legislation found to be non-compliant is considered null and void.

2-3 § 3.00 Section 3: Legislation Labels

2-3 § 3.01 The numbering system for legislation is as follows:
XAZ-YYYYT-NNN. “XA” stands for the originating body and is defined in 2-3 § 3.02. “Z” signifies if the legislation is an Act “A” or a Resolution “R.” “YYYY” Stands for the 4-digit year in which the legislation was introduced. “T” signifies if the legislation was passed in the spring “S,” summer “U,” fall “F,” or winter “W” semester. “NNN” stands for the number that the legislation is for that semester. Different originating bodies have different numbering counts, as do Committee Acts and Acts of the USG.

2-3 § 3.02 The “X” from “XA” is the label of the originating body. The following are the body labels: “S” for Senate, “T” for the Steering Committee, “B” for the Finance Committee, “P” for the Public Engagement and Community Collaboration Committee (PECC), and “C” for the Academic and Campus Policy Committee (ACPC). The “A” in “XA” stands for whether the legislation will be Committee Legislation “C” or USG Legislation “S.” Senate Acts will use “E.”

2-3 § 3.03 After passage, Legislation of the USG will use a unified labeling scheme

as follows: USG-“Z-YYYYT-NNN.” The USG, standing for Undergraduate Student Government, is constant. The remaining letters have the same meaning as in 2-3 § 3.01.

- 2-3 § 3.04 Examples of the system in use: The first Legislation of the USG in the fall of 2010, which is the first originating from the Finance Committee, will be labeled as BSA-2010F-001 prior to passage, USG-A-2010F-001 after signing by the President. If PECC passes an Act of the USG at the following meetings, it will be known as PSA-2010F-001 prior to being signed by the President and USG-A-2010F-002 after being signed. If Finance then passes a Resolution of the USG, it will be known as BSR-2010F-002 and USG-R-2010F-003 if passed. If ACPC then passes a Committee Resolution, it will be known as CCR-2010F-001.

Chapter 4: Meetings

2-4 § 1.00 Section 1: Structure

- 2-4 § 1.01 The Speaker will Chair all General Assembly Meetings. Should the Speaker be unable to chair a General Assembly Meeting, the following order of succession will be used: The Speaker, followed by the Vice Speaker, followed by the Finance Chair, followed by the PECC Chair, followed by the ACPC Chair. Should all of these officials be unavailable, the Senate will select a Senator to Chair the meeting.
- 2-4 § 1.02 A General Assembly Meeting is a meeting where Senators from all committees meet as one group to vote on matters. A Committee Meeting is a meeting where Senators meet in their respective committees.
- 2-4 § 1.03 The Chair of a meeting will vote only when the vote is decisive, except for a secret ballot, where the Chair will vote normally. The Chair will rule null

and void all motions and points which, in their judgment, are introduced to obstruct the meeting. The Chair may call a meeting into recess for a non-renewable period which will not exceed fifteen (15) minutes.

2-4 § 1.04 The Chair will yield the position to make any comment of a partisan nature and will not reclaim the position until the debate is closed, and the subject is postponed, voted up, or voted down. The Chair must yield the position if discussion on the subject resumes.

2-4 § 2.00 Section 2: Agenda

2-4 § 2.01 Adding proposals to the agenda during the approval of the agenda requires a majority vote in favor. Any legislation added to the General Assembly Meeting Agenda will result in a brief recess before the Act is introduced, the timing of which will be at the discretion of the Speaker. During this time, the Steering Committee will examine the legislation and vote on whether to attach “opposed” status to the Act.

2-4 § 2.02 The format of all agendas will be:

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

2-4 § 2.03 The Agenda for all regularly scheduled committee meetings will be posted no fewer than two class days prior to the meeting, along with all associated materials. The agenda for General Assembly Meetings will be released 24 hours prior to the next General Assembly Meeting, along with all associated materials.

2-4 § 3.00 Section 3: Minutes

2-4 § 3.01 The minutes of all USG meetings, including all appropriate documents,

agendas, and minutes, will be prepared and posted on UMBeInvolved no later than three class days following the meeting.

- 2-4 § 3.02 Minutes will adhere to the following format:
- a. Title, including the name of the body
 - b. Date, Fiscal Year, time, and location of the meeting
 - c. Attendance: those present and voting; those absent
 - d. Order of business, including resultant tallies of votes and, if possible, a synopsis of all notable points of debate. Any emergency business or new business, in addition to the published agenda, will be included in the minutes.
 - e. All resolve-upon actions with any amendments noted

2-4 § 3.03 The Vice Speaker is responsible for General Assembly Meetings minutes.

2-4 § 4.00 Section 4: Scheduled Meetings

2-4 § 4.01 The Senate will meet Wednesdays at 3 p.m. The Senate will alternate between General Assembly Meetings and Committee meetings. The Speaker may override this requirement, allowing either committee meetings two weeks in a row or General Assembly Meetings two weeks in a row. The Speaker will not call more than two committee meetings or two General Assembly Meetings in a row.

2-4 § 4.02 The Steering Committee will meet biweekly and be scheduled at the Speaker's and committee members' discretion. If required, the Speaker can convene an emergency Steering Committee.

2-4 § 4.03 The Senate will meet over summer and winter breaks if necessary; however, it will not meet during Spring Break. The General Assembly will vote on whether to hold meetings on the Wednesday before Thanksgiving during the first committee meeting in November. The Speaker will determine meeting

frequency and absence penalties for meetings over winter and summer breaks. Penalties will not exceed those of meetings during the spring or fall semester.

2-4 § 4.04 The first meeting of the Fall semester is the General Assembly Meeting, and the Spring semester is a Committee Meeting.

2-4 § 5.00 Section 5: Off-Schedule Meetings

2-4 § 5.01 The Speaker may call an off-schedule General Assembly Meeting, provided time-sensitive legislation must be addressed.

2-4 § 5.02 A Committee Chair may hold off-schedule meetings, provided a time-sensitive business must be addressed.

2-4 § 5.03 All off-schedule meetings must be announced at least two class days in advance of the meeting. The agenda for the meeting must also be posted at least two class days prior to the meeting. Only time-sensitive business may be addressed at off-schedule meetings.

Chapter 5: Support Staff

2-5 § 1.00 Section 1: Advisor

2-5 § 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.

Article III: The Legislative Branch

Chapter 1: Structure and Operations

3-1 § 1.00 Section 1: Structure

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

Senator.

- 3-1 § 1.02 The Senate is composed of the Steering Committee, the Finance Committee, the Academic and Campus Policy Committee (ACPC), and the Public Relations and Community Collaboration Committee (PECC).
- 3-1 § 1.03 The USG Advisor and the Speaker will have the sole ability to place Senators in Committees, with the exception of Committee Chairs who the Senate elects.
- 3-1 § 1.04 Senators who are paid to work for a Student Center are ineligible to sit on the Finance Committee.
- 3-1 § 1.05 Unless otherwise stated, Committees do not need to seek full Senate approval in carrying out actions inside the scope of their defined duties.

