

THE CONSTITUTION AND GENERAL BYLAWS  
OF THE  
STUDENT GOVERNMENT ASSOCIATION

THE UNIVERSITY OF MASSACHUSETTS AMHERST



Thirtieth Edition

**Constitution**

Approved by the University Undergraduate Senate March 30, 1994

Approved by the SGA membership April 26, 1994

Ratified by the University Board of Trustees

June 8, 1994 as Trustee Document T94-060

Revised by the University Board of Trustees June 21, 2022

**General Bylaws**

Approved by the University Undergraduate Senate March 30, 1994

Approved by the SGA membership April 26, 1994

Approved by the Vice Chancellor for Student Affairs June 10, 1994

Updated with University Undergraduate Senate Amendments May 19, 2024

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## Editorial and Compilation Information

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The thirtieth edition of THE CONSTITUTION AND GENERAL BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION was compiled by the Chair of the Committee on Administrative Affairs during the winter of 2023 and 2024, overseen by the Speaker of the University Undergraduate Senate, and approved by the University Undergraduate Senate by the first Senate meeting of the spring 2024 semester of the University of Massachusetts Amherst Student Government Association. The power of compiling the Constitution and General Bylaws of the SGA is vested in the Chair of the Committee on Administrative Affairs, per 2 S.G.B. 28 §3.1. The editing power of the Chair is limited to formatting, spelling, punctuation, and amending the Constitution and General Bylaws to reflect amendments passed by the University Undergraduate Senate, per 2 S.G.B. 28 §3.1(a).

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## Citing the Constitution or General Bylaws Recommended Method

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To cite the Constitution, the following format should be used:

1. “S.G.A. Const.” (abbreviation, *Student Government Association Constitution*), *space*
2. “art.” (abbreviation, *article*), *space*, Article Roman numeral, *comma*, *space*
3. Section number preceded by section symbol (§), *comma*, *space*
4. “subs.” (abbreviation, *Subsection*), *space*, subsection capital letter, *period*

**EXAMPLE:** S.G.A. Const. art. V, §4, subs. J.

To cite the General Bylaws, the following format should be used:

1. Title number, *space*
2. “S.G.B.” (abbreviation, *Student Government Association General Bylaws*), *space*
3. Chapter number, *space*
4. Section number preceded by the section symbol (§), *period*
5. Subsection number, *no space*
  - a. Subdivision letter placed in parentheses, *no space*
  - b. Paragraph lowercase Roman numerals placed in parentheses, *period*

**EXAMPLE:** 7 S.G.B. 8 §5.2(e)(ii).

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### *Complex Examples*

**EXAMPLE 1** (*note, semicolon; note, use of “arts.” when plural; note, abbreviation, “pmbL.”*)

Preamble, Articles II, Section 1, and III, Section 2, of the Constitution →

S.G.A. Const. pmbL., arts. II, §1; III, §2.

**EXAMPLE 2** (*note, comma*)

Article IX, Sections 3 and 5 of the Constitution →

S.G.A. Const. art. IX, §§3, 5.

**EXAMPLE 3** (*note, en dash*)

Title IV, Chapter 7, Section 1, Subsections 3 through 6 of the General Bylaws →

4 S.G.B. 7 §1.3-6.

**EXAMPLE 4** (*note, use of “§§” when referring to more than one section*)

Title VIII, Chapter 6, Sections 1, Subsection 2, 2, 3, Subsection 1 of the General Bylaws →

8 S.G.B. 6 §§1.2, 2, 3.1.

## PREFACE

Hello! Welcome to the University of Massachusetts Amherst Student Government Association Constitution and Bylaws. In these documents, you'll find the subsidiary structure that forms the Student Government Association. We serve as the representatives for the undergraduate students at UMass Amherst, and the documents inside give us "the right, the responsibility, and the privilege" to advocate for policies and our fellow students here at UMass. Use this opportunity to spread the resources available to students and lead the betterment of this University.

My name is Jacqualin Fallon, and I have the honor of serving as the Speaker of the Undergraduate Senate for the Student Government Association during the 2023-2024 academic year. The mission of the Office of the Speaker is to efficiently guide the Senate and the Student Government Association in tandem with student influence to improve and advance UMass.

As students at UMass Amherst, we all play a role in representing this University. The positions within the SGA provide a platform and we must use that privilege to uplift the voices of students. Serving in the SGA has shown me the power and influence students have on this campus and I urge you to utilize it. Practice determination, resilience, and 'Be Revolutionary.'

Being your Speaker grants me one of the greatest honors of working alongside student leaders seeking to make UMass a better community. I'm eager to see the growth and leadership skills you develop while serving in your role. If you encounter an issue, have questions, or are in need of support, please contact me. My job is to serve you and ensure you have a memorable experience at UMass. I'm always available by email at [sgaspeaker@umass.edu](mailto:sgaspeaker@umass.edu).

This document serves as a guide to our complex organization. If you are reading and have a question about the bylaws, or would like to consult us for further clarification, please do not hesitate to reach out. I look forward to working with you in the future!

Thank you, and GO UMASS!

Jacqualin Fallon  
Speaker of the University Undergraduate Senate

Compiled by:  
Michel Flanagan  
Chair of the Committee on Administrative Affairs

Student Government Association  
University of Massachusetts Amherst

“The University of Massachusetts at Amherst is not simply an institution of higher learning, it is our home. Be a leader, make a difference, take risks, and dare to be great. We here in the SGA do not stand on the sidelines. We have chosen, and have been chosen, to serve our fellow students. Let’s make a difference, together!”

**Sionan Barrett**

*Speaker of the University Undergraduate Senate (2013-2015)*

“You are a part of the Student Government Association to be a leader of your peers and to listen to the experiences and needs of your constituents. Do not forget about the importance of outreach and transparency. You have been elected for students by students - empower each other, unite with your peers, appreciate all perspectives and make a difference to better UMass.”

**Lauren Coakley**

*Speaker of the University Undergraduate Senate (2015-2017)*

“Remember that we are not here for ourselves, but we are here for the students we represent, and to make UMass the best experience for all our students.”

**Ryan Mahan**

*Speaker of the University Undergraduate Senate (2017-2019)*

“As students at UMass Amherst, we all play a role in representing this University. The positions within the SGA provide a platform and we must use that privilege to uplift the voices of students. Serving in the SGA has shown me the power and influence students have on this campus and I urge you to utilize it. Practice determination, resilience, and ‘Be Revolutionary.’”

**Jacqualin Fallon**

*Speaker of the University Undergraduate Senate (2023-2024)*

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**THE CONSTITUTION  
OF THE  
STUDENT GOVERNMENT  
ASSOCIATION**

## **PREAMBLE**

We, the undergraduate students of the University of Massachusetts Amherst, in order to establish a democratic system for undergraduate University governance, and in order to promote the general welfare of all University undergraduate students, do hereby ordain and establish this Constitution of the Student Government Association at the University of Massachusetts Amherst.

## **ARTICLE I**

### **Name**

**Section 1** The name of this organization shall be the Student Government Association of the University of Massachusetts Amherst, herein denoted SGA.

## **ARTICLE II**

### **Membership**

**Section 1** All undergraduate students of the University of Massachusetts Amherst, herein denoted the University, meeting the qualifications for SGA membership prescribed by the General Bylaws of the SGA, as approved by the Vice Chancellor of Student Affairs, shall be entitled to be members of the SGA, and shall have an equal voice and vote therein with that of their fellow members.

## **ARTICLE III**

### **Authority**

**Section 1** This Constitution shall supersede any other previously existing system of campus-wide governance for the University undergraduate population.

**Section 2** The SGA shall derive its authority from the undergraduate students of the University, in general election, and The Board of Trustees, as provided for in Chapter 75, of the General Laws of the Commonwealth of Massachusetts.

**Section 3** The SGA, as a governance body, shall be governed by the Board of Trustees' Statement on University Governance. [Trustee Document T73-098, as amended]

**Section 4** All Bylaws, Acts, procedures and all other actions of the SGA, shall be consistent with this Constitution and Trustee Document T73-098, as amended.

**ARTICLE IV**  
**Composition of the Government**

**Section 1** The SGA shall be composed of the Legislative, Executive, and Judicial branches of government. All elected and appointed officers of the SGA shall be members of the SGA, as defined by the General Bylaws of the SGA, and no SGA member shall hold elected or appointed office in more than one branch of the government, except as provided for by this Constitution or the General Bylaws of the SGA.

**Section 2** The University Student Trustee as defined by the General Laws of the Commonwealth of Massachusetts, shall be an ex-officio officer of the SGA.

**ARTICLE V**  
**The Legislative**

**Section 1** Charge - The legislative authority of the SGA, as defined in Article V, Section 4 of this Constitution, shall be vested in the University Undergraduate Senate, herein denoted the Senate, and other lesser legislative bodies recognized by this Constitution or the General Bylaws of the SGA.

**Section 2** Composition - The Senate membership shall be composed of representatives apportioned by the Senate to Electoral Districts, as defined by the General Bylaws of the SGA.

**Section 3** Election - Senators shall be elected in a manner prescribed by the General Bylaws of the SGA and shall serve for a term prescribed therein.

**Section 4** Powers - The Senate shall have the power to:

- A. Review and make recommendations regarding the Student Activities Fee. A recommended increase in the Student Activities Fee of over 7.5% shall require a two thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and an affirmative vote of the SGA membership through an Action Referendum.
- B. Determine and provide for its rules and procedures, elect its officers, and fix the time and place of its meetings, provided that there be a regular meeting with fixed time and place at least once every week of the University academic calendar.

- C. Require the attendance of its members by rule.
- D. Expel a member of the Senate. The act of Expulsion shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.
- E. Enact, amend or repeal the General Bylaws of the SGA, unless otherwise provided for by the General Bylaws of the SGA. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, and the approval of the Vice Chancellor of Student Affairs.
- F. Ratify SGA Elections within thirty (30) calendar days of the election. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.
- G. Initiate a referendum as defined by Article VIII of this Constitution. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.
- H. Decide tied General or Special Elections at its first meeting following the election. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.
- I. Recommend the Student Activities Trust Fund Budget Request. Such an Act shall require a majority vote of its membership in attendance at a scheduled meeting, and shall be reviewed by the Vice Chancellor of Student Affairs, the Campus Budget Officers, the Chancellor, and the University President, before submission to the Board of Trustees for approval.
- J. Recommend the Student Activities Trust Fund Operating Budget by enactment of the Annual SGA S-1 Budget Act. Such an Act shall require a majority vote of its membership in attendance at a scheduled meeting, and shall be submitted to the Vice Chancellor of Student Affairs for approval. Disbursements there from shall be in accordance with duly established University financial and operational policies and campus procedures.
- K. Override a presidential veto. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.

- L. Approve Executive Cabinet and Student Judiciary appointments. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.
- M. Require reports from the President, Vice President, Executive Cabinet, and Standing Committee Chairs on any matter relevant to the functioning of the SGA.
- N. Impeach an elected or appointed officer of the SGA. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.
- O. Provide for the succession to those elected offices of the SGA not otherwise provided for by this Constitution.
- P. Provide for the transition of the SGA to this Constitution.
- Q. Promote the general welfare and interests of the undergraduate student body by making recommendations on policies and procedures consistent with Trustee Document T73-098, as amended, provided that, when an action is intended as a formal recommendation from the SGA, as a governance body, it shall be submitted in accordance with the procedures prescribed in said document.

**Section 5** Prohibitions - The Senate shall not:

- A. Take an action abridging any of the powers delegated to it by this Constitution.
- B. Deny the rights and privileges of Senate membership to any duly elected or appointed Senator, except as provided for by this Constitution or the General Bylaws of the SGA.
- C. Recommend the appropriation of monies for a period of more than one (1) fiscal year.
- D. Recommend the increase or decrease in wage of an elected officer of the SGA, effective to the incumbent at the time of the increase or decrease.
- E. Infringe the secrecy of the ballot in SGA General Elections.
- F. Meet in "executive session", as defined by the General Laws of the Commonwealth of Massachusetts.

**Section 6**      Procedures:

- A. No bill, unless otherwise provided for by this Constitution or the General Bylaws of the SGA, shall become an Act of the SGA unless it shall have been introduced to the Senate, read and passed, by a majority vote of its membership in attendance at a scheduled meeting.
- B. No bill, unless otherwise provided for by this Constitution or the General Bylaws of the SGA, shall become an Act of the SGA without the signature of the SGA President, provided that withholding of their signature shall constitute veto, and that the President of the SGA shall notify the Speaker of the Senate within seven (7) calendar days of its passage, giving explicit reasons for the veto. The Speaker of the Senate shall expediently send each bill passed by the Senate to the President.
- C. If a bill shall not have been vetoed within seven (7) calendar days following its passage, it shall become an Act of the SGA.
- D. A vetoed bill may be enacted notwithstanding the veto of the SGA President, if it shall have been read in full a second time, and passed upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.
- E. The quorum for the conduct of business at a Senate meeting, or a meeting of a Senate Committee, shall be fifty percent (50%) of the total voting membership plus one (1), unless otherwise provided for by this Constitution or the General Bylaws of the SGA.

**Section 7**      The Speaker & Associate Speaker of the Senate

- A. The Senate shall provide for the election of, from its voting membership, a Speaker of the Senate, herein denoted the Speaker, who shall serve as the chief presiding officer of the Senate.
- B. The Senate shall provide for the election of, from its voting membership, an Associate Speaker of the Senate, herein denoted the Associate Speaker, who shall serve as the chief clerk and parliamentarian of the Senate.
- C. If a vacancy shall occur in the office of Speaker, the Associate Speaker shall become Speaker for the duration of the unfinished term.



## **ARTICLE VI**

### **The Executive**

**Section 1** Charge - The executive authority of the SGA shall be vested in an SGA President, herein denoted the President, and other lesser executive officers recognized by this Constitution or the General Bylaws of the SGA.

**Section 2** Election - The President and Vice President shall be popularly elected by a majority or plurality of the SGA membership voting, on or before March 25 of each calendar year and shall serve for a term of one (1) calendar year, here defined as June 1 to May 31, and said election shall be held in a manner prescribed by the General Bylaws of the SGA.

**Section 3** The President shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:

- A. "I do affirm to faithfully execute the office of SGA President and support the Constitution and General Bylaws of the Student Government Association."

**Section 4** Vacancies - If a vacancy shall occur in the office of President, the Vice President shall become President for the duration of the unfinished term. If the Vice President position is vacant simultaneously, the Speaker shall become President for the duration of the unfinished term.

**Section 5** Power - The President shall have the power to:

- A. Act as the chief executive of the SGA.
- B. Take care that all the provisions of this Constitution, the General Bylaws of the SGA, and Acts of the SGA are faithfully executed.
- C. Appoint, upon a majority vote of the Senate membership in attendance at a scheduled meeting, the Executive Cabinet.
- D. Appoint, upon the recommendation of the Coordinating Council, and upon a majority vote of the Senate membership in attendance at a scheduled meeting, the seven (7) Justices of the Student Judiciary.

- E. Appoint all lesser executive officers and external SGA committees as defined by the General Bylaws of the SGA.
- F. In a manner prescribed by the General Bylaws of the SGA, call the Senate into Session.
- G. Be an ex-officio member of the Senate, as defined by the General Bylaws of the SGA, and shall, in an address upon taking office, and at the first scheduled Senate meeting of a new Session, put forward their legislative agenda for consideration by the Senate.
- H. Veto any bill except Resolutions, the Annual SGA S-1 Budget Act, and Articles of Impeachment.
- I. Initiate a referendum as defined in Article VIII of this Constitution and the General Bylaws of the SGA.

## **ARTICLE VII**

### **The Judicial**

**Section 1** Charge - The judicial authority of the SGA shall be vested in a Student Judiciary.

**Section 2** Jurisdiction - The Student Judiciary shall have original jurisdiction over any controversy arising under this Constitution, the General Bylaws of the SGA, or any Act of the SGA.

**Section 3** Composition - The Student Judiciary shall be composed of seven Justices appointed and confirmed in a manner prescribed by Article VI, Section 5 Subsection D of this Constitution, and who shall serve from the date of their swearing-in until their date of graduation or if they choose to resign, their date of resignation.

**Section 4** Power - The Student Judiciary may hold, by declaratory judgment, any act by any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to be unconstitutional, or in violation of any Bylaw or Act of the SGA, and therefore, invalid, provided said action is not a governance item approved by the Board of Trustees.

**Section 5** Procedure - Any person(s), with the exception of members of the Student Judiciary, may file with the Student Judiciary a Petition for a Ruling on the constitutionality and/or validity of any act by any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, within ninety (90) days of said action, and the Student Judiciary shall issue a ruling on same, provided said action is not a governance item approved by the Board of Trustees.

**Section 6** Quorum - The Quorum for the conduct of business for the Student Judiciary shall be five (5) Justices; one (1) of whom shall be the Chief Justice or Associate Chief Justice.

**Section 7** Chief Justice & Associate Chief Justice

- A. The Student Judiciary shall provide for the election of, from its voting membership, a Chief Justice of the Student Judiciary, herein denoted the Chief Justice, who shall serve as the chief presiding officer of the Student Judiciary.
- B. The Student Judiciary shall provide for the election of, from its voting membership, an Associate Chief Justice of the Student Judiciary, herein denoted the Associate Chief Justice, who shall serve as the chief clerk of the Student Judiciary.
- C. If a vacancy shall occur in the office of Chief Justice, the Associate Chief Justice shall become Chief Justice for the duration of the unfinished term.

## **ARTICLE VIII**

### **Referenda**

**Section 1** There shall be two primary types of referenda:

- A. Action - An Action Referendum, if approved, shall become an Act of the SGA, shall not be subject to presidential veto, and when such an action is intended as a formal recommendation from the SGA, as a governance body, it shall be submitted in accordance with the procedures prescribed in Trustee Document T73-098, as amended.
- B. Advisory - An Advisory Referendum shall only be a measure of public sentiment.

**Section 2** All referenda shall be clearly labeled and understood by the SGA membership to be either an Action or Advisory Referendum.

**Section 3** Action or Advisory Referenda shall be initiated by any one of the following:

- A. The University Student Trustee
- B. The Senate
- C. The SGA President
- D. The signatures, on a petition, of not less than five percent (5%) of the SGA membership.

**Section 4** Advisory Referenda shall be initiated by the Chancellor or the Vice Chancellor of Student Affairs.

## **ARTICLE IX**

### **Amendment**

**Section 1** This Constitution shall be amended through either of the processes prescribed in Article IX, Sections 2-3 of this Constitution, with the approval of the Board of Trustees.

**Section 2** An amendment to this Constitution shall be passed upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and a majority vote of the SGA membership voting on the amendment through an Action Referendum.

**Section 3** An amendment to this Constitution shall be passed upon a two-thirds (2/3) vote of the SGA membership voting on the amendment through an Action Referendum.

**Section 4** If the amendment process prescribed in Article IX, Section 2, of this Constitution shall have been invoked, then, following an amendment's passage in the Senate, the amendment shall appear as an Action Referendum before the SGA membership, no more than thirty (30) calendar days from the calendar date of the amendment's passage in the Senate.

**Section 5** No person shall formally introduce an amendment to this Constitution, who shall not have first consulted the Chief Justice and the Directing Attorney of Student Legal Services Office, or their designee.

## **ARTICLE X**

## **Ratification**

**Section 1** This Constitution shall be ratified upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, a majority vote of the voting SGA membership on an Action Referendum, and the approval of the Board of Trustees.

**THE GENERAL BYLAWS  
OF THE  
STUDENT GOVERNMENT  
ASSOCIATION**

## **MISSION STATEMENT**

To establish and protect the democratic system for undergraduate university governance; to promote the general welfare of all university undergraduate students. To create and maintain strong lines of communication between students and university administrators; to work toward greater transparency in administrative decisions. To protect the accessibility and affordability of the university for all students. To work to acknowledge, appreciate, and expand the diversity of the student body, including socioeconomic, racial, religious, cultural, gender, sexual orientation, and political characteristics. To provide leadership opportunities and development for all undergraduate students and to set the standards which other schools strive to uphold when leading their students into the future.

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**TITLE I**  
**ADMINISTRATIVE**

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As Amended April 10, 2024



## **Chapter 1**

### **Definitions**

**Section 1** “Student Government Association Member” - The term “Student Government Association Member” or “SGA Member” shall hereby be defined as any undergraduate student of the University of Massachusetts Amherst who is subject to, and having paid, the Student Activities Fee for the calendar time to which their paid Student Activities Fee is applicable.

**Section 2** “Student Government Association Officer” - The term “Student Government Association Officer” shall hereby be defined as, unless otherwise provided for, an SGA Member who holds an elected or appointed position within the Student Government Association.

**Section 3** “Student Government Association Leadership” - The term “Student Government Association Leadership” shall hereby be defined as, unless otherwise provided for, an SGA Officer, who holds one of the following positions:

1. President
2. Vice President
3. Speaker
4. Secretary
5. Associate Speaker
6. Chair of a Senate Standing Committee

**Section 4** “Dilatory”- The term “Dilatory” shall be defined as follows; a point or motion that in the chair’s judgement is introduced to obstruct the conduct of the Senate’s business.

**Section 5** “Wellman Document” - The term “Wellman Document,” otherwise and formally known as “Trustee Document T73-098”, shall hereby be defined as a statement of governance from the Board of Trustees. The “Wellman Document” gives the Student Government Association their rights, responsibilities, and privileges through the General Laws of the Commonwealth.

**Section 6** “Articles of Impeachment” - The term “Articles of Impeachment” describes the formal charges or petition brought to the Rules and Ethics Sub-Committee or Administrative Affairs Committee against the Student Government Association President or Vice-President for engaging in any act or practice that include but are not limited to practices and or behavior that

violates the Constitution or Bylaws of the SGA, and may result in the removal of the accused official from their position.

**Section 7** “Quorum” - The term “Quorum” shall hereby be defined as, unless otherwise provided for, as fifty (50) percent plus one (1) of Legislative Branch leadership.

**Section 8** “Calendar Days” - The term “Calendar Days” shall hereby be defined as, unless otherwise provided for, all days throughout the academic calendar with the following exemptions:

1. Thanksgiving Recess, Winter Recess, Spring Recess and Summer Recess.
2. All other days resulting in the closing of the campus.

**Section 9** “Business Days” - The term “Business Days” shall hereby be defined as, unless otherwise provided for, all days throughout the calendar with the following exemptions:

1. Saturday and Sunday.
2. Federal and state holidays.
3. All other days resulting in the closing of the campus.

**Section 10** “RHA” - The term “RHA” shall hereby be defined as, unless otherwise provided for, Residence Hall Association (RHA), a subsidiary governance body of the University of Massachusetts Undergraduate Student Government Association.

**Section 11** “Subsidiary Motion” - The term “Subsidiary Motion” shall hereby be defined as, unless otherwise provided for, a type of motion by which an assembled Senate deals directly with a main motion prior to (or instead of) voting on the main motion itself. Subsidiary Motion terms include as follows:

1. Adjourn
2. Call the Amendment
3. Amend
4. Amend an Amendment
5. Call the Main Motion
6. Change the Voting Procedure
7. Overrule the decision of the Speaker
8. Recess

9. Recognize a Non-Member of the Senate
10. Call the Reconsideration
11. Reconsider
12. Suspend the Rules (pursuant to Title II, Chapter 21, Section 5.12 of the General Bylaws)
13. Table
14. Call the Block Vote
15. Block Vote

**Section 12** “General Elections” - The term “General Elections” shall hereby be defined as, unless otherwise provided for, as those elections in which the University Student Trustee, the Student Government Association President, Student Government Association Vice President, and the Senate are elected in anticipation of the expiration of a term as defined by the Constitution or Bylaws of the Student Government Association.

**Section 13** “Special Elections” - The term “Special Elections” shall hereby be defined as, unless otherwise provided for, as those elections called to fill vacancies not occurring as the result of the expiration of a term, as defined by the Constitution of the Student Government Association or Bylaws of the Student Government Association, for the University Student Trustee, Senate, and Student Government Association Leadership.

**Section 14** “Ex-Officio” - The term “Ex-Officio” shall hereby be defined as, unless otherwise provided for, SGA membership by virtue of fulfilling the requirements of being an “SGA Member” and possessing the right to address their respective bodies or agencies in accordance with the rules and bylaws of said bodies or agencies (without their prior consent). However, an ex-officio member may not make any motion, cast any vote, count toward quorum, or exercise any authority, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

**Section 15** “Transition Binder” - The term “Transition Binder” shall hereby be defined as, unless otherwise provided for, a binder, both virtual and physical, for the successor of each position for which a binder is required, detailing useful information and details on projects from previous years.

**Section 16** “Senate Session” - The term “Senate Session” shall hereby be defined as, unless otherwise provided for, a meeting consisting of no less than the quorum number of the members of the Student Government Association Senate either a regular period or special period.

**Section 17** “Action Referendum” - An Action Referendum, if approved, shall become an Act of the SGA, shall not be subject to presidential veto, and when such an action is intended as a formal recommendation from the SGA, as a governance body, it shall be submitted in accordance with the procedures prescribed in Trustee Document T73-098, as amended.

**Section 18** “Student Activities Trust Fund Fee” - The term “Student Activities Trust Fund Fee,” also commonly referred to as the “SATF” fee, shall hereby be defined as, unless otherwise provided for, a mandatory student fee paid by all undergraduate members of the Student Government Association.

**Section 19** “Majority” - The term “Majority” shall hereby be defined as, unless otherwise provided for, fifty (50) percent of all voting members plus one (1) in attendance, provided that quorum of all voting members is achieved.

**Section 20** “Parliamentary Points” - The term “Parliamentary Points” shall hereby be defined as, unless otherwise provided for, a point made by a member of a body wants to draw attention to a particular issue in a meeting. Parliamentary Points terms include as follows:

1. Point of Order
2. Point of Information
3. Point of Parliamentary Inquiry
4. Point of Personal Privilege
5. Point of Clarification

**Section 21** “Advisory Referendum”- The term Advisory Referendum shall be defined as a question for the use of advisory given to the undergraduate body on a ballot in which the outcome shall be taken by the Student Government Association into consideration on a plan of action but shall not be binding to approve such a course of action.

**Section 22** “Supermajority” - The term “Supermajority” shall hereby be defined as, unless otherwise provided for, sixty-six (66) percent of all voting members in attendance plus one (1), provided that quorum of all voting members is achieved.

**Section 23** “Frozen” - The term “Frozen” shall hereby be defined as, unless otherwise provided for, the time period for which an RSO cannot use any of the funds provided for them by the SGA. The RSO may continue to use other resources given to them by the SGA.

**Section 24** “RSO Suspension” - The term “RSO Suspension” shall hereby be defined as, unless otherwise provided for, the suspension of an RSO’s charter. As soon as an RSO’s charter is suspended, they are no longer allowed to use any of the benefits provided for them by the SGA under the purview of being an RSO. This includes, but is not limited to, spending funds given to them by the SGA, meeting in a space provided for them by the SGA, or having the SGA, in any way, advocate or provide support for the RSO.

**Section 25** “Inactive” - The term “Inactive” shall hereby be defined as, unless otherwise provided for, an RSO which has been inactive for over five (5) years. Upon an RSO being classified as inactive, the RSO ceases to exist and must re-apply as an entirely new RSO should they decide that they want to be an RSO again.

**Section 26** The Regular Period - The term “Regular Period” of the Senate shall hereby be defined as the calendar period extending from the first meeting of the Senate in the fall semester to the final meeting of the Senate in the same fall semester as well as the first meeting of the Senate in the subsequent spring semester to the final meeting of the Senate in the same spring semester. “Semester” shall be defined by the official academic calendar of the University.

**Section 27** The Special Period - The term “Special Period” of the Senate shall hereby be defined as the calendar period extending from the final meeting of the Senate in the spring semester, to the first meeting of the subsequent fall semester, as well as the calendar period extending from the final meeting of the Senate in the fall semester, to the first meeting of the subsequent spring semester.

**Section 28** Registered Student Organization Councils, hereby referred to as RSO Councils, are subsidiary governance bodies of the Student Government Association.

**Section 29** “Emergency” - The term “Emergency” shall hereby be defined as, a determination made by the chief presiding officer of a given body of the SGA, that a sudden, generally unexpected occurrence or set of circumstances demanding immediate action has occurred.

**Section 30** “Sponsorship” - The term “sponsorship” shall hereby be defined as the sponsor and any co-sponsor(s) of a Main Motion, Special Order, or Subsidiary Motion.

**Section 31** “Sponsor” - The term “sponsor” shall hereby be defined as the Senator, the Standing or Select Committee, or, when appropriate, the President, introducing a Main Motion,

Special Order, or Subsidiary Motion to the Senate floor. The sponsor shall serve as the primary supporter of the motion and the primary representative of the motion's sponsorship.

**Section 32** "Co-sponsor" - The term "co-sponsor" shall hereby be defined as any member(s) of the SGA or Established Student Organizations having joined the sponsorship of a Main Motion or Special Order other than the sponsor.

## **Chapter 2**

### **Cross Branch Service**

**Section 1** SGA members may hold elected or appointed office in more than one (1) branch of the government provided that no more than one (1) of said offices is at or above the rank of Executive Cabinet member, Senator, Student Judiciary member, or RSO Council President.

## **Chapter 3**

### **Equal Opportunity Policy**

**Section 1** No person, having qualified for SGA membership in the manner prescribed by Title I, Chapter 1, Section 1, of the Bylaws of the SGA, shall be denied the rights and privileges of SGA membership, on the basis of age, marital status, physical ability, class, national origin, political affiliation, race, religion, sex, sexual orientation, gender identity, or any other category or group of individuals protected by either federal, state, or local anti-discrimination statutes and Bylaws.

## **Chapter 4**

### **SGA Code of Conduct**

**Section 1** No officer or agent of the SGA shall participate in any private business or professional activity or have any direct or indirect financial interest which would create a conflict between that private interest and the best interests of the SGA.

**Section 2** No officer or agent of the SGA shall use or allow the use of any SGA property, facilities, or personnel of any kind for any activity not officially sanctioned by the Constitution of the SGA, the Bylaws of the SGA or an Act of the SGA.

**Section 3** No person shall give, offer, or promise to any officer of the SGA, any benefit not authorized by the Constitution of the SGA, the Bylaws of the SGA, or by Act of the SGA, for any performance or nonperformance of an act, whether or not the officer is capable.

**Section 4** No officer or agent of the SGA shall intentionally and wrongfully harm or threaten to intentionally and wrongfully harm any person by the performance or nonperformance of an act.

**Section 5** No officer or agent of the SGA shall aid, advise, procure, or in any other way directly induce another to act in violation of the Constitution of the SGA, the Bylaws of the SGA, or an Act of the SGA.

**Section 6** All elected or appointed officers and agents of the SGA shall adhere to the following Officer Standards:

1. No profanity shall be allowed in the office or at any SGA event.
2. No jokes or remarks that can be considered oppressive or offensive towards race, gender, age, disability, sexual preference, religion, class, creed, orientation, and/or any other identity shall be tolerated.
3. No sexual remarks nor acts shall be tolerated in the office or at any SGA event.
4. Professionalism shall be maintained while in the office, at any SGA event, and while displaying any SGA paraphernalia, and/or while acting as an agent of the SGA.
5. Any conduct that is in violation of these Standards should be reported to the SGA advisor and/or the Judicial.

**Section 7** Title I, Chapter 5 will become the Annual SGA S-3 Officer Standards and is to be ratified each year by the 4<sup>th</sup> to last senate meeting of the Spring session in the spring by the end of the session, and is to be presented during Senate trainings.

**Section 8** Title I, Chapter 5 of the Bylaws of the SGA shall be amended by a two-thirds (2/3) majority vote of the Senate membership in attendance at a scheduled meeting.

**Section 9** If Title I, Chapter 5 is not ratified by the end of the session, the previous year's Code of Conduct and Officer Standards will remain in effect.

## **Chapter 5**

### Open Meetings

**Section 1** All meetings of the Senate, Senate Committees, Subcommittees, or Commissions, the Coordinating Council, Student Judiciary Hearings, the recognized bodies of the Subsidiary Governance Bodies and Agencies of the SGA, shall be open to the public at all times, and no action of any of the above named entities shall be considered binding, except when made at such a public meeting.

**Section 2** The public shall be afforded reasonable prior notice of all such meetings. Except in an emergency, forty-eight (48) hours notice shall be presumed to be reasonable.

1. Should the chief presiding officer of a given body of the SGA determine that an emergency, as defined by Title I, Chapter 1, Section 29 of the General Bylaws, has occurred, they shall issue immediate notice to all members and ex officio members of the body, the Speaker, and the President, of the following information:
  - a. That such an emergency has occurred;
  - b. The date, time, and location of the emergency meeting; and
  - c. The agenda for the emergency meeting.

Furthermore, in the event of an emergency, a public body shall post notice as soon as reasonably possible prior to the meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of the meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

**Section 3** Deliberative Sessions of the Student Judiciary and certain portions of meetings of the Elections Commission defined by Title VIII, Chapter 8, Section 2e of the Bylaws of the Student Government Association, shall be exempt from this chapter of the Bylaws of the SGA.

## **Chapter 6**

### Public Records

**Section 1** All official SGA records, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA shall be open for inspection, with reasonable supervision, by any person.

**Section 2** An SGA officer or agent having custody of any official SGA records shall permit them to be inspected and examined, upon receiving a formal request, at reasonable times, during reasonable working hours, and shall furnish certified copies thereof upon request. A formal request for information shall be defined as any request sent in writing, whether on paper or



electronically, that is dated and also filed with the Associate Speaker of the Senate. The request shall be considered SGA public record, and must be kept on file by the Associate Speaker.

**Section 3** If the number of certified copies requested exceeds two (2), the SGA may assess a fee which shall not exceed the cost of duplication.

**Section 4** The Constitution of the SGA, the Bylaws of the SGA, and the Acts of the SGA shall be regularly compiled and updated by the Administrative Affairs Committee and copies of the same shall be in the possession of the President, the Speaker, the Chief Justice, the Directing Attorney of the Student Legal Services Office and the Office of Student Activities and Involvement.

**Section 5** If the request for information is not fulfilled within seven (7) calendar days of the request being made, the petitioner may file a request for investigation by the Rules and Ethics Subcommittee in a joint effort with the SGA Attorney General.

**Section 6** If the Rules and Ethics Subcommittee finds the office holder to be in error, the Committee will present its findings to the Senate. The Rules and Ethics Subcommittee shall then proceed as guided in Title II, Chapter 28, Section 3, Subsection A.

## **Chapter 7**

### **The Coordinating Council**

**Section 1** There shall be a Coordinating Council, which shall operate during the Special Period. They shall:

1. Facilitate communication among the three branches of government
2. Dispense discretionary funds, and
3. Appoint a temporary “Outreach and Development Committee,” as described in Section 10 of this Chapter.

**Section 2** The Coordinating Council shall exercise no authority not otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

**Section 3** The Coordinating Council shall be composed of the membership prescribed herein:

1. The President
2. The Speaker
3. The Chief Justice
4. The Vice President
5. The Associate Speaker
6. The Executive Cabinet
7. The Chair or their designee of each of the Standing Committees of the Senate
8. At least six (6) Senators, who shall be appointed by the Speaker, and confirmed upon a majority vote of the Senate membership in attendance at a scheduled meeting prior to the start of the Special Period.