3-1 § 2.00 Section 2: Committee Definitions

- 3-1 § 2.01 Ad-hoc committees are temporary committees created in order to serve a specific purpose. Ad-hoc committees will be automatically disbanded after their duties have been fulfilled unless extended by a vote in the General Assembly Meeting. Any member of the USB is eligible to serve and vote on ad-hoc committees; however, they are not automatically members of the USG or any USG committees.
- 3-1 § 2.02 The Steering Committee, the Finance Committee, the Academic and Campus Policy Committee (ACPC), and the Public Relations and Community Collaboration Committee (PECC) all have the status of Standing Committees. Only Senators may serve on and vote in a standing committee.
- 3-1 § 2.03 All Senators will sit on only one standing committee, with the exception of the Vice-Speaker and the chairs of standing committees, who will also sit on the Steering Committee. Senators may sit on any number of ad-hoc committees.

3-1 § 3.00 Section 3: Election Procedure for Internal Senate Positions

3-1 § 3.01 Internal elections will appear on the General Assembly Meeting agenda as a Senate Act and Committee Meeting agenda as a Committee Act. The speaker of the USG is a non-voting member and only exercises to vote when there is a tie. The Vice-Speaker can debate and vote.

3-1 § 3.02 Senators may nominate themselves or any eligible Official. A second is not required. Senators may decline the nomination.

3-1 § 3.03 Nominated Senators will be allowed to speak on their behalf prior to the vote. Other Senators may voice their opinions prior to the vote or ask questions of a nominated Official. Each Senator will be recognized only twice during this process.

3-1 § 3.04 The vote will be conducted via closed ballot. Only nominated Senators are eligible to receive votes. The ballot must have the names of the voting members for record-keeping purposes.

3-1 § 3.05 A Senator must receive a majority of votes cast to be elected to the position. If no Senator receives a majority of the vote, then the Senator with the fewest votes will be removed from the ballot, and a second round of voting will occur. If there is a tie for the fewest votes, then the third vote will be a plurality vote.

3-1 § 4.00 Section 4: The Speaker

3-1 § 4.01 The Speaker must serve a minimum of (10) constituent hours per academic week. At least five of these hours will be office hours and must be held in the USG office.

3-1 § 4.02 The Speaker is responsible for maintaining smooth operations of the Senate and its various committees. The Speaker will represent the Senate to administration when appropriate but may not speak on behalf of the Senate

as a legislative body without obtaining a resolution.

3-1 § 4.03 The Speaker will ensure that a complete list of ongoing and recurring projects is delivered to the incoming Speaker.

3-1 § 5.00 Section 5: The Vice-Speaker

3-1 § 5.01 The Vice-Speaker will perform at least (5) office hours per week. 3-1 § 5.02 The Vice-Speaker will vote on all Standing committees. The Vice-Speaker will primarily work with and respond to the Speaker and the projects they work on during committee meetings. It will be the duty of the Vice-Speaker to take General Assembly meeting minutes and submit them to the Judicial Branch.

3-1 § 6.00 Section 6: Committee Chairs

3-1 § 6.01 Committee Chairs must perform (10) constituent hours per academic week. At least five of these hours must be regularly held in the USG office.

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

3-1 § 6.03 Committee Chairs will issue the agenda of upcoming meetings at least 24 hours prior with all relevant documents attached.

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

3-1 § 6.05 The Chair is a non-voting member of their respective committees, except during tie-breaking.

3-1 § 7.00 Section 7: Committee Vice-Chairs

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

- a. Taking minutes during Committee Meetings.

- b. Provide the minutes to the Chair and to the Judicial Branch no later than two class days following the Committee Meeting.
- c. Run Committee Meetings in the absence of the Chair
- d. Attend Steering Committee meetings in the place of the Chair should the Chair be unable to attend.
- e. Committee Vice-Chairs must perform (5) constituent hours per academic week. At least two of these hours must be regularly held in the USG office.

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

Chapter 2: The Steering Committee

3-2 § 1.00 Section 1: Structure

3-2 § 1.01 The Steering Committee will consist of the Speaker, the Vice-Speaker, and the Chairs of any Standing Committees.

3-2 § 1.02 The Steering Committee is chaired by the Speaker. The Vice-Chair of the Steering Committee is the Vice-Speaker.

3-2 § 2.00 Section 2: Operations

3-2 § 2.01 If the legislation of the USG originates in the Steering Committee and it receives no more than one vote in favor, that legislation will not appear on the General Assembly Agenda.

3-2 § 2.02 The Steering Committee can coordinate the actions of the different committees in the Senate.

3-2 § 2.03 The President, Vice President, Chief Justice, and the USG Advisor may attend meetings of the Steering Committee if they so desire, even in closed

session, but are not members of the Steering Committee.

- 3-2 § 2.04 Steering Committee meetings are open meetings but can be closed at the discretion of the Speaker. The Speaker may let additional people sit in on closed meetings at their discretion.

Chapter 3: The Finance Committee

3-3 § 1.00 Section 1: Structure

- 3-3 § 1.01 The Finance Committee will have no fewer than five officials.
- 3-3 § 1.02 The Committee will include the following leadership positions:
- a. Committee Chair nominated and appointed via Senate vote.
 - b. Vice Chair nominated and appointed via Committee vote.
- 3-3 § 1.03 The Finance Committee oversees Registered Student Organizations (RSOs) and Student Centers, including space allotments and organization budgets.
- 3-3 § 1.04 Quorum will consist of 4 members, 3 of which must be voting members.

3-3 § 2.00 Section 2: Member Responsibilities

- 3-3 § 2.01 Committee members are responsible for the following:
- a. Remain cognizant of the general state of the Student Activities Trust Fund (SATF).
 - b. Manage the dispensation of money within the SATF.
 - c. Remain abreast of all General Contingency Funding requests and proposals.
 - d. Provide general oversight over spending of those line items maintained in the SATF Annual Budget, including payroll, SAEC, and discretionary expenditures.

- e. Be informed about the general state of RSOs and Centers.
- f. Meet with their assigned RSOs or Centers when needed and be aware of the organization's specific budgetary, event, and membership status.

3-3 § 3.00 Section 3: Operations

- 3-3 § 3.01 The Finance Committee will receive an annual budget for the purpose of funding RSO and Center budgets and small events.
- 3-3 § 3.02 Each RSO and Center will have a Finance Committee official assigned to it. This Official will meet with the RSO E-board at least once a semester. This Official will also meet with the president or treasurer of that RSO once per semester. The list of Finance Committee members assigned to RSO or Center will be posted with contact information in the Senate Office.
- 3-3 § 3.03 The Finance Committee may hear financial requests that do not conform to the guidelines of these by-laws at the discretion of the Chair of the Finance Committee. Requests must be submitted no later than four class days before the Finance Committee meeting in which the proposal will be introduced. Requests that are introduced via this section must be passed as an Act of the USG.
- 3-3 § 3.04 The Finance Committee, in carrying out its duties, may request financial information from the University administration. Such information includes contracts, budgets, or other detailed financial records from any department, office, or other University enterprise within the University of Massachusetts.
- 3-3 § 3.05 The Finance Committee may, by committee action, disencumber any funds that remain unspent past the date the funds were scheduled to be spent.
- 3-3 § 3.06 The Finance Committee will endeavor to reduce the carry forward to

the smallest fiscally responsible level. To carry out this duty, the Finance Committee Chair, in consultation with USG Advisor, will be allowed to disencumber unspent funds in any line item starting three weeks prior to the end of the University Fiscal Year. This power may be delegated to Student Activities staff.