**Section 4** The President, Vice President, Executive Cabinet, Chief Justice, Speaker, and Associate Speaker shall serve as ex-officio members of the Coordinating Council during the Special Period.

**Section 5** The Coordinating Council shall be chaired by the Speaker. The Associate Speaker shall serve as the chair of the Coordinating Council in the event that the Speaker is unable to serve for the term of the special period.

**Section 6** In the event that the number of Senators sitting on the Coordinating Council drops below six (6) during the Regular Period, the Speaker shall, prior to the start of the Special Period, appoint Senators to fill those vacant seats in accordance with Section 3 of this Chapter. Other seats on the Coordinating Council that become vacant during the Regular Period, shall be filled in accordance with Section 3 of this Chapter.

**Section 7** Coordinating Council seats vacated during the term of the Special Period shall remain vacant for the term of the Special Period.

**Section 8** All ex-officio members of the Coordinating Council, as defined in Section 4 of this Chapter, shall serve on the Coordinating Council for their term of office.

**Section 9** The Coordinating Council shall meet at least once a month.

**Section 10** The Coordinating Council may create a temporary “Outreach and Development Committee,” that shall exist for the term of the Special Period in which it was created. The Committee shall be comprised of active Senators and chaired by a member designated by the Chair of the Coordinating Council. The Committee shall conduct all the functions of the

Outreach and Development committee, as described in Title II, Chapter 28, Section 7 of these Bylaws, during the Special Period.

**Section 11** If the Senate so delegates their authority, the Coordinating Council may confirm an appointment to the Elections Commission, if such appointment was not confirmed by the last Senate meeting of the preceding semester.

## **Chapter 8**

### The University Student Trustee

**Section 1** The University Student Trustee shall be elected in a manner prescribed by the General Laws of the Commonwealth of Massachusetts and Title VIII of the Bylaws of the SGA, and shall serve for the term of one (1) calendar year, here defined as July 1 to June 30.

**Section 2** If a vacancy shall occur in the office of University Student Trustee, the Elections Commission shall call a Special Election to fill the vacancy.

**Section 3** The University Student Trustee shall not be subject to impeachment or recall as prescribed by the Constitution of the SGA and the Bylaws of the SGA, and shall not receive a pecuniary benefit for their service.

## **Chapter 9**

### Anti Redundancy Clause

**Section 1** In the event of conflicting statements within the bylaws in which neither of the conflicting bylaws have been violated, the procedure for resolving the conflict should be as follows:

1. The conflict shall be brought forth to the Administrative Affairs Committee.
2. Upon review, the Administrative Affairs Committee shall determine if there is a conflict. Shall the conflict be found to be true by two-thirds (2/3) majority, then the Administrative Affairs Committee must resolve the conflict by amending the bylaws so that they comply with the most recently written bylaw.

**Section 2** In the event of conflicting statements within the bylaws in which one of the conflicting bylaws has been violated, the procedure for resolving the conflict should be as follows:

1. The conflict shall be reported to the Judiciary.
2. Based on the ruling of the Judiciary, one of the conflicting statements shall be struck from the bylaws.

## **Chapter 10**

### Amendment to the Bylaws of the SGA

**Section 1** The Bylaws of the SGA, unless otherwise provided for by the Bylaws of the SGA, shall be amended upon a two-thirds (2/3) majority vote of the Senate membership in attendance at a scheduled meeting, and the approval of the Vice Chancellor for Student Affairs and Campus Life.

**Section 2** To propose an amendment to the Bylaws of the SGA, with the exception of Title VI, the motion must first be heard by the Administrative Affairs Committee. Upon receiving a positive recommendation by the Administrative Affairs Committee, the Chair of the Administrative Affairs Committee must consult with the Directing Attorney of the Student Legal Services Office (or their designee). Upon consulting with the aforementioned, the motion can then be submitted to the Speaker's Office to be placed on the Senate's agenda.

**Section 3** All amendments to be made to Title VI must first be heard by the Ways & Means Committee. Upon receiving a positive recommendation by the Ways & Means Committee, the Chair of the Ways & Means Committee must consult with the Directing Attorney of the Student Legal Services Office (or their designee). Upon consulting with the aforementioned, the motion can then be submitted to the Speaker's Office to be placed on the Senate's agenda.

## **Chapter 11**

### Student Legal Services Office Legal Memos

**Section 1** There shall be three (3) ways to obtain a legal memo from the Student Legal Services Office:

1. The Judicial Method – the Judiciary shall have the power to ask for a legal memo through the procedure set down in Title IV.
2. The Legislative Method – Upon a majority vote of the Administrative Affairs Committee, a majority vote of the Senate, or at the request of the Speaker.
3. The Executive Method – Upon the request of the President or the Attorney General.

## **Chapter 12**

### Website and Social Media

**Section 1** The SGA shall maintain an updated website and social media accounts which builds a foundation for constituent transparency.

**Section 2** The content of the website shall include, but is not limited to:

1. Times and dates of all Senate meetings, Judicial hearings, and all other SGA-sponsored events,
2. The minutes of the previous meeting, including all passed and not passed motions,
3. All motions to be considered at the next Senate meeting, posted, except in emergency, forty-eight (48) hours in advance of said Senate meeting.
4. Names, email addresses, area of representation (if applicable), and projects of all Senators, SGA Executive Officers and Cabinet members, and the Speaker and Associate Speaker,
5. An electronic copy of the SGA Constitution and Bylaws, the Wellman Document, all Judicial documents, and all acts of the SGA,
6. An open copy of the current year's budget appropriations, as well as at least five years of previous budgets,
7. Information pertaining to all agencies financially supported by the SGA, and resources for Registered Student Organizations,
8. All relevant information pertaining to regular and special elections, including but not limited to:
  - a. Downloadable nomination forms
  - b. Full text of all petitions and referenda
  - c. Names of all candidates for all elected positions, with the option for each to include a 100-word explanation of their platform
9. Resources for constituent feedback and comments,
10. UVC video recordings and live stream of Senate meetings, as available.

**Section 3** The website and social media accounts shall be digitally accessible to people of all abilities to the full extent allowed by each platform.

1. "Digital Accessibility" shall be based on current practices as recommended annually by the University's Assistive Technology Center as much as allowed for by each platform.

2. Any active SGA social media accounts should be digitally accessible to the extent that the platform allows for and based on current practices recommended by University's Assistive Technology Center.
3. Members of SGA with access to edit and post on SGA social media accounts and website shall take a training on digital accessibility for people with disabilities.

### **Chapter 13**

#### Resignation of Officers

**Section 1** The process for SGA Officers, as defined by Title I, Chapter 1, Section 2 of the General Bylaws, to resign from their respective positions, shall proceed in a manner prescribed herein:

1. Legislative branch officers shall resign to the Speaker of the Senate;
  - a. The Speaker shall resign to the Associate Speaker
2. Executive branch officers shall resign to the President;
  - a. The President shall resign to the Vice President
3. Judicial branch officers shall resign to the Chief Justice.
  - a. The Chief Justice shall resign to the Associate Chief Justice.
4. Upon the acceptance and acknowledgement of a resignation, the officer accepting the resignation shall notify the Senate at the next regularly scheduled Senate meeting.

### **Chapter 14**

#### SGA Recognition

**Section 1** The President may award, and present in the name of the Office of the SGA President, a medal of appropriate design to a person who distinguished themselves conspicuously by exceptional service to the student body and the SGA.

1. This medal of honor shall be known as the SGA Presidential Medal of Honor.

**Section 2** The University Undergraduate Senate may award, and present in the name of the Student Government Association, upon the adoption of a Resolution, a medal of appropriate design to a person who distinguished themselves conspicuously by exceptional service to the student body and the SGA.

1. This medal of honor shall be known as the SGA Senatorial Medal of Honor.

**Section 3** Upon issuance of either award described in Sections 1 or 2 of this same Chapter of the General Bylaws, the President, or Speaker on behalf of the Senate, whoever is issuing the award, shall make announcement of the same before the Senate.

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**TITLE II**  
**LEGISLATIVE**

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As Amended May 19, 2024



## **Chapter 1**

### The Senate Session

**Section 1** The term “Senate Session” shall hereby be defined as, unless otherwise provided for, a meeting consisting of no less than the quorum number of the members of the Student Government Association Senate as well as the members of Student Government Association Leadership, as defined in Chapter two entitled “Definitions” Section 2 of Title I, and divided into either a regular period or special period. The Regular period and the Special period are as prescribed herein:

1. The Regular Period - The term “Regular Period” of the Senate shall hereby be defined as the calendar period extending from the first meeting of the Senate in the fall semester to the final meeting of the Senate in the subsequent spring semester, but not including the Winter Recess. “Semester” shall be defined by the official academic calendar of the University.
2. The Special Period - The term “Special Period” of the Senate shall hereby be defined as the calendar period extending from the final meeting of the Senate in the spring semester, to the first meeting of the subsequent fall semester, as well as the Winter Recess.

## **Chapter 2**

### The Regular Period

**Section 1** The first meeting of the Senate Regular Period shall commence a Senate Session.

**Section 2** Within fourteen (14) calendar days of ratification of the Fall General Election, the President shall convene the first meeting of the Regular Period.

**Section 3** If, within fourteen (14) calendar days of ratification of the Fall General Election, the President shall have failed to convene the first meeting of the Regular Period of the Senate, the Coordinating Council shall convene said meeting, and the Coordinating Council Chair shall preside at said meeting.

## **Chapter 3**

### Elections Commission Appointment

**Section 1** The President shall, upon being sworn in at the final Senate meeting of each Spring semester, shall submit five (5) candidates to the Senate for the Elections Commission for

confirmation. Such candidates upon confirmation by the Senate shall remain in their positions from June 1st until May 31st of the following year.

1. If confirmed, the Election Commission shall follow the procedures outlined in Title VIII, Chapter entitled “Installation of Elections Commission Members.”
2. The President shall notify all applicants of their acceptance/rejection, and shall notify accepted applicants of their required attendance at confirmation hearings in the Administrative Affairs Committee and the Senate.

**Section 2** If the Senate shall not have acted to confirm or deny a Elections Commission appointment of the President within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

**Section 3** If the Senate shall have voted to deny a Elections Commission appointment, the Senate may motion to delegate the powers of approving Elections Commission appointments to the Coordinating Council and the President shall submit a second named representative to the Coordinating Council within fourteen (14) calendar days, unless the appointment is for a Commissioner(s) that will be officiating a special election.

## **Chapter 4**

### The Annual SGA F-1 Apportionment Schedule

**Section 1** The Annual SGA F-1 Apportionment Schedule Act shall denote the proportionment of Senate seats among the Electoral Districts.

1. The Annual SGA F-1 Apportionment Schedule Act must be submitted to the Senate in the fall semester of the Academic year, but no later than the third to last meeting of the fall semester.
2. The Annual SGA F-1 Apportionment Schedule Act must pass through the Senate with two-thirds (2/3) majority to be ratified for the following General Election.
  - a. If the Annual SGA F-1 Apportionment Schedule Act fails to be ratified by the last meeting of the fall semester by the Senate the previous Annual SGA F-1 Apportionment Schedule Act shall remain in effect.
3. The Annual SGA F-1 Apportionment Schedule Act may not be amended by the Senate, but may be tabled back to the Administrative Affairs Committee to be placed on the next agenda of a regularly scheduled Administrative Affairs Committee Meeting.

**Section 2** The apportionment of an Electoral District in the Annual SGA F-1 Apportionment Schedule Act shall not be below three-fourths (3/4) or above five-fourths (5/4) of its representative proportion.

**Section 3** The Administrative Affairs Committee has the responsibility of drafting the Annual SGA F-1 Apportionment Schedule Act.

## **Chapter 5**

### Electoral Districts

**Section 1** Electoral districts shall be as prescribed herein:

1. By means of academic year, which shall be defined as their official expected graduation date:
  - a. Freshman
  - b. Sophomore
  - c. Junior
  - d. Senior
2. Senators shall be members of the Electoral District from which they shall have been elected.

**Section 2** Senate seats shall be apportioned so that there are sixty (60) Senators, to be divided among the Senate electoral districts. The number of Senators elected in each electoral district shall be calculated by the Elections Commission preceding each Senate election.

1. The number of Senators allocated to an electoral district shall at no time fall below three-fourths (3/4) or be higher than five-fourths (5/4) of those originally allocated in the Apportionment Schedule.

**Section 3** If, after the ballots have been counted by the President, no nominee for the office of Elections Chancellor shall have received a majority of the votes cast, the nominee receiving the lowest total votes for Elections Chancellor shall be eliminated, and the ballots for Elections Chancellor shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for Elections Chancellor shall have received a majority.

**Section 4** The Elections Chancellor elected in the Session immediately preceding shall be eligible to be nominated for Elections Chancellor.

**Section 5** An Elections Commissioner may, within twenty-four (24) hours of the election, request a recount.

**Section 6** No business shall be conducted by the Elections Commission prior to the election of the Elections Chancellor.

**Section 7** The Chancellor of Elections shall, upon taking office, be administered the following affirmation by the Chief Justice, or at their request the Speaker, before the Senate membership: "I do affirm to faithfully execute the office of Elections Commissioner and support the Constitution and Bylaws of the Student Government Association."

## **Chapter 6**

### Term of Senate Office and Vacancies

**Section 1** The Senate members of the Sophomore, Junior, and Senior Electoral Districts shall be elected or appointed in the Spring semester, on or before March 25th, of each calendar year, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 1, entitled Senate Session, in this Title of the Bylaws of the SGA.

1. Voting members elected in the Spring shall serve as ex-officio members until the Regular Period convenes in the Fall. The Senate members of the Freshman and Electoral District shall be elected or appointed no later than five (5) weeks after the start of the fall semester, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 7, entitled Senate Session, in this Title of the Bylaws of the SGA.

**Section 2** If a vacancy shall occur in the office of Senator, the vacancy shall be filled for the duration of the unfinished term, upon a majority vote of the Outreach and Development Committee in attendance at a scheduled meeting, and upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

**Section 3** If a vacancy shall occur in the office of Senator, the Outreach and Development Committee shall advertise the position to the electoral district of the vacancy for a period of seven (7) calendar days. Should no candidate be approved by the Outreach and Development Committee within these seven (7) calendar days, the Senate seat shall become opened to members of any electoral district.

1. If vacated, a seat occupied by a member of a different electoral district than its original apportionment the seat shall be returned to the district the seat was originally apportioned to.
2. A seat shall only be allocated to another electoral district if three-fourths (3/4) or more of an electoral district's allocated seats in the Apportionment Schedule remain allocated to that district, and if the district receiving the seat will not be moved over five-fourths (5/4) of that district's original allocation of Senate seats in the Apportionment Schedule.
3. The appointed Senator shall be a representative of their corresponding electoral district, as defined in the Chapter entitled "Electoral Districts" of this Title.

**Section 4** In the case of filling a vacancy in the Senate, an SGA member, meeting the qualifications for Senate membership, shall be administered the following oath of office by the Speaker or acting Speaker: "I do affirm to faithfully execute the office of SGA Senator and support the Constitution and Bylaws of the Student Government Association."

## **Chapter 7**

### Senate Attendance

**Section 1** Senators shall attend all meetings of the Senate and the Senate Committees to which they are assigned. All absences and the nature thereof, shall be recorded in the minutes of the meeting.

**Section 2** The Associate Speaker of the Senate shall take roll call at the beginning and end of all meetings of the Senate. An unexcused absence from each roll call shall constitute one-half (1/2) absence from the Senate.

**Section 3** In the event of a roll call vote during a formal Senate session, one-half (1/2) absence shall be attributed to any Senator not present.

**Section 4** The Chair of each Senate Committee shall take attendance at the beginning of each meeting of the Committee. An unexcused absence from a Committee meeting shall constitute one-half (1/2) absence from the Senate. An unexcused absence from a Committee or Subcommittee meeting which has been called in accordance with the provisions of Title I, Chapter 5, Section 2.1 of the General Bylaws, shall not constitute an unexcused absence.

**Section 5** A Senator may only accumulate one (1) full absence per Senate meeting.

**Section 6** Upon a Senator's accumulation of two (2) unexcused absences from the Senate, the Associate Speaker shall notify said Senator that accumulation of unexcused absences totaling three (3) shall result in resignation by non-attendance.

**Section 7** Upon accumulation of three (3) unexcused absences from the Senate, the Associate Speaker shall consider the Senator to have resigned their Senate seat by non-attendance, and shall declare the seat vacant.

**Section 8** If a Senator shall appeal the decision of the Associate Speaker after having resigned by non-attendance, the Senator may be reinstated and have up to one (1) absence stricken from the record, upon a majority vote of the Senate membership in attendance at a scheduled meeting.

**Section 9** At the beginning of each Regular Period of the Senate, as defined by Title II, Chapter 2 of the Bylaws of the SGA, the Associate Speaker shall record zero (0) absences for each Senator.

**Section 10** Absences from a meeting of the Senate may be excused by the Associate Speaker and absences from a meeting of a Committee of the Senate may be excused by the Committee Chair, for any one (1) of the reasons prescribed herein:

1. Personal illness;
2. Family illness;
3. An exam scheduled for the day immediately following the Senate meeting;
4. Required class meeting, exam, or exam review session;
  - a. No more than 4 excused absences for "required class meetings" will be granted to any one member of the Senate during the Regular period.
5. Religious observances; and
6. Mandatory work-related commitment, the scheduling of which is outside the Senate members' control.

**Section 11** In the event an excused absence is requested for one of the reasons listed in Section 10, directly above, the Associate Speaker or Committee Chair may, within seven (7) Calendar days of the absence, request written verification of the reason for such absence.

1. Written verification may include, but is not limited to, doctor's notes, course registration and exam schedules, written work schedules, or other documentation evidencing the

reason for an absence.

2. In the event that written verification is requested, the Senate member shall have seven (7) Calendar days to provide such to the Associate Speaker or Committee Chair that made the request.
3. If the Senate member fails to provide written verification within seven (7) Calendar days of such a request, their absence shall not be excused.

**Section 12** Any Senator who has resigned by non-attendance shall not be appointed back in the Senate by the Senate during the current Senate Session unless provided by Section 8 of this Chapter.

## **Chapter 8**

### **Constituent Communication**

**Section 1** Each Senator shall attend two (2) Community Outreach Events each semester. One (1) campus wide SGA event organized by the Outreach and Development Committee, and one (1) hosted by a group of Senators held at a publicly accessible location.

**Section 2** The campus wide Community Outreach Event shall be planned and organized by the Outreach and Development Committee and will take place once a semester. All Senators shall be held responsible for attending this Event each semester.

1. The Campus Wide Community Outreach Event shall be accessible to all members of the SGA. The purpose of the event is to provide students with information about the current state of the SGA, including, but not limited to the SGA's initiatives, projects, and goals. Senators shall be expected to hold conversations with SGA members and provide said information.
2. The Outreach and Development Committee shall be responsible for properly advertising the campus wide Community Outreach Event through flyers, social media, and any other appropriate means.

**Section 3** The Senator led Community Outreach Event shall be organized by a group of a maximum of twelve (12) Senators once per semester. This group of Senators shall be responsible for selecting a location, creating advertising material, and organizing any necessary materials.

1. The Senator led Community Outreach Event shall be scheduled by the Outreach and Development Committee. The Committee shall select dates and times for six (6) events

per semester and will keep a list of Senators who are planning each event. Senators shall be responsible for signing up for a date and time of an event they wish to plan and host.

- a. The Outreach and Development Committee shall assist Senators in selecting locations, booking spaces on campus, and ensuring that the events are completed.
- b. Each group of Senators shall be responsible for properly advertising each Senator led Community Outreach Event through standard flyers, social media, and any other appropriate means.

**Section 4** Materials necessary for the announcement of such meetings (i.e. photocopies, posters, markers, etc.) shall be made available by the SGA.

**Section 5** The SGA will appropriate a semester budget to the Outreach and Development Committee for Community Outreach Events. Said budget will be determined after the first round of Community Outreach Events by the Ways and Means Committee. The funds are to be used for the purposes of advertising and providing refreshments.

**Section 6** Failure to attend a Community Outreach Event will constitute a full absence for purposes of Senate attendance.

**Section 7** The Speaker and/or the Associate Speaker shall be responsible for taking attendance for the Community Outreach Events.

**Section 8** Absences from a Community Outreach Event may be excused by the Speaker. Absences may be excused for any one of the reasons prescribed herein:

1. Personal Illness
2. Family Illness
3. An exam is scheduled for the day immediately following the Senate meeting
4. Required class meeting or other scholastic duty
5. Religious observances
6. Conflicting SGA Senate Committee meeting commitment
7. Previously scheduled work commitment

**Section 9** Each voting member of the Legislative Branch during the regular period shall attend no less than two (2) ESO events and/or meetings each semester.



1. Voting members are to attend ESO events solely as an SGA representative with the goal of supporting our ESOs and procuring more knowledge to help further SGA's goal of "acknowledging, appreciating and expand the diversity of the student body."
2. Voting members cannot attend a meeting or event of an ESO that they are a member of for the purpose of attendance.

**Section 10** The Outreach and Development Committee will be responsible for sending out the dates and times of student run events by the beginning of each month to the voting members of the legislative branch of the SGA.

**Section 11** Each voting member that attends an ESO event and desires to give a report at a Senate meeting will have a designated time in the agenda to do so.

**Section 12** Failure to attend two (2) ESO events and/or meetings in one semester will constitute one-half (1/2) an absence for purposes of Senate attendance.

1. The first event shall be submitted by the withdrawal with a W date in the UMass academic calendar each semester. The second event shall be submitted by the time the registering for classes for the next semester opens.

**Section 13** It is the responsibility of the Associate Speaker to determine the way by which attendance at these events and/or meetings will be counted and tracked in conjunction with the Committee Chairs.

## **Chapter 9**

### **Expulsion of a Legislative Officer**

**Section 1** For the purpose of this chapter "Legislative Officer" shall be defined as an SGA Officer with the title of Speaker, Associate Speaker, or Senator.

**Section 2** Only the Senate shall be empowered to expel a Legislative Officer, regardless of whether the Legislative Officer was appointed or elected.

**Section 3** A petition of one-hundred (100) SGA members of the Legislative Officer's constituency or if the Speaker or Associate Speaker are the subject of expulsion, the signatures of one-hundred (100) SGA members, may request the expulsion of a Legislative Officer by filing written charges with the Speaker, unless if they are the subject of expulsion, and the Chair of the

Rules and Ethics Subcommittee of the Administrative Affairs Committee.

**Section 4** Upon the receipt of written charges, and within thirty (30) calendar days, the Rules and Ethics Subcommittee shall investigate the charges in a manner prescribed by a majority vote of its membership in attendance at a scheduled meeting.

**Section 5** Within fourteen (14) calendar days of its investigation, the Rules and Ethics Subcommittee shall, upon a majority vote of its membership in attendance at a scheduled meeting bring expulsion proceedings before the Senate.

**Section 6** If the Rules and Ethics Subcommittee shall have voted to bring expulsion proceedings before the Senate, the Chair shall submit to the subject Legislative Officer written notice of the charges no less than seventy-two (72) hours prior to the Senate meeting at which the expulsion proceedings shall be considered.

**Section 7** If the Rules and Ethics Subcommittee shall not have acted on the charges within fourteen (14) calendar days of their investigation, the matter may be brought before the Senate upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

**Section 8** If the Rules and Ethics Subcommittee shall have voted not to bring expulsion hearings before the Senate, the Chair shall make a report to the Senate detailing the written charges and an explanation of the reasons as to why an expulsion hearing was not necessary. The Senate may then, upon a three-fourths (3/4) vote, elect to bring expulsion proceedings before the next regularly scheduled Senate meeting.

**Section 9** If expulsion proceedings shall have been brought before the Senate, the charges shall be announced, the Rules and Ethics Subcommittee report on the matter shall be entered into the minutes, and the subject Legislative Officer shall be afforded an opportunity to address the Senate for twenty (20) minutes, which shall not be infringed by any person.

**Section 10** If, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, the Senate shall have voted to expel the subject Legislative Officer, then, upon the announcement of the vote by the Speaker, the expulsion shall be complete.

**Section 11** The subject Legislative Officer may, up until the time that expulsion proceedings are brought before the Senate, resign and formal charges shall be dropped.

## **Chapter 10**

### Installation of the Senate

**Section 1** The President shall convene the first meeting of the Senate Session, and shall preside in the manner prescribed herein:

1. The President shall call the meeting to order.
2. The President shall take a roll call to determine if quorum is present.
3. The President shall present to the Senate-Elect the final report of the Elections Commission on the Fall General Elections, as ratified by the Coordinating Council.
4. The President shall yield the chair to the Chief Justice, or in the absence of the Chief Justice, the Associate Chief Justice, who shall administer the following affirmation to the Senate-Elect: "I do affirm to faithfully execute the office of SGA Senator and support the Constitution and Bylaws of the Student Government Association."
5. Following the installation of the Senate, the Chief Justice shall yield the chair to the Speaker, or, in the absence of the Speaker, the Associate Speaker.

## **Chapter 11**

### Election of the Speaker & Associate Speaker

**Section 1** Chancellor of Elections, or in their absence, an Elections Commissioner, shall conduct the election of the Speaker and Associate Speaker of the Senate at least three weeks before the last meeting of the Senate's Regular Session in the manner prescribed herein:

1. The Chancellor of Elections shall announce that nominations for Speaker of the Senate are open.
2. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
3. The Chancellor of Elections shall entertain and record nominations for Speaker until a motion shall have been made, seconded, and approved by unanimous consent to close said nominations.
4. Following the closing of nominations for Speaker, the Chancellor of Elections shall read from the minutes the nominations made and seconded for Speaker and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
5. The Chancellor of Elections shall then announce that nominations for Associate Speaker of the Senate are open.

6. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
7. The Chancellor of Elections shall entertain and record nominations for Associate Speaker until a motion shall have been made, seconded, and approved by unanimous consent to close said nominations.
8. Following the closing of nominations for Associate Speaker, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Associate Speaker and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
9. The Chancellor of Elections shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Senate for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.
10. When each nominee shall have been provided the opportunity to address the Senate and entertain questions, the Chancellor of Elections shall read again, from the minutes, all nominations for both offices in the order in which the nominations shall have been recorded in the minutes.
11. The Chancellor of Elections shall then distribute to each Senator one (1) ballot, which shall be plain and otherwise unmarked.
12. The Chancellor of Elections shall then direct each Senator to cast, from the list of nominations recorded for each office in the minutes, one (1) vote for Speaker of the Senate above the fold of the ballot, and one (1) vote for Associate Speaker of the Senate below the fold of the Ballot.
13. Following this direction, and the elapse of five (5) minutes, the Chancellor of Elections shall retrieve the ballots in the manner in which they were distributed, and take them to a separate room to be counted by the Elections Commission.
14. The Chancellor of Elections shall then call a recess of the Senate pending the completion of the ballot count.
15. Following the completion of the ballot count, the Chancellor of Elections shall call the meeting back to order, report to the Senate the complete numerical tabulation of the results, and declare those persons having received the majority of the votes for each office, to be elected to that office.
16. The Chancellor of Elections shall then yield the chair to the Speaker of the Senate and proceed to destroy the ballots following the expiration of twenty-four (24) hours.

**Section 2** No nomination shall be recorded in the minutes which shall not have received a

second.

**Section 3** No Senator shall make more than one (1) nomination for each office.

**Section 4** If, after the ballots shall have been counted by the Elections Commission, no nominee for the office of either Speaker or Associate Speaker shall have received a majority of the votes cast, the nominee receiving the lowest total for that office shall be eliminated, and the ballots for that office shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for each office shall have received a majority.

**Section 5** The Speaker elected in the Session immediately preceding shall be eligible to be nominated for either Speaker or Associate Speaker.

**Section 6** The Associate Speaker elected in the Session immediately preceding shall be eligible to be nominated for either Speaker or Associate Speaker.

**Section 7** A Senator may, within twenty-four (24) hours of the election, request a recount.

**Section 8** No business shall be conducted by the Senate prior to the election of the Speaker and Associate Speaker.

**Section 9** The Chancellor of Elections shall yield the chair to the Chief Justice, or in the absence of the Chief Justice, the Associate Chief Justice, who shall administer the following affirmation to the Speaker-Elect: “I do affirm to faithfully execute the office of SGA Speaker and support the Constitution and Bylaws of the Student Government Association”

**Section 10** The Chancellor of Elections shall yield the chair to the Chief Justice, or in the absence of the Chief Justice, the Associate Chief Justice, who shall administer the following affirmation to the Associate Speaker-Elect: “I do affirm to faithfully execute the office of SGA Associate Speaker and support the Constitution and Bylaws of the Student Government Association.”

## **Chapter 12**

### **The Speaker of the Senate**

**Section 1** The Speaker shall be elected in the manner prescribed by the Title II Chapter entitled “Election of the Speaker & Associate Speaker” of the Bylaws of the SGA and shall serve

for the term of one (1) Session of the Senate.

**Section 2** The Speaker's term in office commences after the last meeting of the Senate in spring semester and ends after the last meeting of the following spring semester.

**Section 3** The Speaker, as the chief presiding officer of the Senate, as defined by the Constitution of the SGA, shall:

1. Solely in the event of a tie, cast a vote in the Senate.
2. Appoint, upon a majority vote of the Senate membership in attendance at a scheduled meeting, all Standing and Select Committees of the Senate.
3. Chair all meetings of the Senate, and shall be an ex-officio member of all Standing and Select Committees of the Senate.
4. Act as the chief spokesperson of the Senate.
5. Call, for extraordinary reasons, emergency meetings of the Senate provided that meeting is called in accordance with the provisions of Title I, Chapter 1, Section 29, and Title I, Chapter 5, Section 2.1 of the General Bylaws.
6. Adjust the location of a Senate meeting under any one of the conditions prescribed herein:
  - a. The location becomes unavailable.
  - b. Five (5) Senators request, in writing, and thirty-two (32) hours prior to a meeting, that they adjust the location of the meeting.
  - c. They are convinced that an emergency exists which requires the adjustment.
  - d. There is an error in the agenda regarding the location.
7. Take care that Senate business is conducted in a manner prescribed by, and consistent with, the Constitution of the SGA, the Bylaws of the SGA, and the Acts of the SGA.
8. Hold signature responsibility, herein denoted SR, as defined by the University.
9. Swear in Senators nominated by the Outreach and Development Committee and approved by the Senate.
10. The Speaker shall be required to update their position's transition binder by the end of their term.
  - a. A "transition binder" shall be herein defined as a binder, both virtual and physical, for the successor of said position, detailing useful information and details on projects from previous years.

## **Chapter 13**

### The Associate Speaker of the Senate

**Section 1** The Associate Speaker shall be elected in the manner prescribed by the Title II Chapter entitled “Election of the Speaker & Associate Speaker” of the Bylaws of the SGA, and shall serve for the term of one (1) Session of the Senate.

**Section 2** The Associate Speaker’s term in office commences after the last meeting of the Senate in spring semester and ends after the last meeting of the following spring semester.

**Section 3** The Associate Speaker, as the chief clerk and parliamentarian of the Senate, as defined by the Constitution of the SGA, shall:

1. Vote only in the event of a tie while acting as Speaker.
2. Record the minutes of all Senate meetings.
  - a. The minutes shall be required to include:
    - i. Exact vote counts during roll-call votes.
    - ii. Notes during all announcements and reports.
    - iii. All vacancies regarding Senate Seats.
    - iv. All reports or presentations made during Senate that can be disseminated.
  - b. Additionally, the Associate Speaker shall submit one (1) copy of the minutes of all Senate meetings through e-mail to each of the following:
    - i. The President
    - ii. The Vice President
    - iii. The Chief Justice
    - iv. The Student Activities Office
    - v. The Vice Chancellor for Student Affairs
    - vi. The Collegian
    - vii. WMUA
    - viii. UVC
    - ix. The Directing Attorney, Student Legal Services Office
    - x. All SGA Governors
    - xi. All SGA Senators
    - xii. All Members of the Cabinet
3. Be responsible for maintaining accurate attendance records, the correspondence of the Senate, and the permanent records of the Senate.
4. Act as the parliamentarian of the Senate: the chief advisor to the Speaker on the rules and procedures of the Senate.
5. Chair the Senate in the absence of the Speaker or if the chair shall have been yielded.

6. Maintain at least two (2) current and updated copies of the SGA constitution and Bylaws (no more than one (1) year old) in the W.E.B. DuBois Library.
7. Collect all special orders, motions, and other information required to make an agenda as prescribed by the Title II Chapter entitled “Order of Senate Agenda”.
8. The Associate Speaker shall be responsible for creating the agenda and ensuring its availability, except in emergency, at least forty-eight (48) hours prior to the scheduled regular meeting.
9. The Associate Speaker shall be required to update their position’s transition binder by the end of their term.
10. Shall be responsible for maintaining the accurate attendance of ESO events.

**Section 4** The Associate Speaker, with the advice and consent of the Speaker, may appoint assistant(s) and delegate their responsibilities as chief clerk and parliamentarian of the Senate to such appointed assistant(s) to help the Associate Speaker execute their duties and facilitate the effective functioning of the Senate.

1. The appointed assistant(s) shall be a member of the SGA.
  - a. If the appointed assistant(s) holds the office of Senator simultaneously, they shall retain their ability to vote.
  - b. If the appointed assistant(s) does not hold the office of Senator simultaneously, they shall serve as an ex officio member of the Senate.
2. The appointed assistant(s) must receive confirmation from the Administrative Affairs Committee by a majority vote of its membership in attendance at a regularly scheduled meeting.
3. Before receiving confirmation from the Administrative Affairs Committee, the Associate Speaker shall submit a written document clearly outlining the responsibilities they are delegating to the appointed assistant(s) to the Speaker for approval.
4. The appointed assistant(s) may hold a title that appropriately reflects their duties. These titles may include, but shall not be limited to:
  - a. Assistant Clerk,
  - b. Assistant Parliamentarian,
  - c. Archivist,
  - d. Any other title created at the discretion of the Associate Speaker to appropriately describe the appointed assistant’s duties.
5. The appointed assistant(s) shall serve for the term of one (1) Session of the Senate, as defined by the Chapter entitled Senate Session in this Title of the General Bylaws of the SGA.



6. The Associate Speaker may dismiss or remove appointed assistants from their respective position(s). The Associate Speaker shall notify the Speaker upon the dismissal or removal of appointed assistants from their respective position(s).
7. The appointed assistant(s) may receive pecuniary benefits for their service if funds are appropriated by an Act of the SGA.

**Section 5** If a vacancy shall occur in the office of Associate Speaker, an election will be held in the manner prescribed in Chapter 11 of this Title.

**Section 6** The Speaker shall determine if quorum for a Senate meeting is present at any time that quorum is questioned.

**Section 7** The Special Assistants to the Associate Speaker, of which there shall be up to three (3) per Standing Committee, shall be appointed by the Associate Speaker, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter entitled Senate Session in this Title of the Bylaws of the SGA.