3-3 § 3.07 The Finance Committee will create a “Fiscal Responsibility Act” in the Spring Semester. The purpose of the Act will be to spend unspent or unallocated funds on physical improvements, assets that will benefit the USB, or giving SAEC part of their next budget early. The “Fiscal Responsibility Act” must be an Act of the USG.

3-3 § 3.08 The “Fiscal Responsibility Act” will be passed as a single Act but may be written so that spending happens in phases depending on available funds.

3-3 § 4.00 Section 4: Traveling and Event Funding Requests

3-3 § 4.01 Funding requirements contained within this section are relevant to all acts of the USG, regardless of committee or branch.

3-3 § 4.02 Only Undergraduate Student Body members (USB) members may request funding for travel and events. Non-USB members directly affiliated with the University (i.e., faculty, staff, graduate students, etc.) may submit a request through a USB sponsor only if the event primarily benefits the USB.

3-3 § 4.03 Members of Registered Student Organizations must request funding through the Finance Committee for all events within the Greater Boston Area (considered accessible by the MBTA). This includes off-campus events. In exceptional or urgent situations, the BFC may consider RSO funding.

3-3 § 4.04 Funding requests may be approved pursuant to the following

guidelines:

- a. Funding requests for events may be reviewed and approved via Committee vote. Of note, this ruling only applies to funding requests and not discretionary expenses, which may be spent pursuant to those by-laws governing Discretionary Account Policy.
- b. Funding requests affecting more than one budget line shall require approval of the General Assembly. Transfer of general funds to a discretionary account and any funding to other University Departments will require approval from the General Assembly in the form of a Senate vote.
- c. Funding requests involving travel outside of the Greater Boston Area requires General Assembly approval, regardless of committee, branch, and/or funding source (to include discretionary spending).
- d. All student travel and events happening in the Greater Boston Area may be funded to 100%, at their discretion, up to \$250.00 per semester, per student.
- e. Approval of all funding requests requires a majority vote of the committee.

3-3 § 4.05 All student travel may be funded for one of the following amounts:

- a. No more than \$250.00 per semester per student.
- b. Transportation costs may be funded up to 50% or up to \$100.00 per request
- c. Lodging costs may be funded up to 50%.
- d. Registration costs may be funded up to 100%.
- e. Advisor costs will not be funded.

- 3-3 § 4.06 Food may only be funded per the following guidelines:
- a. On-Campus: No more than \$1,000.00 per event and no more than \$20.00 per student, per University Policy.
 - b. Off-Campus: None
 - c. RSOs and students catering to on-campus events must utilize University dining services.
 - d. Food costs will be funded for Undergraduate Students only. Those events open to faculty, staff, and the public, and at which catering was provided must charge a fee for entry equal to the cost per meal. This need only be charged to non-undergraduate students only. All revenue gained from such events will then be remitted to the USG.
 - e. Waivers to food/catering policies may be granted by Sodexo Food Services, the Director of Student Multicultural Affairs, or the Student Activities Director.
- 3-3 § 4.07 All funding requests from non-registered student organizations shall be submitted via the online “On/Off-Campus Request” form found at UMBeInvolved.
- 3-3 § 4.08 All funding requests from registered student organizations shall be submitted via the online “RSO Funding Request” form found at UMBeInvolved.
- 3-3 § 4.09 Committee deliberation and debate regarding funding matters is public, but the vote shall remain confidential. Students requesting money will have the opportunity to present their request, and members of the public are welcomed during such presentations. Once said presentations are over and the discussion has ended, all non-committee members may be asked to leave the room and allow the Committee to vote on the proposal.
- 3-3 § 4.10 Requests must be submitted no later than four semester weeks before the

Finance Committee meeting in which the proposal will be introduced. The Finance Committee chair may waive this requirement for extenuating circumstances. If a sponsor fails to submit within the allotted time frame more than once within an academic year, the Finance Committee may vote to rescind their request privileges.

3-3 § 5.00 Section 5: Asset Requests

3-3 § 5.01 The Finance Committee governs all asset purchases utilizing SATF funds.

3-3 § 5.02 Assets purchased for an RSO or Center will be the responsibility of that organization.

3-3 § 6.00 Section 6: The Fiscal Budget

3-3 § 6.01 The Committee shall present a primary and contingent budget for the following year to the Senate for consideration and approval no later than the last General Assembly of the Spring semester.

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

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

3-3 § 6.04 The Finance Committee will receive no less than 25% of the Operating Budget to support RSO and Student Centers. Except during times of extreme financial hardship, in which case, a 2/3 vote of the Senate and Presidential ratification may override this requirement. In such cases, program and club funding shall take priority over payroll to the extent

possible.

- 3-3 § 6.05 The Student Activities and Events Council will receive not less than 15% of the Operating Budget. Except during times of extreme financial hardship, in which case a 2/3 vote of the Senate and Presidential ratification may override this requirement. In such cases, program and club funding shall take priority over payroll to the extent possible.
- 3-3 § 6.06 Budget approval requires a 2/3 majority vote of the General Assembly. Once approved, the Budget will be forwarded to the President for review and approval. The President may not amend the Budget as passed by the Senate. The President shall have two working days from the date of receipt in which to ratify or veto the budget.
- 3-3 § 6.07 If the President vetoes the Budget, it shall be returned to the Senate for override consideration before the end of the next Senate General Assembly following the veto. If overridden, the budget shall be forwarded to the University as is. If the override fails, the budget shall be returned to the Finance Committee for restudy, rewrite, and resubmission. An override vote requires a 2/3 majority vote of the Senate General Assembly.
- 3-3 § 6.08 If the USG fails to pass an annual budget before the end of classes (defined as the last day of final examinations), the Assistant Dean of Students shall present an annual SATF budget, on behalf of the USG and, in consultation with the Speaker and President, to the Vice Chancellor of Student Affairs for approval and submission.
- 3-3 § 6.09 The Budget, upon approval by the USG, will be sent to the appropriate University staff for final approval. Any disbursements from the SATF will be in accordance with University financial and operational policies and established campus procedures.
- 3-3 § 7.00 Section 7: RSO and Center Oversight**