**Section 8** The Special Assistants shall:

1. Be ex-officio members of the SGA Senate.
2. Each be an ex-officio member of one (1) of the Standing Committees of the SGA Senate.
3. Assist the Senate and the Speaker in the development of legislation related to their Committee assignments.
4. Meet as needed with the Speaker and Associate Speaker.
5. Be subject to an attendance policy: upon accumulation of three (3) unexcused absences from their assigned Committee meetings, the Speaker shall consider the Special Assistant to have resigned their position by nonattendance, and shall declare the position vacant.

## **Chapter 14**

### Rules of Senate Procedure

**Section 1** All meetings of the Senate and its Standing or Select Committees, as well as all formal bodies or agencies of the SGA, shall be held in a manner prescribed by Title II, Chapters 17-27 of the Bylaws of the SGA, herein denoted the Rules of the Senate, and the Senate shall recognize only said rules in the conduct of its meetings.

**Section 2** All meetings of the Senate and its Standing or Select Committees, as well as all formal bodies or agencies of the SGA, shall be governed by the following parliamentary authorities, listed in order of precedence:

1. The Constitution of the Student Government Association;
2. The General Bylaws of the Student Government Association;
3. The latest edition of *Robert's Rules of Order Newly Revised*.

**Section 3** "Majority" shall be defined as fifty-(50)-percent of the membership in attendance voting "aye" or "nay" plus one (1).

**Section 4** No ex-officio member or member of the Senate shall speak without having been recognized by the Speaker, unless otherwise provided for by the Rules of the Senate.

**Section 5** No person shall speak at a meeting of the Senate who shall not be an ex-officio member or member of the Senate unless Section 5, Subsection 10 of the Title II Chapter 21 entitled "Subsidiary Motions" of the Bylaws has been invoked, or otherwise specified by the Constitution and the Bylaws of the Student Government Association.

1. If "Announcements," as listed in Title II, Chapter 17, Section 1.2 of the General Bylaws is the present business of the Senate, then Title II, Chapter 14, Section 5 shall not apply.

**Section 6** No ex-officio member shall participate in debate unless yielded the floor by a member of the Senate.

1. On motions sponsored by the President, the President will act in the capacity of a member of the Senate during debate.

**Section 7** No ex-officio member or member of the Senate, upon recognition during debate, shall speak for more than eight (8) minutes.

1. A member of the Senate while debating a main motion, may yield the remainder of their time to questions in accordance with parliamentary procedure.

**Section 8** No person shall use the Rules of the Senate to obstruct the conduct of the Senate's business.

**Section 9** The Speaker of the Senate shall have the power to control the length of time given to announcements and reports.

## **Chapter 15**

### **Role of the Acting Speaker**

**Section 1** All persons shall address all motions, points, and comments to the Speaker of the Senate.

**Section 2** The Speaker shall be empowered during the conduct of the Senate's business in a scheduled meeting to:

1. Judge the validity and order of all motions and points.
2. Rule dilatory, all motions and points which in their judgment are introduced to obstruct the conduct of the Senate's business.
3. Call the Senate into recess for a non-renewable period of time which shall not exceed sixty (60) minutes.
4. Expel, with stated cause, any person from the Senate chambers for the duration of a Senate meeting.
5. In the absence of the Associate Speaker, yield the chair of Associate Speaker to any Senator.

**Section 3** The Speaker shall yield the chair when they shall desire to make an Announcement of a partisan nature or to participate in debate.

**Section 4** When the Speaker shall have yielded the chair, the chair shall remain yielded for the duration of the Announcement or the debate and vote on a Main Motion.

## **Chapter 16**

### **Categories of Senate Legislation**

**Section 1** All business of the Senate shall be categorized in a manner prescribed herein:

1. *Acts of the SGA* – An Act which compels an action or a change in established policy or procedure, or a formal recommendation of the SGA, a Categories of Senate Legislatures defined by Trustee Document T73-098, as amended.
2. *Resolutions* – An expression of the sentiment of the Senate on an issue which

does not compel an action, change established policy or procedure, and is not a formal recommendation of the SGA, as defined by Trustee Document T73-098, as amended.

3. *Articles of Impeachment* - A formal process in which an official is accused of an activity that violates the Constitution of the SGA or the Bylaws of the SGA, the outcome of which may include the removal of that official from office.

**Section 2** All motions shall be signed in the following manner or by the following people:

1. Acts of the SGA
  - a. If the Act is a motion to appoint to a position or other office or board, it shall be signed by the Speaker, as a witness of its passing, and the President.
  - b. If the Act is an allocation by the Finance Subcommittee, it shall be signed by the Speaker, as a witness of its passing, and the President.
  - c. If the Act is the S-1 Budget Act, it shall be signed by the Speaker, as a witness of its passing, and the Vice Chancellor of Student Affairs.
  - d. If the Act is an official recommendation of the Student Government Association to the Administration, it shall be signed by the Speaker, as a witness of its passing, and the President.
  - e. If the Act is an Act not otherwise defined by the above statements, it shall be signed by the Speaker, as a witness of its passing, and the President.
2. Resolutions – All resolutions shall be signed by the Speaker.
3. Articles of Impeachment – All Articles of Impeachment shall be signed by the Speaker.

**Section 3**

1. All motions shall contain a signature line for the Vice Chancellor of Student Affairs to endorse any motion or act of the SGA at their discretion. Lack of a signature shall not diminish the authority, weight, or relevance of said business.
2. Should the Vice Chancellor of Student Affairs not sign a motion or act of the SGA within seven (7) business days of the SGA President's signature, the SGA Speaker shall request the Vice Chancellor of Student Affairs' attendance at the next scheduled meeting of the SGA Senate.
  - a. The Vice Chancellor of Student Affairs shall be expected to explain their lack of signature and any additional information or circumstances relevant to the pertinent motion or act of the SGA.
3. The Vice Chancellor of Student Affairs' signature shall only be required for approval in situations as provided for in the Constitution and General Bylaws as described above.

## **Chapter 17**

### Order of Senate Agenda

**Section 1** All business of the Senate shall be organized on a formal agenda, made available to all SGA Officers, except in emergency, at least forty-eight (48) hours prior to any regularly scheduled meeting, in the manner prescribed herein, or in other reasonable order at the discretion of the Speaker, so long as it contains the components prescribed herein.

1. Call to order
2. Announcements
3. Roll Call
4. Approval of the Minutes
5. Officer Reports:
  - a. The University Student Trustee
  - b. The President
  - c. The Vice President
  - d. The Speaker
  - e. The Associate Speaker
  - f. The Chief Justice (If requested)
  - g. Residence Hall Association President
  - h. RSO Council Presidents
  - i. Cabinet
  - j. Faculty Senate Representative
  - k. ESO Event Representative
  - l. Advisory Board Representative
6. Senate Committee Reports
7. SGA Advisor
8. The Committee of the Whole
9. Special Orders
10. Unfinished Business – Main Motions
11. New Business – Main Motions
12. Business Not Anticipated 48 Hours Prior To
13. Roll Call

**Section 2** The agenda shall not be changed after it has been made available to all SGA Officers except by Subsidiary Motion in accordance with Title II, Chapter 21, Section 5,

Subsection 12.

## **Chapter 18**

### Motions

**Section 1** All motions before the Senate shall be categorized in the manner prescribed herein:

1. Main Motions
2. Special Orders
3. Subsidiary Motions

**Section 2** The Senator, the Standing or Select Committee, or, when appropriate, the President, introducing a Main Motion, Special Order, or Subsidiary Motion shall hereby be defined as the “sponsor”. A sponsor may seek co-sponsors of a Main Motion or Special Order from the membership of the SGA or any Established Student Organization.

## **Chapter 19**

### Main Motions

**Section 1** All Main Motions of the Senate shall be introduced to the Senate through the office of the Speaker, by either the President, a Senator, or a majority vote of a Standing or Select Committee’s membership in attendance at a scheduled Committee meeting, and shall be time stamped.

**Section 2** All Main Motions introduced to the Senate through the Office of the Speaker, shall be appropriately ordered at the direction of the Associate Speaker.

**Section 3** All Main Motions introduced to the Senate through the office of the Speaker by the President, with the exception of presidential appointments, shall be co-sponsored by a Senator.

**Section 4** All Main Motions introduced by a majority vote of a Standing or Select Committee’s membership in attendance at a scheduled meeting shall be placed on the agenda of the next scheduled Senate meeting.

**Section 5** All Main Motions shall be submitted to the office of the Speaker forty-eight (48) hours prior to the scheduled Senate meeting at which it shall appear on the agenda. Upon submission, if the particular bill involves an Agency or RSO, those organizations have the right to be given a copy of the motion. They shall have to be informed of the Senate time and location and the right to speak on the topic to Senate through a majority vote. If individual RSOs or Agencies were not informed within forty-eight (48) hours of the meeting, and have not waived their right to speak, the motion shall be ruled dilatory by the Speaker for the immediate meeting. This motion shall automatically be placed upon the next week's agenda after the RSO and Agency have been informed.

**Section 6** All cabinet appointments to be made by the President, and special assistant nominations to be made by the Speaker, must first receive confirmation from the Administrative Affairs Committee by a majority vote of its membership in attendance at a regularly scheduled meeting before they can be put forth for a confirmation vote by the general Senate membership.

## **Chapter 20** Special Orders

**Section 1** Motions to fill vacant Senate seats, Elections Commission appointments, Special Assistant Appointments, Senate Committee Appointments, Presidential appointments, the Annual SGA S-1 Budget Act, Motions for Expulsion, and Articles of Impeachment, shall appear as Special Orders on the Agenda.

**Section 2** A vetoed bill of the Senate shall appear as a Special Order on the agenda of the scheduled Senate meeting immediately following the veto.

**Section 3** In the event of multiple special orders on the agenda, said orders may be combined, presented on, and voted on as a single block. This includes orders such as appointments to vacant Senate seats, Special Assistantships, Elections Commissioners, and Committees. Combined motions will be presented by the sponsors of the original orders.

1. If a combined special order should fail, it shall be separated back into the original special orders, which shall be then considered separately.

## **Chapter 21** Subsidiary Motions

**Section 1** Subsidiary Motions shall be in order only after Special Orders, unless otherwise provided for by the Rules of the Senate.

**Section 2** No Senator shall make a Subsidiary Motion, with the exception of the Motion to Overrule the Decision of the Speaker, or the Motion to Change the Voting Method, who shall not have been recognized by the Speaker.

**Section 3** All Subsidiary Motions shall require a second and no Subsidiary Motion not having received a second shall be considered.

**Section 4** Any Senator making a Subsidiary Motion shall be entitled to make a brief presentation of the factual description of the Motion and may, during the presentation, yield to any individual recognized to address the Senate as per the SGA Constitution and Bylaws.

**Section 5** The Subsidiary Motions prescribed herein shall be recognized:

1. *Adjourn* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
  - a. The Motion to Adjourn shall be in order only between the consideration of Main Motions.
2. *Call the Amendment* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
3. *Amend* – Debatable, majority vote of Senate membership in attendance at a meeting required.
  - a. The Motion to Amend a Main Motion shall be in order only after the factual presentation of a Main Motion.
  - b. The consideration of an Amendment to a Main Motion shall be conducted in the manner prescribed herein:
    - i. The Speaker shall read the Amendment.
    - ii. The sponsor of the Amendment shall present a factual description of the Amendment and may, during the presentation of the factual description, yield to any ex-officio member or member of the Senate, or, any person recognized by the Senate in the manner prescribed by Title II, Chapter 24, Section 5, Subsection 10, of the Bylaws of the SGA.
    - iii. The sponsor of the Amendment may, during the presentation of the factual description of the Amendment, and provided the Amendment is not sponsored by a Senate Standing or Select Committee or Subcommittee,



withdraw the Amendment.

- iv. The Speaker shall entertain a second.
  - v. The Speaker shall ask the Senate if there exists a need for debate.
  - vi. If no member of the Senate indicates a need for debate, the Amendment shall be called.
  - vii. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open. Debate shall follow procedure outlined in Title II, Chapter 21, Section 6.
4. *Amend an Amendment* – Debatable, majority vote of Senate membership in attendance at a meeting required.
- a. The Subsidiary Motion to Amend an Amendment to a Main Motion shall be in order only during the consideration of an Amendment to a Main Motion.
  - b. A motion to amend the Amendment of an Amendment to a Main Motion shall not be in order.
  - c. The consideration of an Amendment to the Amendment to a Main Motion shall be conducted in the manner prescribed herein:
    - i. The Speaker shall read the Amendment to the Amendment.
    - ii. The sponsor of the Amendment to the Amendment shall present a factual description of the Amendment to the Amendment and may, during the presentation of the factual description, yield to any ex-officio member or member of the Senate or any person recognized by the Senate in the manner prescribed by Title II, Chapter 24, Section 5, Subsection 10, of the Bylaws of the SGA.
    - iii. The sponsor of the Amendment to the Amendment may, during the presentation of the factual description of the Amendment to the Amendment, withdraw the Amendment to the Amendment provided the Amendment to the Amendment is not sponsored by a Senate Standing or Select Committee or Subcommittee.
    - iv. The Speaker shall entertain a second.
    - v. The Speaker shall ask the Senate if there exists a need for debate.
    - vi. If no member of the Senate indicates a need for debate, the Amendment to the Amendment shall be called.
    - vii. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open. Debate shall follow procedure outlined in Title II, Chapter 21, Section 6.
5. *Call the Main Motion* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.

6. *Change the Voting Procedure* – Non-debatable, no vote required.
  - a. The Subsidiary Motion to Change the Voting Procedure shall be in order at any time during the conduct of a Senate Meeting.
7. *Overrule the decision of the Speaker* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
  - a. The Subsidiary Motion to Overrule the decision of the Speaker shall be in order at any time during the conduct of a Senate Meeting.
8. *Recess* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
  - a. The Senator making the Subsidiary Motion to Recess shall specify the period of time for which the Senate is to be recessed.
9. *Recognize a Non-Member of the Senate* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
  - a. The Subsidiary Motion to Recognize a Non-Member of the Senate shall be in order at any time during the conduct of a Senate meeting.
  - b. A recognized non-member of the Senate may address the Senate for the duration of the Announcement, Report, or Debate on the Main Motion during which they were recognized.
  - c. A Senator shall be able to motion to recognize multiple Non-Members of the Senate if all have similar Announcements, Reports, or Debates.
10. *Call the Reconsideration* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
11. *Reconsider* – Debatable, two-thirds (2/3) vote of Senate membership in attendance at a meeting required.
  - a. The Motion to Reconsider shall be in order only if the Main Motion or Special Order to be reconsidered shall have been made at the meeting in which the Motion to Reconsider shall have been made.
  - b. The Motion to Reconsider shall be in order only if made by a Senator who voted on the prevailing side of the Main Motion or Special Order to be reconsidered.
  - c. The Motion to Reconsider shall be in order only between Main Motions.
  - d. The Motion to Reconsider shall be entertained in the manner prescribed herein:
    - i. The Speaker shall entertain a second.
    - ii. The Speaker shall ask the Senate if there exists a need for debate.
    - iii. If no member of the Senate indicates a need for debate, the Reconsideration shall be called.
    - iv. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open. Debate shall follow procedure outlined in Title II,

Chapter 21, Section 6.

12. *Suspend the Rules to Consider A Main Motion Not Previously on the Agenda or To Rearrange the Order of the Agenda or Waive the Reading of a Motion in its Entirety* – Non-debatable, two-thirds (2/3) vote of Senate membership in attendance at a meeting required.
- a. The Subsidiary Motion to Suspend the Rules shall be in order only between the consideration of Main Motions.
  - b. The Motion to Suspend the Rules shall be entertained in the manner prescribed herein:
    - i. If the Subsidiary Motion is to Suspend the Rules to Consider a Main Motion not Previously on the Agenda:
      1. The Speaker shall read the Main Motion.
      2. The Speaker shall entertain a second.
      3. The Speaker shall call the vote on whether to Suspend the Rules.
      4. If the vote to suspend the rules shall have passed, the motion in question shall be placed last on the agenda.
    - ii. If the Subsidiary Motion is to Suspend the Rules to Rearrange the Order of the Agenda:
      1. The Speaker shall read the proposed rearranged agenda.
      2. The Speaker shall entertain a second.
      3. The Speaker shall call the vote on whether to Suspend the Rules.
      4. When the Motion to Suspend the Rules shall have been voted upon, the Senate shall either proceed to the Agenda as amended or onto the Agenda as rearranged.
    - iii. If the Subsidiary Motion is to Waive the Reading of a Motion in its Entirety:
      1. The Speaker shall entertain a second.
      2. The Speaker shall call the vote on whether to Suspend the Rules.
      3. The reading of the Main Motion shall be considered waived if the vote to suspend the rules shall have passed.
      4. Title II Chapter 21 Section 5.12a(iii) of the Bylaws of the Student Government Association will not apply if the Main Motion is added to the agenda in the manner prescribed by Title II Chapter 21 Section 5.12a(i) of the Bylaws of the Student Government Association.
13. *Table* – debatable, majority vote of Senate membership in attendance at a meeting required.