- 3-3 § 7.01 The Finance Committee may freeze the funds of any RSO or Center if it believes the funds are being mismanaged. Freezing funds will require the approval of the Chair of the Finance Committee or a Committee Act.
- 3-3 § 7.02 If the Committee freezes the funds of an RSO or Center, the item will appear on the agenda of the next committee meeting. The organization in question will be allowed to defend its actions. If the Committee votes that the organization was in violation of the USG Constitution, Bylaws, or one or more Acts of the USG, the organization will be told how to rectify the situation. Once the violation is rectified, the Chair of the Finance Committee will restore the organization's access to funds. If the Committee finds the organization was not in violation, then access to its funds will be restored immediately.
- 3-3 § 7.03 The Finance Committee members will have access to spaces of organizations that it oversees within 24 hours of notifying the organization. If Campus is closed, then the Committee will have access when Campus reopens.
- 3-3 § 8.00 Section 8: Space Allocations**
- 3-3 § 8.01 The Finance Committee is responsible for allocating and using RSO and Center space and storage. The space Finance Committee is responsible for is defined in the Appendix.
- 3-3 § 8.02 Centers will be given priority when assigning space. Priority will not be sufficient to remove an RSO from the assigned space; it only ensures the Center is at the top of the waiting list with respect to new space. Storage lockers are not guaranteed and are given out by Student Activities on a first-come, first-served basis by activation and application. If there is no space available, RSOs will be placed on a waiting list until space is available.
- 3-3 § 8.03 Lockers are available from the first day of classes until May 30. All RSOs

must vacate their storage locker for cleaning at the end of the academic year. Student Activities will make storage available for a limited number of storage locker items over the summer. RSOs will need to reapply for a locker by the beginning of the academic year.

- 3-3 § 8.04 Student Activities may take storage space from an RSO or Center if that space is underused, unused, or misused.
- 3-3 § 8.05 Student Activities may not solely take space from one organization to make room for a second organization.
- 3-3 § 8.06 SEOC will allocate space for the Student Trustee and USG. 3-3 § 8.07 The President or Coordinator of all Centers and RSOs will sign a space contract at the start of every semester.
- 3-3 § 8.08 Any stored items left by RSOs that do not receive storage space the following academic year are subject to being discarded.

Chapter 4: Academic and Campus Policy Committee

3-4 § 1.00 Section 1: Structure

- 3-4 § 1.01 The Academic and Campus Policy Committee (ACPC) is the student relations branch of the USG. The scope of ACPC will include, but not be limited to, the following:
- 3-4 § 1.02 The Academic and Campus Policy committee shall be given the charge to focus on the betterment of campus life through the continued collaboration between the Undergraduate Student Government (USG), on-campus departments, and services. Services shall include, and are not limited to:
- a. Elevator services
 - b. Dining services
 - c. Transportation services

- d. Accessibility services
- e. University of Massachusetts Boston, Police Department

3-4 § 1.03 They additionally shall address any concerns that relate to University Policies, which include, but are not limited to:

- a. Student Handbook
- b. Parking Policy
- c. Smoking Policy
- d. University Attendance and Academic Policy

3-4 § 1.04 This committee shall be composed of no less than five (5) senators, which includes the chair of the committee.

3-4 § 1.05 The Committee chair shall be nominated and appointed through the Senate by a majority vote.

3-4 § 1.06 The committee Vice Chair shall be nominated and appointed through the committee by a majority vote.

3-4 § 1.07 Quorum shall be defined as; four (4) members, three (3) of which must be able to partake in voting.

3-4 § 2.00 Section 2: Officials of ACPC

3-4 § 2.01 Senators of ACPC will have the following responsibilities:

- a. Senators shall promote the academic interest of the Undergraduate Student Body(USB) through legislation and advocacy.
- b. Senators shall address issues brought to the Senate pertaining to the internal functioning of the University of Massachusetts at Boston, provided that issues that fall under the jurisdiction of another Senate Committee or Branch are excluded.
- c. Senators shall promote and advocate for concerns regarding University Policies.

- d. Senators shall promote and advocate for the following subject matters but shall not be limited to the following: Food, Equity, Accountability, Sustainability, Transportation

3-4 § 2.02 Senators shall offer recommendations on any University Policies and work to have these changes implemented as defined in 3-4 § 1.02 and 3-4 § 1.03.

Chapter 5: Public Engagement and Community Collaboration Committee

3-5 § 1.00 Section 1: Structure

3-5 § 1.01 The Public Engagement and Community Collaboration Committee (PECC) is the student relations branch of the USG. The scope of PECC will include, but not be limited to, the following:

3-5 § 1.02 The Public Relations and Community Collaboration Committee (PECC) shall be the committee responsible for community development between the Undergraduate Student Government (USG) and the Undergraduate Student Body (USB) through means of social media and outreach events. This committee shall be given responsibility for the following:

- a. Improving campus outreach and highlighting events that are occurring throughout the Campus via social media, email, or UMBeInvolved.
- b. Encouraging committee members and members of the USB to attend events hosted on campus.
- c. Maintaining an organized method for students to present complaints, compliments, or feedback about Residential Life.
- d. Working to develop and promote on-campus resources and

services to ensure student health, wellness, and safety.

- 3-5 § 1.03 This committee shall be composed of no less than five (5) senators, including the chair of the committee.
- 3-5 § 1.04 The Committee chair shall be nominated and appointed through the Senate by a majority vote.
- 3-5 § 1.05 The committee Vice Chair shall be nominated and appointed through the committee by a majority vote.
- 3-5 § 1.06 Quorum shall be defined as; four (4) members, three (3) of which must be able to partake in voting.
- 3-5 § 2.00 Section 2: Officials of PECC**
- 3-5 § 2.01 Senators of PECC will have the following responsibilities:
- a. Build community relations through social media and USB outreach.
 - b. Maintain the online and physical presence of the USG in campus community life on a regular basis.
 - c. Plan collaborative events with clubs and organizations on-campus.
 - d. Bolster the relationship between the USG and the USB.
 - e. Keep the USB informed on legislation and initiatives the USG is workin on.
- 3-5 § 2.02 Each month, PECC will publish a newsletter detailing any Legislation passed, important happenings, important upcoming events dealing with the USG, how to contact the USG, or any other information deemed important to the Undergraduate Student Body by the USG.

Article IV: Student Organizations

Chapter 1: Registered Student Organizations

4-1 § 1.00 Section 1: Definition of a Registered Student Organization

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

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

- a. Eligible to receive a budget from the Finance Committee
- b. Eligible to receive an office space allotment.
- c. May request extra money for events after approval from the Finance Committee
- d. Members may access the RSO's space during all normal hours of the Campus Center.
- e. RSOs may purchase one item (such as T-Shirts) for each USB member of their membership per semester at a 65% subsidy, and each member must pay the remainder. The subsidy percentage is subject to change according to the funding matrix decided by the Finance Committee every academic year.

4-1 § 1.03 RSOs have the following requirements:

- a. An elected President and Treasurer
- b. A constitution approved by the Finance Committee
- c. Maintain at least 15 undergraduate members.
- d. Have a signed Anti-Hazing form on file to be acknowledged and signed by all officers of the organization

4-1 § 1.04 No RSO will be given access to their budget unless both the President and Treasurer have completed online club training provided by Student

Activities.

4-1 § 1.05 Members of the USB are only allowed to serve as the President or Treasurer of a single RSO.

4-1 § 2.00 Section 2: Registered Student Organization Creation

4-1 § 2.01 Parties interested in creating an RSO must gather and submit a mission statement and a list of fifteen interested members of the Undergraduate Student Body to the Finance Committee.

4-1 § 2.02 Once the Finance Committee has received initial documentation from the prospective RSO and is approved, the Finance Committee will assign a committee official to assist the RSO.

4-1 § 2.03 All RSOs must submit the following documents to Finance Committee prior to final approval for creation: Signed anti-hazing forms by all officers 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, it must also provide proof that they are recognized by the chartering organization.

4-1 § 2.04 The Finance Committee will vote on approving the prospective RSO at the committee meeting following the submission of all required documents.

4-1 § 2.05 New RSO applications may be submitted at any time, but RSO applications will only be reviewed during the first three weeks of each semester. Any applications submitted after the first three weeks of a semester will be held for review until the following semester.

Chapter 2: Student Centers

4-2 § 1.00 Section 1: Student Center Structure and Benefits

4-2 § 1.01 A Student Center is a highly active student organization that has

been consistently active for a number of years.

4-2 § 1.02 Student Center Benefits:

- a. Space in the Student Center
- b. A semester budget from the Finance Committee
- c. A Center Coordinator will be paid based on the allocation of funds by the Finance Committee, and working hours will be decided at the discretion of the director of Student Multicultural Affairs.

4-2 § 1.03 Student Center Requirements:

- a. A Charter approved by the Finance Committee

4-2 § 2.00 Section 2: Coordinator Policy

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

4-2 § 2.02 Coordinators of Centers will be paid based on the allocation of funds by the Finance Committee, and working hours will be decided at the discretion of the director of Student Multicultural Affairs.

4-2 § 2.03 Granting extended working hours requires an Act of the USG, originating in the Finance Committee. The extension is contingent on the availability of funds and may be delayed until the next fiscal year.

4-2 § 2.04 Center Coordinators are not allowed to serve as the president or treasurer of any other RSO.

4-2 § 3.00 Section 3: Hiring Policy for Coordinators

4-2 § 3.01 The Office of Student Multicultural Affairs will be responsible for convening and facilitating all hiring interviews of Coordinators.

4-2 § 3.02 The hiring board for each Center Coordinator will consist of a full-time staff person from the Office of Student Multicultural Affairs and, if

available, the outgoing Center Coordinator.

4-2 § 3.03 All applications for a coordinator position must submit a letter of intent and plans for the center and a resume of prior experience no later than April 30th each year.

4-2 § 3.04 If there are no applicants for a Center after the deadline in 4-2 § 3.03, a search will be implemented by the hiring board. This will be done on a Center by Center basis; if some centers have applicants, the hiring process will proceed with those Centers.

4-2 § 3.05 The hiring board will not discuss its deliberations or allow itself to be influenced by outside parties. Only hiring board members are permitted to be present during the interviews.

4-2 § 3.06 If a Coordinator is applying to be rehired, the hiring board may interview members of the center as to the effectiveness of the applicant.

4-2 § 4.00 Section 4: Advisors of Centers

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

4-2 § 5.00 Section 5: Student Center Creation

4-2 § 5.01 A prospective Student Center must first be an established RSO for at least three semesters before becoming a Student Center.

4-2 § 5.02 The following must be submitted to the Finance Committee by the

RSO wishing to become Center no later than March 1 of the academic year:

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

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

4-2 § 5.04 The Finance Committee will vote on whether to accept the RSO as a provisional Center, which requires an Act of the USG. Provisional Centers have the same rights and responsibilities as full Centers.

Chapter 3: Organization Budgets and Events

4-3 § 1.00 Section 1: RSO and Center Budgets

4-3 § 1.01 The Finance Committee will not spend more than 60% of its allocated budget in one semester.

4-3 § 1.02 Registered Student Organization (RSO) and Center budgets are to be used only for assets, promotional materials, office supplies, or to further the purpose of the organization.

4-3 § 1.03 Only the President or Treasurer of an RSO, whose contact information is on file with both the Finance Committee and Student Activities, may authorize spending from that RSO's account. Only the Coordinator of a Center may authorize spending from that Center's account.

4-3 § 1.04 Budgets submitted by RSOs and Centers will use the budget form provided by The Finance Committee. The form will require that budgets

are broken down by line item and will be as detailed as possible. Budgets not submitted in the proper format may be rejected at the discretion of the Finance Committee Chair.

Article V: The Executive Branch

5-0 § 1.00 Section 1: Structure

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

5-0 § 1.02 Cabinet Officials, non-voting USG officials, will be appointed by the President and confirmed by the Senate.

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

5-0 § 2.00 Section 2: The President

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

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

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

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

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

5-0 § 3.00 Section 3: The Vice President

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

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

5-0 § 4.00 Section 4: The Executive Cabinet

5-0 § 4.01 The President will appoint members of the USB to be Cabinet Officials and will act as the USG representative to the various councils, committees, and meetings on campus or to help with the operation of the Executive Branch. The Executive Cabinet is composed of these appointees, which are non-voting representatives of the USG.

5-0 § 4.02 Duties of Executive Cabinet Officials:

- a. Officials in the Executive Cabinet must submit reports to the President concerning the committee they are placed on or tasks they are asked to perform.
- b. Officials must attend meetings of any committees they are appointed to and take minutes of said meetings.
- c. Cabinet officials must attend the General Assembly Meetings and present their reports on the projects they are working on.

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

5-0 § 5.00 Section 5: Appointing Cabinet Officials

- 5-0 § 5.01 The President will meet with the prospective Official and have them sign a statement of interest giving permission to the Office of Student Activities and Leadership to check their academic and disciplinary record.
- 5-0 § 5.02 The President will forward the name of the prospective Official to the Office of Student Activities for vetting to confirm that they meet the requirements for Officials of the USG.
- 5-0 § 5.03 A confirmation hearing shall be held at the next General Assembly, where the prospective Official must receive a majority vote from the Senate.
- 5-0 § 5.04 If the prospective Official meets the requirements listed in Article II, the President will forward the name and email of the appointee to the Speaker. Once this is done, the prospective Official becomes an Official of the USG, as a member of the Executive Branch, for the duration of their term or the termination of the council or committee they are placed on.
- 5-0 § 5.05 The duration of a Cabinet Official's term will conclude at the end of the academic year or if the president and Vice-President both leave office before the end of the academic year.
- 5-0 § 6.00 Section 6: Nominating Justices**
- 5-0 § 6.01 The President will nominate Justices to vacant positions in the Judicial Branch. Nominated Justices will sign a form allowing the Office of Student Activities to check that they have the minimum qualifications for office.
- 5-0 § 6.02 The Senate will vote on to confirm the nominated Justice at the first General Assembly following the nomination. This confirmation will appear on the General Assembly agenda and will require a two-thirds

vote for confirmation. The President will introduce the nominated Justice, after which the Senate may ask the nominated Justice questions relevant to their qualifications for office.