- a. The Motion to Table is a motion to table a Main Motion and any pending Amendments.
  - b. Tabled Main Motions shall be re-introduced to the Senate through the Office of the Speaker in the Manner prescribed by Title II, Chapter 23 of the Bylaws of the SGA.
  - c. The Senator making the Motion to Table a Main Motion shall specify:
    - i. To whom it is being tabled:
      - 1. Committee
      - 2. A future scheduled meeting of the Senate
    - ii. For how long it is being tabled:
      - 1. Indefinitely
      - 2. Definitely
14. *Block Vote* – Non-debatable, unanimous consent of the Senate required.
- a. The Subsidiary Motion to Block Vote shall only be in order during the consideration of Special Orders.
  - b. Any Senator may put forth a request for unanimous consent to consider multiple Special Orders en bloc.
  - c. The Senator making the aforementioned unanimous consent request shall specify which Special Orders are to be voted on en bloc.
  - d. The Subsidiary Motion to Block Vote shall be conducted in the manner prescribed herein:
    - i. The Speaker shall read the Special Orders to be voted on en bloc.
    - ii. The Speaker shall ask if there be objection to the request.
      - 1. Any Senator may object to the unanimous consent request. A Senator wishing to object shall seek recognition from the Speaker, before stating their objection.
      - 2. Any Senator objecting to a unanimous consent request shall be entitled to provide a brief explanation to the Senate for their objection, before yielding the floor.
    - iii. Should there be no objection to the request, the specified en bloc Special Orders shall become the present business of the Senate. The Senate shall immediately proceed to consideration of the en bloc Special Orders as though they were a single Main Motion, in a manner consistent with Title II, Chapter 23 of the General Bylaws, provided that the reading of the Main Motion shall be waived.
    - iv. Should there be an objection to the request, the Senate shall resume consideration of the original Special Orders, to be considered separately,

in a manner consistent with Title II, Chapter 20, Section 3.1 of the General Bylaws.

**Section 6** The procedure for debate shall follow the procedure described herein:

1. The Speaker shall recognize a member of the Senate in opposition for the purpose of debate.
2. The Speaker shall recognize a member of the Senate in support for the purpose of debate.
3. The Speaker may recognize the Subsidiary Motion.
4. The Speaker shall not recognize the Subsidiary Motion until a member of the Senate in opposition and a member of the Senate in support shall have both been recognized.
5. Debate shall continue, one (1) member of the Senate in opposition and one (1) in support, until a Subsidiary Motion shall have been made which shall have ended debate.
6. When debate shall have ended and the Subsidiary Motion shall have been voted upon, the Senate shall return to the matter under consideration.
7. A member of the Senate, while debating a main motion, may yield the remainder of their time to questions in accordance with parliamentary procedure.
8. No ex-officio member or member of the Senate, upon recognition during debate, shall speak for more than eight (8) minutes.

## **Chapter 22**

### Parliamentary Points

**Section 1** No ex-officio member or member of the Senate shall make a Parliamentary Point, with the exception of the Point of Order and the Point of Personal Privilege, who shall not have been recognized by the Speaker.

**Section 2** Parliamentary Points shall be recognized at any point in the conduct of a Senate meeting.

**Section 3** The Parliamentary Points prescribed herein shall be recognized:

1. Point of Order
  - a. The Point of Order shall be the Parliamentary point used to protest a violation of the rules or procedures of the Senate, such as a lack of quorum, and to bring said violation to the attention of the Speaker.
2. Point of Information

- a. The Point of Information shall be a question of fact, which shall at no time be intended as a form of debate.
  - b. An ex-officio member or member of the Senate shall be allowed one (1) follow-up to a Point of Information.
3. Point of Parliamentary Inquiry
- a. The Point of Parliamentary Inquiry shall be a request to clarify the Rules of the Senate.
4. Point of Personal Privilege
- a. A Point of Personal Privilege shall be the parliamentary point invoked to bring to the attention of the Senate a physical or verbal impediment to the conduct of a Senate's meeting.
5. Point of Clarification
- a. The Point of Clarification shall be a request to share outside information, not as an argument, but rather to establish background information pertinent to the Senate's deliberations. Upon recognition by the Speaker, the recognized Senator shall give a brief description of what information they wish to relate and what gives them the authority to relate said information. Upon the approval of the Speaker, said Senator shall then give a factual presentation not to exceed one minute in length.

## **Chapter 23**

### The Consideration of Main Motions and Special Orders

**Section 1** For the purpose of this Chapter of the Bylaws of the SGA, "Main Motion" shall be defined as "Main Motion or Special Order".

**Section 2** The Senate shall consider only one (1) Main Motion at a time.

**Section 3** The consideration of a Main Motion shall be conducted in the manner prescribed herein:

- 1. Speaker shall read the Main Motion
  - a. The sponsor of the Main Motion may, during the presentation of the factual description of the Main Motion, and provided the Main Motion is not sponsored by a Senate Standing or Select Committee or Subcommittee, withdraw the Main Motion.
  - b. The sponsor of the Main Motion may, at the end of the factual description of the

Main Motion yield the floor to questions of fact in accordance to Parliamentary procedure.

2. If the Main Motion shall not be a presidential appointment or a vetoed Act, and shall have been introduced by the President and a Senator or an individual Senator, the Speaker shall entertain a second for the Main Motion.
3. If the Main Motion introduced by the President or the President and a Senator or an individual Senator, shall not have received a second it shall not be considered.
4. The Speaker shall ask the Senate if there exists a need for debate.
5. If no member of the Senate indicates a need for debate, the Main Motion shall be called.
6. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open.
7. The Speaker shall recognize a member of the Senate in opposition to the Main Motion for the purpose of debate.
8. Upon completion of debate by the member in opposition, the Speaker shall seek and recognize, if available, a member of the Senate in support of the Main Motion for the purpose of debate.
9. The Speaker may recognize the Subsidiary Motions to Call the Main Motion.
  - a. The Speaker shall not recognize the Subsidiary Motion to Call the Main Motion, until a member of the Senate in opposition and a member of the Senate in support of the Main Motion shall have both been recognized.
10. Debate shall continue, one (1) member of the Senate in opposition and one (1) in support, until a Subsidiary Motion shall have been made which shall have ended debate.

## **Chapter 24**

### **Voting**

**Section 1** The methods of Senate voting prescribed herein shall be recognized:

1. Call of the Ayes, and Nays, and Abstentions – Voice Vote
2. Division of the Assembly – Hand Count
3. Roll Call – Individual vote
4. Use of the iClicker System - Electronic Individual vote

**Section 2** The Call of the Ayes, Nays, and Abstentions shall be the primary method of voting in the Senate.

**Section 3** If a Senator or the Speaker shall be in doubt of a vote, they may call the Division

of the Assembly on a motion by making the Subsidiary Motion to change the voting procedure, provided that the Subsidiary Motion is made prior to the Speaker lowering the gavel on the motion.

**Section 4** When the Speaker shall have lowered the gavel on a Special Order, Main Motion, or Subsidiary Motion, the decision of the body shall stand, and may only be reconsidered in a manner prescribed by the Rules of the Senate.

## **Chapter 25**

### Senate Committees

**Section 1** All Committees of the Senate shall be designated Standing Committee or Select Committee, as defined herein and which shall meet during the Regular Period of the Senate:

1. Standing Committee – A permanent Committee of the Senate, established by the Bylaws of the SGA, charged with carrying out a specific charge or area of responsibility.
2. Select Committee – A Select Committee is a temporary Committee of the Senate, established by a majority vote of the Senate membership in attendance at a scheduled meeting, charged with carrying out a specific task which is not appropriately assigned to a Standing Committee, in existence for one academic year or until the committee goals are met.
3. The Chairperson of a Select Committee is required to give a committee report detailing progress made towards reaching the Committee’s outlined goals before a Select Committee can be reactivated.
4. Notwithstanding the provisions of any previous subsection, Select Committees shall only be reactivated each Senate Session by a majority vote of the Senate membership in attendance at a scheduled meeting, even if the goals of the Committee have not yet been met.

**Section 2** Members of all Standing Committees shall serve for the term of one (1) Regular Period of the Senate.

**Section 3** Only Senators shall serve as members of Standing or Select Committees of the Senate.

**Section 4** Upon the appointment of the Chair and a majority vote of the Committee in attendance at a scheduled meeting, any person may serve as an ex-officio member of a Senate



Standing or Select Committee.

**Section 5** Senators shall serve on at least one (1) Committee of the Senate and no Senator shall be required to serve on more than one (1) Committee of the Senate.

**Section 6** The Speaker, upon a majority vote of the Senate membership in attendance at a scheduled meeting, shall appoint Senators to the Standing and Select Committees of the Senate.

**Section 7** All Standing Committees of the Senate shall be appointed within twenty (20) calendar days of the first meeting of a Senate Session.

**Section 8** A Senator may appeal their Committee appointment to the Senate membership in attendance at a scheduled meeting.

**Section 9** The conduct of Standing or Select Committee meetings shall be subject to the Rules of the Senate as defined by Title II, Chapters 17-27.

**Section 10** If there are less than five (5) Senators assigned to a Standing Committee it will be considered inactive and may not convene.

## **Chapter 26**

### **Subcommittees**

**Section 1** All Subcommittees of Senate Standing or Select Committees shall be designated Standing Subcommittee or Select Subcommittee, as defined herein and which shall meet during the Regular Period of the Senate:

1. Standing Subcommittee – A permanent Subcommittee of a Committee, established by the General Bylaws of the SGA, charged with carrying out a specific charge or area of responsibility.
2. Select Subcommittee – A Select Subcommittee is a temporary Subcommittee of a Committee, established by a majority vote of the Committee membership in attendance at a scheduled meeting, charged with carrying out a specific task which is not appropriately assigned to a Standing Subcommittee, in existence for one academic year or until the Subcommittee's goals are met.

3. The Chairperson of a Select Subcommittee is required to give a subcommittee report detailing progress made towards reaching the Subcommittee's outlined goals before a Select Subcommittee can be reactivated.
4. Notwithstanding the provisions of any previous subsection, Select Subcommittees shall only be reactivated each Senate Session by a majority vote of the Committee membership in attendance at a scheduled meeting, even if the goals of the Subcommittee have not yet been met.

**Section 2** Members of all Standing Subcommittees shall serve for the term of one (1) Regular Period.

**Section 3** Only Senators shall serve as members of Standing or Select Subcommittees of said Committee.

**Section 4** Upon the appointment of the Subcommittee Chair and a majority vote of the Subcommittee in attendance at a scheduled meeting, any person may serve as an ex officio member of a Standing or Select Subcommittee.

**Section 5** The Chair, upon a majority vote of the Committee membership in attendance at a scheduled meeting, shall appoint Senators to the Standing and Select Subcommittees of the Committee.

**Section 6** All members of Standing Subcommittees of Senate Committees shall be appointed within twenty (20) calendar days of the first Committee meeting of a Senate Session.

**Section 7** The conduct of Standing or Select Subcommittee meetings shall be subject to the Rules of the Senate as defined by Title II, Chapters 17-27.

**Section 8** If there are less than three (3) Senators assigned to a Standing Subcommittee it will be considered inactive and may not convene.

## **Chapter 27**

### Appointment of Committee Chairs

**Section 1** The Chairpersons of the Standing and Select Committees of the Senate shall be appointed by the new Speaker by the last meeting of the Senate's Regular Session, and confirmed by a two-thirds (2/3) majority vote of the Senate membership.

1. If a Chair is hired from outside of the Senate membership, they shall become an ex-officio member of Senate and their committee. They may seek to fill a vacancy through the Senate's appointment process.

**Section 2** The appointed Committee Chairs shall take office upon the conclusion of the Regular Session, and shall remain in office until the conclusion of the Regular Session the following year.

**Section 4** In the event of the failure of a motion to appoint a Committee Chair, the Speaker shall present another appointee no later than the next regularly scheduled Senate meeting.

**Section 5** The Committee Chairs shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:

1. "I do affirm to faithfully execute the office of SGA Committee Chair and support the Constitution and General Bylaws of the Student Government Association."

## **Chapter 28**

### **Appointment of Subcommittee Chairs**

**Section 1** The Chairpersons of the Standing and Select Subcommittees of the Committees of the Senate shall be appointed by the Chair of their respective Senate Committee within thirty (30) calendar days of the convention of the Regular Period, or within thirty (30) calendar days of the formation of the Subcommittee, and confirmed by a majority vote of the given Committee membership.

1. At the end of each Senate Session, the newly elected Speaker shall be empowered to, upon a majority vote of the Senate membership, appoint an interim chair to any Subcommittee, who shall serve through the Special Period, until the convention of the Regular Period in the fall.
  - a. Interim Subcommittee chairs shall, upon taking office, be administered the following affirmation by the SGA Speaker before the Senate membership, or before the given Committee membership.
    - i. "I do affirm to faithfully execute the office of SGA interim Subcommittee Chair and support the Constitution and General Bylaws of the Student Government Association."

2. An individual appointed to serve as interim Subcommittee Chair under the provisions of Section 1.1 of this same chapter of the General Bylaws, shall also be eligible for appointment under the provisions of Section 1 of this same chapter of the General Bylaws.

**Section 2** The appointed Subcommittee Chairs shall take office upon their swearing-in, and shall remain in office until the conclusion of the spring Regular Session.

**Section 3** In the event of the failure of a motion to appoint a Subcommittee Chair, the Committee Chair shall present another appointee no later than the next regularly scheduled Committee meeting.

**Section 4** The Subcommittee Chairs shall, upon taking office, be administered the following affirmation by the SGA Speaker before the given Committee membership:

1. "I do affirm to faithfully execute the office of SGA Subcommittee Chair and support the Constitution and General Bylaws of the Student Government Association."

## **Chapter 29**

### Committee Chairs

**Section 1** The Chair shall be the chief presiding officer of the Standing or Select Committee.

**Section 2** In the event the Chair is unable to attend a meeting of the Committee, and the Committee has no appointed Vice Chair, the Chair shall appoint a member of the Committee to chair the meeting.

**Section 3** The Chair shall, upon a majority vote of the Committee membership in attendance at a scheduled Committee meeting, appoint the Chairs of the Committee's Subcommittee(s).

**Section 4** The Chair shall appoint, upon a majority vote of the Committee membership in attendance at a scheduled meeting, the members of all Standing and Select Subcommittees of the Committee.

**Section 5** The Chair shall, solely in the event of a tie, cast a vote in their Committee. This section will only apply if the Chair holds the office of Senator simultaneously.

**Section 6** The Chair shall be counted towards quorum. This section will only apply if the Chair holds the office of Senator simultaneously.

**Section 7** The Chair shall serve ex officio on all Standing and Select Subcommittees of their Committee, and may not cast any vote, nor count towards quorum.

**Section 8** All Chairs, or their designee, shall be required to record the minutes of each Committee meeting. The recording shall be in written form and one (1) copy shall be distributed to each Committee member within seven (7) calendar days of the meeting. In addition, one (1) copy shall be submitted to the Associate Speaker.

**Section 9** All Chairs shall be required to update their position's transition binders by the end of their term.

**Section 10** The minutes of each meeting shall include the information prescribed herein:

1. The name and title of the chair
2. Committee members present
3. Committee members absent
4. All motions and votes taken

**Section 11** If a vacancy shall occur in the office of Standing or Select Committee Chair, the Vice Chair of said committee, having been appointed under the provisions of Title II, Chapter 27, Section 10 of the General Bylaws, shall become acting Chair, and may exercise the powers and duties of the chair.

1. The acting Chair shall, at the next scheduled Senate meeting, be administered the following affirmation by the SGA Chief Justice or Speaker of the Senate before the Senate membership:
  - a. "I do affirm to faithfully execute the office of SGA acting Committee Chair and support the Constitution and General Bylaws of the Student Government Association."
2. If said committee does not have a Vice Chair which has been appointed under the provisions of Title II, Chapter 27, Section 10 of the General Bylaws, the Speaker shall appoint a Senator to serve as acting Chair. Alternatively, the Speaker, or upon designation

by the Speaker, the Associate Speaker, shall become acting Chair, and may exercise the powers and duties of the chair.

3. Within thirty (30) calendar days of the vacancy in the office of Standing or Select Committee Chair, the Speaker shall submit to the Senate, one (1) named representative for the Chair position vacated, pursuant to the Title II Chapter entitled “Appointment of Committee Chairs”.
4. If the Speaker shall have failed to submit to the Senate one (1) named representative for the Chair post vacated within thirty (30) calendar days of the vacancy, the Senate shall be empowered to appoint and confirm one named representative to the vacated chair post, upon a majority vote of its membership in attendance at a scheduled meeting, provided the Speaker shall not have acted by the convention of said meeting.
5. The acting Chair may continue to exercise the powers and duties of the Chair until a Senate-confirmed replacement has entered office.

**Section 12** Committee membership shall be empowered to remove their Chairperson from the position of Chair. Such an act will require a two-thirds (2/3) majority vote of committee membership in attendance at a regularly scheduled meeting.

1. A vote to remove a Chairperson from their position of chair must be conducted by either the Speaker (or their designee) or the Chair of the Administrative Affairs Committee (or their designee).
2. At the next regularly scheduled Senate meeting following the removal of a Chair, the Senate may override the decision by a two-thirds (2/3) vote. If the Senate shall choose to remove the Chair from their office, said Chair shall retain their Senate seat. If the Senate shall choose to not remove the Chair from their office, the Chair shall be returned to the committee’s Chairship.

**Section 13** The Speaker may dismiss or remove Committee Chairs from their position as Chair. The Committee can overrule the decision of the Speaker with a two-thirds (2/3) vote.

**Section 14** Chairs may appoint a Vice Chair from the voting members of their own committee at any time, provided that the Vice Chair position is not already filled.

1. The Vice Chair shall act as an aid and resource to the Chair.
2. At such times the Chair deems necessary or is not in attendance at a scheduled meeting, the Vice Chair may become Acting Chair and may exercise powers of the Chairship

3. At any time, the committee can remove the Vice Chair of their committee from office by a two-thirds (2/3) majority vote.

## **Chapter 30**

### Subcommittee Chairs

**Section 1** The Chair shall be the chief presiding officer of the Standing or Select Subcommittee.

**Section 2** In the event the Chair is unable to attend a meeting of the Subcommittee, and the Subcommittee has no appointed Vice Chair, the Chair shall appoint a member of the Subcommittee to chair the meeting.

**Section 3** The Chair shall, solely in the event of a tie, cast a vote in their Subcommittee.

**Section 4** The Chair shall be counted towards quorum.

**Section 5** All Chairs, or their designee, shall be required to record the minutes of each Subcommittee meeting. The recording shall be in written form and one (1) copy shall be distributed to each Subcommittee member, and full committee Chair within seven (7) calendar days of the meeting. In addition, one (1) copy shall be submitted to the Associate Speaker.