Article VI: The Judicial Branch

6-0 § 1.00 Section 1: Structure

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

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

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

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

6-0 § 2.00 Section 2: Officials of the Judicial Branch

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

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

6-0 § 2.02 The Associate Justice will have the following responsibilities: a. Take minutes during meetings of the Judiciary.

- a. Preside over meetings of the Judiciary in the absence of the Chief Justice.
- b. Perform at least three (3) office hours per week.

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

- a. Know and uphold the Constitution and Bylaws
- b. Perform at least two (2) office hours per week.

6-0 § 3.00 Section 3: Operations

6-0 § 3.01 The Judicial Branch will have regular meetings scheduled at the Chief Justice's discretion.

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

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

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

6-0 § 4.00 Section 4: Reviewing Acts and Resolutions

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

6-0 § 4.02 When legislation is under review, the Chief Justice will assign one Justice to argue in favor of overturning the legislation and one Justice to act in defense of the legislation. The Chief Justice may assign themselves to argue for or against the legislation. The Speaker may assign a Senator to argue in defense

of the legislation in the place of a Justice if they so desire.

6-0 § 4.03 The Chief Justice will assign one Justice to examine the arguments and decide the outcome of the review. The Chief Justice may assign themselves to act as Judge. The Judge may take up to three class days to issue an opinion, which will detail on what grounds he upheld or struck down the legislation. The opinion must include what specific actions the Judge requires to be completed.

6-0 § 5.00 Section 5: Reviewing Policy and Procedure

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

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

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

6-0 § 6.00 Section 6: Elections Disputes

6-0 § 6.01 The Judicial Branch will follow the procedure outlined in Section 6-0 § 5.00 and 6-0 § 4.00 when reviewing elections disputes, with the following exceptions:

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

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

6-0 § 7.00 Section 7: Appeals

6-0 § 7.01 Both the winning and losing parties will be allowed to request an appeal. Appeals must be based on: A flaw in the Judicial opinion, a claim that the prosecution was inadequate, a claim that the defense was inadequate, or that new evidence has come to light. The most senior Justice, who was not involved with the initial review, will decide whether to grant an appeal. The Vice-President will decide whether to grant a review if every Justice was involved in the review.

6-0 § 7.02 During an appeal, the Judge from the review will act in defense of the review. The person appealing the decision will act in favor of the appeal. The Chief Justice will assign three Justices to act as Judges for the review. The Chief Justice may choose themselves as one of the Judges. If there are an insufficient number of available impartial Justices, the Speaker may choose Senators to fill the vacancies.

6-0 § 7.03 The Judges may take up to three class days to issue an opinion, which will

detail on what grounds they upheld or dismissed the appeal. The opinion must include what specific actions the Judges require to be completed.

Article VII: Programming Bodies

7-0 § 1.00 Section 1: The Student Arts and Events Council

- 7-0 § 1.01 The Student Arts and Events Council (SAEC) will be funded by the USG.
- 7-0 § 1.02 SAEC is responsible for campus-wide events and providing discount admission to various venues and establishments.
- 7-0 § 1.03 SAEC will receive not less than 15% of the Total Budget for its general operating budget, not including staffing costs.
- 7-0 § 1.04 SAEC will hire three coordinators from the Undergraduate Student Body. The coordinators will be funded up to 20 hours per week for 40 weeks, with one being work-study required. The advisor sets the exact hours worked to SAEC. The coordinators will be hired for a period of one academic year. Hiring preference will be given to returning coordinators.
- 7-0 § 1.05 The coordinators will have the final say on the programming run by SAEC. The advisor may overrule a programming decision on financial grounds only. The advisor will not be able to run programming over the objection of the coordinators.
- 7-0 § 1.06 SEAC will have no fewer than two co-coordinators; an additional coordinator will be hired if SAEC's budget, divided by the number of coordinators, is greater than \$225,000.

Article VIII: Elections

8-0 § 1.00 Section 1: Structure and Timeline

- 8-0 § 1.01 The Election's Committee will run elections. The Senate will create the Elections Committee at the first General Assembly of the Spring semester. 8-0 § 1.02 Elections for the Undergraduate Student Government and the Student Trustee will officially be announced no later than the end of the second week of February. Voting must end no later than the last week of April.
- 8-0 § 1.03 Nominations will be accepted until Friday before the Spring break. Campaigning will be allowed once all the candidates are vetted for academic and disciplinary requirements until the end of the election.
- 8-0 § 1.04 The standard campaign kit will be made available the class day before the campaign period begins.
- 8-0 § 1.05 The voting period will last four (4) class days.
- 8-0 § 1.06 Tabulations will take place following the election period. Tabulations must be completed no later than four class days after the voting period ends.
- 8-0 § 1.07 The names of newly elected officials will be posted on the Mass Media website no later than two class days after tabulation is complete.
- 8-0 § 1.08 The Undergraduate Student Government will allocate sufficient funds to cover the election process expenses.
- 8-0 § 1.09 Any dispute concerning the election must be submitted in writing to the Judicial Branch within 48 hours of becoming aware of any alleged infraction. The Judicial Branch may delay any phase of elections if doing so is required to resolve a dispute.

8-0 § 2.00 Section 2: Announcements

8-0 § 2.01 Announcements will not take a formal stance on any candidates or issues and are required to maintain neutrality.

8-0 § 2.02 Announcements will be made on social media platforms and in the general posting. The announcements will include the following information:

- a. How to apply to be a candidate
- b. Brief description of the positions available
- c. Deadline for submitting nomination forms

8-0 § 3.00 Section 3: Candidates

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

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

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

8-0 § 4.00 Section 4: Campaigning

8-0 § 4.01 Campaigning is the advancement of oneself or another person for office.

The promotion for or against a referendum question is also campaigning.

- 8-0 § 4.02 Members of the USB may begin campaigning after the Elections Committee makes available a standard campaign kit; all candidates and prospective candidates are required not to use any means other than speaking in person.
- 8-0 § 4.03 Prior to the start of voting, there will be at least one forum for all Senate candidates, at least one debate between Presidential candidates, and at least one forum for all Trustee candidates. If the candidates are running unopposed, there must be at least one town hall forum before the voting period starts.
- 8-0 § 4.04 Candidates for the USG must refrain from making ad hominem attacks against other candidates, members of the USG, or the USG itself.
- 8-0 § 4.05 The Elections Committee will work with the campus newspaper in order to put out an elections edition, whose focus will be the candidates and the issues of the election.
- 8-0 § 4.06 The Elections Committee will make a standard campaign kit available to each candidate. Candidates are not allowed to use funding or supplies not provided in the kit. The kit may include non-tangible items, such as permission to use web services. If candidates are allowed to spend personal money purchasing items, they must submit a receipt for each item purchased within two class days of the purchase. Candidates are allowed to petition the Elections Committee for expansions to the campaign kit; however, any expansions granted must be made available to all candidates running for the same office. The contents of the campaign kit must be the same for all candidates for a particular office, but different offices may have different campaign kits made available.
- 8-0 § 4.07 If a candidate is running for more than one office, the Elections Committee

will determine which campaign kit the candidate will use.

8-0 § 5.00 Section 5: Voting

8-0 § 5.01 Candidates for election, or anyone working on a campaign in the elections, will not assist members of the USB in voting.

8-0 § 5.02 Only currently enrolled undergraduate students who are matriculated in a degree program are eligible to vote.

8-0 § 5.03 Electronic ballots are anonymous.

8-0 § 5.04 Write-in candidacies are not permitted.

8-0 § 5.05 USB members are eligible to vote for all candidates, regardless of college.

8-0 § 6.00 Section 6: Results

8-0 § 6.01 Tabulation of ballots will be done online and will be completed by the Elections Committee.

8-0 § 6.02 All Candidates and members of the USB will be provided the results of the tabulations by the Elections Committee via email and will be posted in the campus newspaper in the edition following the election.

8-0 § 6.03 The format for tabulations will be:

- a. Total number of votes
- b. Names of Candidates and number of votes each Candidate received.
- c. Referenda questions, the options on each question, and the number of votes on each option.

8-0 § 6.04 If a Candidate is elected to more than one position, they must choose which position to serve in. The runner-up in the other elections will then be declared the winner.

8-0 § 7.00 Section 7: Election of the Student Trustee

8-0 § 7.01 The election of the Student Trustee will follow the above-mentioned procedure where it applies except in cases where it conflicts with the Student and Trustee Election Policy of the Board of Trustees of the University of Massachusetts. Both graduate and undergraduate students are eligible to run for Student Trustee.

8-0 § 8.00 Section 8: Special Elections

8-0 § 8.01 A special election may be held to fill vacancies in elected office and will be held in the event:

- a. There are vacancies in both the Presidency and Vice-Presidency.
- b. More than 50% of Senate seats are vacant.
- c. The position of Student Trustee is vacant.

8-0 § 8.02 Special elections will follow the same procedure as listed above, with the exception of the timeline, which the Senate will set.

8-0 § 8.03 Senators serving via special election will serve until the next regular election of the Spring semester.

Article IX: Disciplinary Hearings

9-0 § 1.00 Section 1: Vote of No Confidence

9-0 § 1.01 A vote of no confidence is introduced when senate members recognize that an official(s) within the USG is failing to perform their duties, has violated the bylaws or constitution of the USG, neglected their key duties as an official, have used their position in a dysfunctional manner, or have performed actions that are harmful to the USG, the student body, or the university as a whole.

9-0 § 1.02 A vote of no confidence will be drafted as a resolution due to its non-binding

nature.

9-0 § 1.03 A vote of no confidence must pass through any committee of the USG with a simple majority before being introduced to the Senate. Before introducing a vote of no confidence, the official(s) in question must be given an opportunity to address the concerns raised in front of the Senate; this must be done at least seven days before the Senate is presented with the vote of no confidence.

9-0 § 1.04 The official(s) in question must be notified at least three days before addressing the concerns in front of the USG; notification shall include the drafted legislation.

9-0 § 1.05 If a vote of no confidence receives a 2/3 majority vote in the Senate, the official(s) in question will be asked to resign voluntarily. If the official(s) decides not to resign, the senate may seek other disciplinary actions.

9-0 § 2.00 Section 2: Charging an Official with an Offense

9-0 § 2.01 Officials may be charged with an offense by the USB via petition, by the Senate via a Senate Act, or by the President via executive authority.

9-0 § 2.02 USB Petitions will have a primary petitioner who must not be a member of the Undergraduate Student Government. Further, USB Petitions must include the signatures and UMS numbers of 100 full-time Undergraduate Students, the name of the Official being charged, and a list of offenses the official is accused of committing. The Petition must make clear what the students are signing. The Petitioner may not mislead students as to the nature of the Petition.

9-0 § 2.03 The Senate charges an official with an offense by a Senate Act. A Senate Act charging an official with an Offense will bring the Senate into executive session, requires a majority vote, and is a closed-ballot vote.

9-0 § 2.04 The President may charge an official by providing a list of Offenses and

the Official's name.

- 9-0 § 2.05 The offenses that an official is charged with must be specific; it should specify duties or bylaws violated or actions harmful to the USG, USB, or University at large. Further, the list of Offenses must be specific and detailed enough that the official being charged has the opportunity to prepare a proper defense.
- 9-0 § 2.06 After the USB, Senate or President has charged an official with an offense, the Chief Justice will determine if the process has been properly followed, including making sure that all submitted documents meet the established criteria for Disciplinary Hearings. This step must be completed no more than three class days after submitting the documents charging the Official. If the criteria have not been met or the process has not been properly followed, the Chief Justice will rule the documents null and void.
- 9-0 § 2.07 If the Chief Justice is being charged, the Associate Justice will perform the duties of the Chief Justice.
- 9-0 § 2.08 If the Chief Justice determines that the official has been properly charged according to the process and criteria established, the disciplinary hearing must occur within ten class days, which may be extended to fifteen class days upon request of the Official being charged with an offense. All documents and names of witnesses that will be called must be submitted to the Judicial Branch no later than five class days after the Chief Justice certifies that the Disciplinary Hearing will proceed.
- 9-0 § 2.09 Between the time the Chief Justice certifies the hearing will proceed and the decision is published, the official charged with an offense may not collect any compensation from the SATF, and the official will be stripped of all powers and responsibilities. If the official is cleared of wrongdoing, they are entitled to back pay.

9-0 § 3.00 Section 3: Structure of the Disciplinary Hearing

- 9-0 § 3.01 The Chief Justice will preside over the Disciplinary Hearing. The Associate Justice will preside over the Disciplinary Hearing if the Chief Justice is the Official being charged.
- 9-0 § 3.02 The Official charged with an offense has the right to present a defense. The Official has the right to assistance in presenting a defense. Assistance may take the form of any one member of the USB. Officials and Officers of the USG are eligible for selection, but members of the Judicial Branch are not.
- 9-0 § 3.03 The Prosecution will consist of an elected Officer. The Prosecution does not need to be in favor of convicting the Official; however, it is their duty to prosecute the case to the best of their ability. The choice of Prosecutor will fall to the Speaker. If the Speaker is the Official being charged with an offense, the choice will fall to the President.
- 9-0 § 3.04 To successfully convict an Official, the Prosecution must prove that the Official is guilty of one of the following offenses:
- a. Failure to perform duties as defined in the Constitution, Bylaws, or Acts of the USG.
 - b. Actions harmful to the USG, USB, or the University at large.
 - c. Theft or misappropriation of USG supplies or SATF funds.
 - d. Abusing the position held by the Official.
- 9-0 § 3.05 The only Offenses an Official can be convicted of committing in a given disciplinary hearing are those detailed on the initial list of offenses provided to the Judicial Branch.
- 9-0 § 3.06 Possible Punishments are as follows but not limited to
- a. Immediate removal from office.