**Section 6** All Subcommittee Chairs shall be required to update their position's transition binders by the end of their term.

**Section 7** The minutes of each meeting shall include the information prescribed herein:

1. The name and title of the chair
2. Subcommittee members present
3. Subcommittee members absent
4. All motions and votes taken

**Section 8** If a vacancy shall occur in the office of Standing or Select Subcommittee Chair, the Vice Chair of said subcommittee, having been appointed under the provisions of Title II, Chapter 29, Section 11 of the General Bylaws, shall become acting Chair, and may exercise the powers and duties of the chair.

1. The acting Chair shall, at the next scheduled Committee meeting, be administered the following affirmation by the Speaker of the Senate or Chair of the full Committee before the full Committee membership:
  - a. "I do affirm to faithfully execute the office of SGA acting Subcommittee Chair and support the Constitution and General Bylaws of the Student Government Association."
2. If said subcommittee does not have a Vice Chair which has been appointed under the provisions of Title II, Chapter 29, Section 11 of the General Bylaws, the Chair of the full committee shall appoint a Senator of the given committee to serve as acting Chair. Alternatively, the Chair of the full committee, or upon designation by the Chair of the full committee, the Vice Chair of the full committee, shall become acting Chair, and may exercise the powers and duties of the chair.
3. Within thirty (30) calendar days of the vacancy in the office of Standing or Select Committee Chair, the Chair of the full Committee shall submit to the full Committee, one (1) named representative for the Chair position vacated, pursuant to the Title II Chapter entitled "Appointment of Subcommittee Chairs".
4. If the Chair of the full Committee shall have failed to submit to the full Committee one (1) named representative for the Chair post vacated within thirty (30) calendar days of the vacancy, the full Committee shall be empowered to appoint and confirm one named representative to the vacated chair post, upon a majority vote of its membership in attendance at a scheduled meeting, provided the Chair of the full Committee shall not have acted by the convention of said meeting.
5. The acting Chair may continue to exercise the powers and duties of the Chair until a Committee-confirmed replacement has entered office.

**Section 9** Subcommittee membership shall be empowered to remove their Chairperson from the position of Chair. Such an act will require a two-thirds (2/3) majority vote of subcommittee membership in attendance at a regularly scheduled meeting.

1. A vote to remove a Subcommittee Chair from their position of chair must be conducted by either the chair of the full Committee (or their designee), the Speaker (or their designee), or the Chair of the Administrative Affairs Committee (or their designee).
2. At the next regularly scheduled full Committee meeting following the removal of a Chair, the full Committee may override the decision by a two-thirds (2/3) vote. If the full Committee shall choose to remove the Chair from their office as Subcommittee chair, said Chair shall retain their Senate seat, as well as their seat on the full Committee. If the



full Committee shall choose to not remove the Chair from their office, the Chair shall be returned to the subcommittee's Chairship.

**Section 10** The Chair of the full Committee may dismiss or remove Subcommittee Chairs from their position as Chair. The Subcommittee can overrule the decision of the chair of the full Committee with a two-thirds (2/3) vote.

**Section 11** Subcommittee chairs may appoint a Vice Chair from the voting members of their own subcommittee at any time, provided that the Vice Chair position is not already filled.

1. The Vice Chair shall act as an aid and resource to the Chair.
2. At such times the Chair deems necessary or is not in attendance at a scheduled meeting, the Vice Chair may become Acting Chair and may exercise powers of the Chairship
3. At any time, the subcommittee can remove the Vice Chair of their subcommittee from office by a two-thirds (2/3) majority vote.

## **Chapter 31**

### Standing Committees

**Section 1** There shall be Eight (8) Standing Committees of the Senate as prescribed herein.

**Section 2** The Ways and Means Committee – The Ways and Means Committee shall:

1. Sponsor an enactment which will constitute the official recommendation of the SATF fee level for the successive fiscal year, upon Senate approval.
2. Review and recommend to the Senate legislation relating to Title VI of the Bylaws of the SGA.
3. Formulate the Proposed Annual SGA S-1 Budget Act.
4. Assist the Secretary of Finance in the effective implementation Acts of the SGA within the Committee's jurisdiction.
5. Work collaboratively with the council representative(s) of the councils to ensure that RSOs in their council(s) are following SGA and University of Massachusetts Amherst Spending Policies.
6. The Finance Subcommittee – The Finance Subcommittee of the Ways and Means Committee shall:
  - a. Research and recommend to the Senate legislation which shall provide financial information and other such services to Registered Student Organizations.

- b. Entertain all motions to appropriate monies from the Finance Reserves.
- c. Assist the Secretary of Finance in the effective implementation Acts of the SGA within the Committee's jurisdiction.
- d. Research and review student fee creations and changes not including the SATF fee.

**Section 3**      Administrative Affairs Committee – The Administrative Affairs Committee shall:

1. Maintain the Constitution and Bylaws of the SGA, entertain all motions for amendment thereof, and make available up-to-date versions of said documents.
  - a. Make corrections to the Constitutions and Bylaws limited to spelling, punctuation, and formatting which do not change the wording or meaning of said documents. Any such changes will be presented before the next Senate general body meeting.
2. Review and recommend to the Senate legislation relating to Title I, II, III, IV, V, VII, and VIII of the Bylaws of the SGA.
3. Review all SGA personnel matters including the appointments to fill Committee Chair, Cabinet, Elections Commission, and Special Assistant vacancies unless otherwise provided by the Constitution or Bylaws of the SGA and recommend to the Senate appropriate legislation pursuant thereto.
4. Assist the Vice President and the Secretary of the Registry in the effective implementation of Acts of the SGA within the Committee's jurisdiction.
5. Assist the Secretary of the Registry in the implementation of the sections of Title VII under the committee's jurisdiction.
6. Review appeals of initial allocations of the Ways and Means Committee, as defined by Title VI, Chapter 10, Section 10 of the General Bylaws of the SGA.
7. Review appeals of Finance Reserves appropriations, up to and including the threshold outlined in Title VI, Chapter 11, Section 9 of the General Bylaws of the SGA.
8. The Rules and Ethics Subcommittee – The Rules and Ethics Subcommittee of the Administrative Affairs Committee shall:
  - a. Facilitate the processes of the Senate and assist the Speaker in planning and organizing meetings of the Senate.
  - b. Assist the Attorney General in the effective implementation of Acts of the SGA within the Subcommittee's jurisdiction.
9. In the event that an Agency wishes to amend its charter, the Committee shall review the amendment and make a recommendation to the Senate.

**Section 4**      The Undergraduate Services Committee – The Undergraduate Services

Committee (“USC”) shall:

1. Act as the Senate’s liaison between the undergraduate students and the University administration to maintain and improve campus services, including, but not limited to services in the following areas:
  - a. Parking and Transportation/Facility;
  - b. Dining/Auxiliary Services;
  - c. Health Services, including University Health Services and Center for Counseling and Psychological Health;
  - d. Student Safety, including UMass Police Department and UMass Emergency Medical Services;
  - e. Athletics; and
  - f. Residential Life.
2. Develop campaigns to increase awareness and address controversies on topics related to campus services affecting undergraduates, including, but not limited to services in the areas identified in Section 5, Subsection 1.
3. Review and recommend legislation to the Senate legislation regarding campus services affecting undergraduates, including, but not limited to services in the areas identified in Section 5, Subsection 1.
4. Act as the primary SGA representative and liaison to those administering campus services in the areas identified in Section 5, Subsection 1.
  - a. At the first regularly scheduled meeting of the USC in the Fall Semester, and as necessary thereafter, the USC Chair shall name each Senator serving on the USC as the primary SGA liaison to at least one of the campus services identified in Section 5, Subsection 1.
  - b. The responsibilities of the primary SGA liaison shall include, but are not limited to:
    - i. Serving on Faculty Senate Committees and Councils relevant to their prescribed campus service; Collecting data about, evaluating, and monitoring student opinion of their prescribed campus service; and, providing the Senate with weekly updates on any new or relevant information pertaining to their prescribed campus service, including an evaluation of student opinion of their prescribed campus service;

**Section 5** Social Justice and Empowerment Committee – The Social Justice and Empowerment Committee shall:

1. Organize and collaborate on campaigns for increased rights and representation for undergraduate students in university decision-making pursuant to Trustee Document T73-098 and for historically marginalized students in conjunction with the Secretary of Diversity and Established Student Organizations such as Student Bridges, CEPA, and cultural RSOs.
2. Collaborate with campus, state, and federal student organizations and coalitions on campaigns that advocate for fully funded, affordable, accessible, well-staffed, and democratic systems for public higher education, and to mobilize students to lobby for these state and federal campaigns and legislation.
3. Work with the Secretary of University Policy and External Affairs, who will act as an ex-officio member acting as student representatives of the University to the town of Amherst, the Commonwealth of Massachusetts, and the Government of the United States.
4. The Chairperson of the Social Justice and Empowerment Committee shall sit on the Center for Education Policy & Advocacy Advisory Board and the Student Bridges Advisory Board as the Speaker's designee.
5. Committee members shall receive first consideration in the appointment of Undergraduate seats on Faculty Senate Committees and Councils that work on relevant issues to the committee, such as diversity, gender equity, and affordability. Committee members should maintain networks and relationships with student groups that are invested in social justice work.

**Section 6** The Outreach and Development Committee – The Outreach and Development Committee shall:

1. Act as the liaison between the SGA Senate, the other branches of the SGA, undergraduate students, Agencies, and Subsidiary Governance Bodies to maintain and improve transparency and constituent communication.
2. Organize events and canvassing campaigns in the dorms, DCs, and off-campus living areas to get input from and build relationships with students and to inform and educate students about existing campaigns.
3. Ensure that one (1) campus-wide Community Outreach Event is held each semester.
4. Schedule dates for six (6) Senator led Community Outreach events and create a sign-up list for Senators who will be planning those meetings.
5. Develop and organize SGA trainings, professional development workshops, and cooperative training experiences.
6. Review and recommend to the Senate legislation regarding SGA transparency and constituent outreach.

7. Create and disseminate a calendar of SGA events at the beginning of each semester.
8. Outreach and advertise vacant Senate positions.
9. Review and recommend to the Senate appointments to fill vacant Senate seats and Elections Commission positions throughout each semester.
  - a. ODC has the power to set a date within the second half of the second academic semester after which no new Senator appointments may be processed for the remainder of the academic year.
10. Review and recommend to the Senate appointments to the Elections Commission, as defined by Title VIII, Chapter 3 of the General Bylaws.

**Section 7** The Academic Oversight Committee - The Academic Oversight Committee Shall

1. Keep in constant communication with the Provost's Office. AO shall have first consideration in the appointment of Undergraduate seats on Faculty Senate Committees and Councils relevant to the mission of the Committee and/or shall sit on Department Student Advisory Boards.
2. Review and encourage efforts to decrease the cost of required classroom materials on campus.
  - a. Maintain, upkeep, and coordinate the iClicker lending library, including, but not limited to: soliciting and collecting iClicker donations, promulgating rules to create a uniform distribution method and return procedure in order to ensure that the process of renting an iClicker remains free and accessible to all.
3. Review the requirements for UMass Undergraduates to graduate, including, but not limited to General Education Requirements and advising processes.
4. Review and evaluate the opportunities for students to participate in internships.
5. Work on initiatives to create positive relationships between professors and their students.

**Section 8** Undergraduate Registry Oversight Committee – The Undergraduate Registry Oversight Committee shall:

1. Be directly responsible for the official Registered Student Organization records of the SGA including the Charters and/or Constitutions, current executive board, strategic plans, updated rosters, and the date their last RSO Review by UROC, of Registered Student Organizations, which shall be published on an individual RSO's Student Organization Management Tool.
2. The Undergraduate Registry Oversight Committee shall aid the Secretary of the Registry in ensuring that all RSOs and Agencies have their updated Charter/Constitution available

on Student Organization Management Tool and have met all requirements specified by the bylaws, in order to be considered an Active RSO.

3. The Undergraduate Registry Oversight Committee will advise applicants of the New RSO Application process through workshop sessions and individual meetings during the New RSO Application Period to assist in the preparation of RSO application materials.
  - a. Each UROC member shall be trained in the RSO Application review process by the Secretary of the Registry.
  - b. The UROC chair, or designated representative from UROC, shall explain the current standards for the RSO Application, as outlined in Title VII, Chapter 7, Section 6, to the Administrative Affairs Committee prior to RSO Appeals.
4. Assist the Secretary of the Registry as needed in carrying out the responsibilities of Title III, Chapter 13 and enforcing the policies of Title VII.
5. A majority vote of the committee may recommend members to be appointed to Undergraduate seats on Agency Advisory Boards and Councils relevant to the mission of the Committee.
6. Be responsible for ensuring RSO and Agency compliance with SGA Bylaws and policies.
7. Compile research and recommendations regarding student organizations, resources, and support systems. The goals of this research shall include, but are not limited to:
  - a. Recognizing repetition or overlap within the RSOs' purposes and functions,
  - b. Improving communication between RSOs and the SGA,
  - c. Providing Senate and the Secretary of the Registry with recommendations on Bylaw changes which would improve efficiency of RSO management and/or better serve RSOs,
8. The Undergraduate Registry Oversight Committee shall present to Senate before or during the last regularly scheduled Senate meeting of the academic year, on the process the committee followed during the research and recommendation process mentioned above, the common problems RSOs report encountering, and the recommendations informed by the findings of the review process to Senate and to the Secretary of the Registry.

**Section 9**      The Committee of the Whole – The Committee of the Whole shall:

1. The Committee will be used in such times where the Senate or the Speaker wish to discuss a topic not on the agenda in the form of a motion, or to hold a discussion not otherwise allowed by parliamentary procedure.
2. The Committee shall be chaired by the Speaker and shall be exempt from Title II, Chapter 26 “Election of Committee Chair”, and Chapter 27, “The Committee Chair”.

3. The Associate Speaker of the Senate shall record the minutes of the committee and send them in addition to the minutes of the Senate meetings.
4. The Committee shall be called into a meeting in the following manner:
  - a. When arriving to the Committee of the Whole section on the Senate agenda, the Speaker shall address the Senate for any points to utilize the Committee for necessary discussion purposes. If there are none, the agenda will carry on as usual.
  - b. Given there is a point of discussion, the Speaker may call the Senate into recess and gavel the Committee of the Whole into session at such times as they deem necessary.
5. The Committee shall be used solely for discussion purposes; no official votes shall be taken during the point and time.
6. The membership of the committee shall include all current members and ex-officio members of the Senate.
7. The Speaker shall have the ability to end the committee and the Senate shall reserve the right to overrule the Speaker as enumerated in the Bylaws. Additionally, any Senator may make a motion to adjourn the Committee, and the motion will need a two-thirds (2/3) vote to pass.
8. All powers of the Speaker to run the Senate meeting shall apply to the Committee of the Whole.

## **Chapter 32**

### **Impeachment and Recall**

**Section 1** A petition of one hundred (100) SGA Members may request the impeachment of the President or the Vice President, by filing written charges with the Rules and Ethics Subcommittee of the Administrative Affairs Committee.

**Section 2** Upon the receipt of written charges and within thirty (30) calendar days, the Rules and Ethics Subcommittee shall investigate the charges in a manner prescribed by a majority vote of its membership in attendance at a scheduled meeting.

**Section 3** Within fourteen (14) calendar days of its investigation, the Rules and Ethics Subcommittee shall vote on whether Impeachment proceedings shall be brought before the Senate.

**Section 4** If the Subcommittee shall have voted not to bring impeachment hearings before

the Senate, the Chair shall make a report to the Senate detailing the written charges and an explanation of the reasons as to why an impeachment hearing was not necessary. The Senate may then, upon a three-fourths (3/4) vote, elect to bring impeachment proceedings before the next regularly scheduled Senate meeting.

**Section 5** If the Rules and Ethics Subcommittee shall have voted to bring Impeachment proceedings before the Senate, the Chair shall submit to the subject SGA Officer written notice of the charges no less than seventy-two (72) hours prior to the Senate meeting at which the Impeachment proceedings shall be considered.

**Section 6** If the Rules and Ethics Subcommittee shall not have acted on the charges within fourteen (14) calendar days of their investigation, the matter may be brought before the Senate upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

**Section 7** If Impeachment proceedings shall have been brought before the Senate, the charges shall be announced, the Rules and Ethics Subcommittee report on the matter shall be entered into the minutes, and the subject SGA Officer shall be afforded an opportunity to address the Senate for twenty (20) minutes which shall not be infringed by any person.

**Section 8** If, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, the Senate shall have voted to impeach the subject SGA Officer, then, upon the announcement of the vote by the Chief Justice, the Impeachment shall be complete, and the Senate shall submit to the Student Judiciary, unless otherwise provided for by the Bylaws of the SGA, a Petition for a Ruling as to whether the subject SGA officer shall be recalled.

**Section 9** The subject SGA Officer may, up until the time that Impeachment proceedings shall have been brought before the Senate, resign and formal charges shall be dropped.

**Section 10** The Chief Justice shall chair Senate meetings at which Articles of Impeachment shall be considered.

### **Chapter 33** Senate Budget Hearing

**Section 1** The following sections shall only be in effect at the annual SGA Budget meeting.

**Section 2** The SGA Budget Act shall be the first motion on the agenda of the meeting(s)



that it will be heard and shall supersede all motions previously or currently on the agenda. The SGA Budget Act may not be tabled.

**Section 3** The Budget shall be considered until any and all organizations that have applied for funding and have also filed an Appeal of Appropriations, shall have been given the opportunity to present before the Senate.