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

9-0 § 4.00 Section 4: Order of the Disciplinary Hearing

9-0 § 4.01 The prosecution will first present its case and any witnesses. The defense will then present its case and any witnesses.

9-0 § 4.02 The defense and prosecution will not directly engage in conversation; all statements must be directed to members of the Judiciary.

9-0 § 4.04 Once both sides have presented their cases, the Judiciary will withdraw to closed deliberations. Deliberations may last up to five (5) class days. The Judiciary will deliberate on whether the Official is guilty of the offense and the punishment. The Judiciary will first vote on the guilt of the Official. This vote requires a simple majority of those present and voting. The Judiciary will next vote on the punishment. The punishment will require a simple majority of those present and voting.

9-0 § 4.05 The Judiciary will notify the Official when both votes have been successfully completed. Once this step is completed, the Judiciary will notify any other relevant parties. The results of the hearing will be available upon written request to the Judicial Branch via the Judicial Branch email.

9-0 § 4.06 If the Judiciary does not find the indicted Official guilty, the Official is immediately restored to full status. Officials will not be indicted for a specific incident more than once.

9-0 § 5.00 Section 5: Potential Bias

9-0 § 5.01 Members of the Judiciary who feel they are prejudiced to the outcome of the impeachment must recuse themselves.

9-0 § 5.02 If there are insufficient Justices to conduct a Disciplinary Hearing due to bias, the Steering Committee may appoint impartial Senators, Executive Officials, or USB members to fill vacant seats to create a quorum. Both the Prosecution and Defense must agree on the replacements.

9-0 § 5.03 Knowing and being acquaintances with an accused official is not sufficient reason for a Justice to disqualify themselves.

9-0 § 6.00 Section 6: Witnesses

9-0 § 6.01 Only witnesses with direct knowledge of events are allowed to testify at the hearing.

9-0 § 6.02 The defense and prosecution may object to witnesses called. The Chief Justice will rule if they are permissible.

9-0 § 6.03 Both the prosecution and the defense will be allowed to question all witnesses called.

Article X: The Student Trustee

10-0 § 1.00 Section 1: Duties of the Student Trustee

10-0 § 1.01 The following are the duties of the Student Trustee:

- a. Represent the Undergraduate Student Government (USG) to the Board of Trustees

- b. Attend meetings of the Board of Trustees. If the Student Trustee needs to be absent from a Board of Trustee meeting, they should seek an excuse from the President following the procedures in these Bylaws.
- c. They must attend General Assembly Meetings. At these meetings, the Student Trustee should provide a report of the actions and direction of the Board of Trustees. The Speaker may ask the Student Trustee to elaborate on specific points.
- d. The Student Trustee must perform at least five office hours per week.

10-0 § 2.00 Section 2: Funding

10-0 § 2.01 The Finance Committee may, if they deem necessary, provide the Student Trustee with a discretionary funding account from the SATF. Money from this account is to be used to fund travel expenses only.

10-0 § 3.00 Section 3: Disciplinary Action for the Student Trustee

10-0 § 3.01 Should the Student Trustee be deficient in their duties, act in ways harmful to the USB or USG, steal or misappropriate SATF money or assets, or otherwise abuse the position of Student Trustee, the Senate will pass a resolution asking the Board of Trustees to remove the Student Trustee. The resolution will be forwarded to the Board of Trustees, the Chancellor, the University President, and the Massachusetts Governor.

Article XI: Referenda

11-0 § 1.00 Section 1: Action Referenda

11-0 § 1.01 Action Referenda are the equivalent of Acts of the USG upon passage.

11-0 § 1.02 Action Referenda are voted on directly by the Undergraduate Student

Body, requiring a majority of votes to pass. Action Referenda do not require Senate or Presidential approval and may not be vetoed. All members of the USB may vote on Action Referenda.

- 11-0 § 1.03 Action referenda that directly affect students' cost of attendance will only be considered passed if, in addition to obtaining a simple majority of votes cast, the total number of ballots cast exceeds ten percent of the eligible voting population. If the total number of ballots cast is less than or equal to ten percent of the eligible voting population, the referendum must garner a 2/3 majority to be considered passed.
- 11-0 § 1.04 An Action Referendum must be submitted to the Director of Student Activities for vetting no later than ten class days prior to the start of voting. The Director of Student Activities or their designee will review the Action Referendum and then confer with the Judicial Branch. If the referendum is found compliant, it will appear on the ballot during the election. If it is non-compliant, the submitter may correct the Action Referendum so that it is not in conflict. Any corrections must be completed no later than ten class days prior to the election.
- 11-0 § 1.05 Action Referenda will require the signatures of 50 USB members, which must be submitted before the end of the nomination period and which will be validated by a member of the Office of Student Activities.

Article XII: The Appendix

12-0 § 1.00 Section 1: Structure

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

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

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

1. The Trip Request Form
2. The Event Request Form
3. The Locker Contract
4. The Locker Contract
5. The Oath of Office
6. The USG Proficiency Test
7. A listing of the space allocated to the USG
8. The official seal of the USG and each Branch thereof

12-0 § 2.00 Section 2: Adding, Removing, or Changing Items in the Appendix

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

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

Article XIII: Amendment and Review

13-0 § 1.00 Section 1: Processes of Amending the Bylaws

13-0 § 1.01 Bylaws must be reviewed every three years and amended if necessary.

13-0 § 1.02 All proposals to amend the Bylaws will be submitted to and reviewed by an ad hoc Bylaws Committee formed when an amendment is proposed. Any Bylaw amendment that the Bylaws Committee has not reviewed will be referred to the Senate. No Bylaw amendment will be amended once submitted to the Bylaws Committee.

13-0 § 1.03 The Bylaws Committee may either vote in favor of or against the amendment. If they vote in favor, the amendment will go to the next General Assembly Meeting for a vote. If they vote against the

amendment, it will go to the next General Assembly Meeting with “opposed” status. The Bylaws Committee Chair will present its recommendations at the following General Assembly Meeting. The Chief Justice and Associate Justice will chair the committee as the co-chairs of the committee.

- 13-0 § 1.04 Bylaw amendments require a two-thirds vote of the Senate in the General Assembly Meeting, the approval of the Vice Chancellor for Student Affairs, and the signature of the President, as described in Article 6 of the USG Constitution.
- 13-0 § 1.05 If an Official finds a typo or other error in the Bylaws, they may petition the Judicial Branch to review the error. If the Judicial Branch finds that correcting the error will not change the substance of the Bylaws, then the typo may be fixed and the Bylaws updated.
- 13-0 § 1.06 When creating a bylaw amendment in any of the Standing Committees or USG the “Z,” as described in 2-3 § 3.01 of the USG Bylaws, the legislation will be labeled as “B,” indicating that the legislation is a bylaw amendment. An example of a bylaw amendment will be as follows: The first bylaw amendment legislation of the USG in fall 2017, which is the first legislation originating from the Finance Committee, will be labeled as BSB-2017F-001 before passage, USG-B-2017F-001 after signing by the President and other appropriate officials.