**Section 4** No organization shall be allowed to present to the Senate unless they have submitted to the Speaker of the Senate, forty-eight (48) hours in advance of the budget meeting, an Appeal of Appropriations and have requested a hearing with the Administrative Affairs Committee.

**Section 5** An Appeal of Appropriations shall include the following:

1. The name(s) of the persons appealing the Ways and Means budget recommendation.
2. The organization they are representing.
3. The office they hold within the organization.
4. The reason for appeal.
5. Whether they have had a hearing with the Administrative Affairs Committee and the result of that hearing.

**Section 6** The Appeal of Appropriation shall specifically state that it is an appeal to the Senate and not the Administrative Affairs Committee and the organization may not appeal to the Senate unless it has previously requested a hearing with the Administrative Affairs Committee.

**Section 7** The Speaker of the Senate shall give to all organizations that have applied for funding, and at least six (6) days prior to the budget meeting, the Ways and Means recommendation and a copy of an Appeal of Appropriation with the deadline.

**Section 8** Appeals of Appropriation shall also be made available at the Student Government and Student Activities Center offices at least six (6) days prior to the budget meeting.

**Section 9** If the budget shall fail upon its initial vote, it shall be broken into S-1 line items. Upon receiving a negative vote on a given S-1 line item, the organization's account will be broken down by line item.

**Section 10** Any organization shall be allowed to present on their budget if the initial Ways

and Means recommendation shall have failed before the Senate, provided that they may not address the Senate for a duration of time exceeding ten (10) minutes.

**Section 11** Subsidiary motions to amend, amend an amendment, call the amendment, recess (no greater than fifteen (15) minutes) and recognize a non-member shall be in order if the original Ways and Means budget shall have been failed.

## **Chapter 34**

### Training for Senators

**Section 1** Each Senator shall attend a comprehensive SGA training, which shall be coordinated by the Speaker and Associate Speaker. Student Legal Services Office and, if possible, the Student Activities and Involvement Office shall help in the training, planning, and facilitating. This training shall occur within two (2) weekends following the SGA elections in the fall and spring.

**Section 2** This training will be mandatory for the Speaker, Associate Speaker, all Senators, the SGA President, and the Vice President. The President, Vice President, Speaker, Associate Speaker, Chief Justice or their designee, Executive Cabinet, and Committee Chairs shall present on their roles, responsibilities, and goals at the training. The Presidents of the House Councils will also be invited and encouraged to come but they are not required to do so.

**Section 3** Each full day of the training that a Senator misses will count as one-half (½) absence. Excused absences will be granted as outlined in the Title II Chapter entitled “Senate Attendance.” If any office holder, besides a Senator, does not attend the training, the SGA President shall be expected to sanction or reprimand them in a manner they see fit.

**Section 4** The Speaker or President shall be empowered to ask for the resignation of any SGA officer who does not attend training without being excused. Furthermore, not attending training shall be grounds for a petition of Expulsion or Impeachment to be sent to the Rules and Ethics Subcommittee of the Administrative Affairs Committee.

**Section 5** It shall be at the discretion of the Speaker and President as to how long and over how many days the training will take place. It will also be at the discretion of the Speaker and President to require the attendance of the Student Trustee, the Executive Cabinet, and the Student Judiciary for a limited amount of the training. Incumbent Senators will be required to attend the training but will be expected to assist the Speaker and President in facilitating the training.

**Section 6** This training shall be open to all SGA Members.

**Section 7** The Chancellor of Elections shall inform all the Senate candidates and all above named members of the SGA, before the election takes place, that they must attend this required training.

**Section 8** The training shall include, but not be limited to, the topics of Senate procedure, the Judicial Branch, the Executive Branch and its procedure, the history of the SGA, extensive training on the Constitution, Bylaws, and Wellman Document, Robert's Rules of Order, the Senate Committees and how they work with the other branches, working with other UMass authorities, and community organizing.

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**TITLE III**  
**EXECUTIVE**

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As Amended May 19, 2024

## **Chapter 1**

### Authority

**Section 1** In addition to the power vested in the President under Article VI of the Constitution of the SGA, the President shall be vested with the additional powers prescribed herein:

1. To authorize or establish whatever formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other necessary structural bureaucracy, with the exception of the Executive Cabinet, may, in their discretion, deem appropriate for the efficient operation of the Executive Branch. The President shall not create any Executive Cabinet positions without first sponsoring an amendment to the General Bylaws to create the position.
2. To appoint or employ administrative/clerical aides to assist the University Student Trustee, the President, the Speaker, the Student Judiciary, or the Executive Cabinet, provided an act of the Senate has appropriated funds for said purpose.
3. To dismiss or remove from office, any member of the Executive Cabinet or the Executive Branch, whose dismissal or removal from office is not otherwise provided for by the Constitution or the Bylaws of the SGA. The President is further empowered to delegate this power to members of the Cabinet.

**Section 2** The President shall create no formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other structural bureaucracy which is superior in rank to the Executive Cabinet, or similar to an already existing role in the Executive Branch.

**Section 3** The President shall submit a job description to Senate for approval, including but not limited to weekly tasks, position goals, and responsibilities. If the position requires appropriated funds, the description will include those details as well. The position must have a specific task to carry out over one (1) academic year, not already assigned to an existing Executive Branch position.

**Section 4** The President shall provide a weekly oral report to the Senate at every meeting, or, in cases such that the President is unable to attend the scheduled Senate meeting, the President will provide a report to Senate.

## **Chapter 2**

## Community Meetings

**Section 1** The President, or at their discretion, one of the Executive Cabinet members, shall be responsible for attending at least one of the Community Outreach Events meetings, as defined in the Title II Chapter entitled “Constituent Communication,” at least once a semester.

### Chapter 3

#### The Vice President of the SGA

**Section 1** The Vice President shall:

1. Be the head of the Executive Branch when the President is not in attendance.
2. Be empowered to act for the President as their official representative in all capacities with the exception of signing or vetoing legislation, so long as the President has given prior consent to their actions. The Vice President shall also be empowered to delegate this responsibility to any member of the Executive Cabinet.
3. At such times as the President deems necessary, the Vice President may become Acting President and be empowered to exercise all the powers of the Presidency, including, but not limited to, hiring and firing staff and signing and vetoing legislation. The President shall inform the Senate of this transfer of power either electronically or in person.
4. Act as the President’s liaison to the Area Governments.
5. Act to effectively execute Title V of the Bylaws of the SGA and fulfill all powers and responsibilities granted to them therein.
6. Serve as the chief adviser to and receive instruction and direction from the President.
7. If a vacancy shall occur in the office of the Vice President, the President shall appoint a replacement in the manner provided in Title III, Chapter 6.

### Chapter 4

#### Appointments

**Section 1** Appointments shall be made by the President.

1. Appointees are subject to a call for confirmation at any point during their tenure by a majority vote of the Senate body.
  - a. When an Appointee is called for a confirmation vote by the Senate body a special order shall appear on the next regularly scheduled meeting.

- i. If the call for confirmation is passed with a majority vote, the Speaker shall notify the appointee.
- b. If the confirmation for a candidate fails then the President must remove that appointee from their boards.

**Section 2** Appointees to University Boards, including, but not limited to, Vice Chancellor Advisory Boards, Faculty Senate Councils and Committees, and special Chancellor Committees, shall be appointed by the President and shall be responsible for the following:

1. Taking and maintaining notes at each meeting of the University Board on which they sit.
  - a. The Chief of Staff shall set the procedure for maintenance and dissemination of the notes.
  - b. If multiple SGA appointees are in attendance at one meeting, they may designate one member to take notes. If one member is designated to take notes, those notes shall be shared with all SGA members of the University Board within twenty four (24) hours of the meeting for their changes and approval.
  - c. The designated note taker shall also share notes with the President, Speaker, and Chief of Staff within twenty four (24) hours of the meeting.
2. Attending all meetings of the University Board to which they are appointed.
  - a. If an appointee is unable to attend a meeting, they shall be responsible for finding a designee--who must be a member of the SGA, and ensuring that their designee fulfills their duties for that meeting.
  - b. Should an appointee require that a designee take their place at a meeting, the appointee must notify the President of the name of their designee for approval at a time before the regular convening of the meeting.
  - c. If an appointee is unable to find a designee, they shall notify the Chief of Staff.
  - d. If an appointee fails to attend more than one-half (1/2) of the regularly scheduled meetings of their appointed University Board, they will have be automatically resigned from their seat on from that University Board.
    - i. The Chief of Staff shall promptly notify an appointee of their automatic resignation.
    - ii. Any vacancy created by automatic resignation must be filled following the procedure set out in this Chapter.
  - e. If the appointee is unable to serve on the external SGA committee for reasons including class or other conflict, they must tell the Chief of Staff as soon as possible after their appointment to the board, so that a replacement can be found.
3. Voting, if the University Board so allows.

4. Making a report to the Senate at the request of the President or the Speaker.

**Section 3** Appointees must attend a training, which shall be coordinated by the Chief of Staff, within fourteen (14) calendar days of the confirmation of their Appointment. The training must include, but shall not be limited to:

1. Attendance requirements;
2. Note taking requirements;
3. Instructions on the maintenance and dissemination of the notes; and
4. A training in policy advocacy from a representative of the Center for Education Policy & Advocacy.

**Section 4** If an appointee fails to fulfill any of the responsibilities listed in Sections 2 & 3 above, the President may remove them from the University Board to which they have been appointed.

## **Chapter 5**

### **The Executive Cabinet**

**Section 1** The President shall appoint, and the Senate shall confirm, in a manner prescribed by the Constitution of the SGA, and the Bylaws of the SGA, the Executive Cabinet, herein denoted the Cabinet.

**Section 2** The Cabinet shall be directly responsible and accountable to the President, in whose name the Cabinet shall act.

**Section 3** Should a cabinet member fail to provide a written or verbal report at a regularly scheduled meeting of the Senate three times during their term in office, they shall have resigned by non-action.

1. A record of written or verbal cabinet reports provided at regularly scheduled meetings of the Senate shall be kept by the Chief of Staff, or, in the event that position is vacant, the Associate Speaker.
  - a. Should a cabinet member twice fail to provide a written or verbal report at a regularly scheduled meeting of the Senate, the Chief of Staff, or in the event that position is vacant, the Associate Speaker, shall notify the President and the



cabinet member, in writing, that one additional failure to provide such a report will result in their resignation by non-action.

- i. Should the notification not be made in conformance with Section 3(a)(i), a cabinet member's resignation by non-action shall be stayed until such time as they have received such notification and failed to provide a written or verbal report at a subsequent regularly scheduled meeting of the Senate.
  - b. Should a cabinet member fail to provide a written or verbal report at a regularly scheduled meeting of the Senate three times during their term in office, the Chief of Staff, or in the event that position is vacant, the Associate Speaker, shall notify the President.
2. If the President is notified, pursuant to Section 3(a)(ii), that a cabinet member has failed three total times during their term in office to provide a written or verbal report at a regularly scheduled meeting of the Senate, the President shall:
  - a. inform the cabinet member, in writing, that the cabinet member has resigned by non-action, that the cabinet member's pay will be immediately frozen, and where and when the cabinet member can collect their last paycheck;
  - b. remove the cabinet member from all public listings of positions;
  - c. freeze the cabinet member's pay; and
  - d. inform the Senate of the resignation at the next regularly scheduled Senate Meeting.

**Section 4** If the President determines that the Secretary of Finance, the Secretary of the Registry, or the Attorney General have failed to timely fulfill their responsibilities as delineated in Chapters 11, 12, and 13, they shall declare that said Cabinet members have resigned by non-action.

1. If the President declares that the Secretary of Finance, the Secretary of the Registry, or the Attorney General have resigned by non-action pursuant to Section 4, they will:
  - a. immediately inform the Speaker and the cabinet member in writing that:
    - i. the President has determined that the cabinet member has resigned by non-action;
    - ii. the cabinet member's pay will be immediately frozen; and
    - iii. where and when the cabinet member can collect their last paycheck.
  - b. remove the cabinet member from all public listings of positions;
  - c. freeze the cabinet member's pay; and
  - d. inform the Senate of the resignation at the next regularly scheduled Senate Meeting.

**Section 5** The President bears primary responsibility for ensuring that the duties required of each vacant Cabinet position are timely fulfilled.

**Section 6** The President may re-appoint a cabinet member that resigned by non-action through the Senate in accordance with Title III, Chapter 9.

## **Chapter 6** Composition of the Cabinet

**Section 1** The Cabinet shall be composed of individuals qualified to fulfill the positions prescribed herein:

1. The Chief of Staff
2. The Secretary of Finance
3. The Secretary of the Registry
4. The Attorney General
5. The Secretary of University Policy
6. The Secretary of External Affairs
7. The Secretary of Diversity, Equity, and Inclusion
8. The Secretary of Technology
9. The Secretary of Public Relations and Marketing
10. The Secretary of Sustainability
11. The Secretary of Veterans Affairs
12. The Secretary of Health and Wellbeing

## **Chapter 7** Cabinet Appointment

**Section 1** The President/President-Elect shall, within thirty (30) calendar days of the ratification of their election, submit to the Administrative Affairs Committee one (1) named representative for each of the Cabinet post appointments, who, upon confirmation by the Administrative Affairs Committee, shall be submitted to the Senate for final confirmation.

1. The President-Elect shall have the ability to submit their representative to the Administrative Affairs Committee before taking office, but only after the ratification of the election.

2. The Senate shall have the power to confirm Cabinet nominees prior to the beginning of the nominee's prospective term. If confirmed, the Cabinet-Designees shall not take the oath of office until the beginning of their terms.

**Section 2** The President/President-Elect, along with the counsel of the Vice President-Elect, shall follow selecting named representatives for Cabinet posts as follows:

1. For all subsections of Title III, Chapter 6, Section 2, prospective named representatives for Cabinet posts shall herein be referred to as "applicants," and this section of the appointment process shall be conducted as an application process.
2. The President/President-Elect shall write and release the applications for all Cabinet posts, which shall include, but not be limited to, the SGA Equal Opportunity Policy, as per Title I, Chapter 4.
3. The Application shall not request any demographic information beyond the applicant's name or year of graduation.
4. The President/President-Elect shall create a job announcement for all Cabinet posts, which shall include the application deadlines and a description of the application process.
5. The President/President-Elect shall accept applications for at least seven (7) calendar days following the release of applications and posting of the job announcement.
6. Every application from SGA Members that the President deems suitable shall be afforded the opportunity for an interview, which shall take place at a mutually agreed upon time in a neutral location outside of the SGA Office.
7. No individual may be selected for a Cabinet post until all applicants for said post have been fully considered.
8. The President/President-Elect shall notify all applicants of their acceptance/rejection, and shall notify accepted applicants of their required attendance at confirmation hearings in the Administrative Affairs Committee and the Senate.
9. Once the President/President-Elect has chosen named representatives for each Cabinet post, they shall send each representative's completed application materials to the Administrative Affairs Committee for review during their confirmation hearings.

**Section 3** If the Senate shall not have acted to confirm or deny a Cabinet appointment of the President/President-Elect within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

**Section 4** If the Senate shall have voted to deny a Cabinet appointment, the President/President-Elect shall submit a second named representative to the Senate within ten (10) calendar days.

## **Chapter 8**

### Term and Installation of Cabinet Members

**Section 1** Cabinet members shall serve the same term of office as the President and Vice President.

**Section 2** The Cabinet shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:

“I do affirm to faithfully execute the office of Executive Cabinet Member and support the Constitution and Bylaws of the Student Government Association”

## **Chapter 9**

### Cabinet Vacancies

**Section 1** If a vacancy shall occur in a Cabinet post, the President shall be empowered to name an acting Secretary, who may exercise the powers and duties of the cabinet post vacated. The acting Secretary may continue to exercise the powers and duties of the cabinet post vacated until a Senate-confirmed replacement has entered office.

1. The acting Secretary shall, at the next scheduled Senate meeting, be administered the following affirmation by the SGA Chief Justice or Speaker of the Senate before the Senate membership:
  - a. "I do affirm to faithfully execute the office of SGA acting Secretary and support the Constitution and General Bylaws of the Student Government Association."

**Section 2** If the vacancy shall have occurred in a Cabinet post prior to March 1, the President shall, within thirty (30) calendar days of said vacancy, submit to the Senate, one (1) named representative for the Cabinet post vacated. An individual appointed to serve as Acting Secretary under the provisions of Section 1 of this same Chapter of the Bylaws shall also be eligible for appointment under the provisions of this section.

**Section 3** If the Senate shall not have acted to confirm a Cabinet appointment of the President within fifteen (15) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

**Section 4** If the Senate shall have voted to deny a Cabinet appointment, the President shall submit a second named representative to the Senate within ten (10) calendar days. An individual appointed to serve as Acting Secretary under the provisions of Section 1 of this same Chapter of the Bylaws shall also be eligible for appointment under the provisions of this section.

**Section 5** If the vacancy shall have occurred on or after March 1, the President shall submit to the Senate one (1) named representative for the Cabinet post vacated at their discretion, and the Senate shall act accordingly. An individual appointed to serve as Acting Secretary under the provisions of Section 1 of this same Chapter of the Bylaws shall also be eligible for appointment under the provisions of this section.

## **Chapter 10**

### **Responsibilities of the Cabinet**

**Section 1** The Cabinet Members shall hold the responsibilities defined herein:

1. They shall be directly responsible for the effective implementation and execution of Acts of the SGA relevant to their administrative area.
2. They shall be responsible for representing the President's sentiments on matters relevant to their administrative area.
3. They shall be directly responsible for the execution of all tasks prescribed for their administrative area by the Constitution of the SGA, the Bylaws of the SGA, Acts of the SGA, or the President.
4. They shall be responsible for submitting a written or verbal report on the activities and functions of their administrative area to the President and Senate at each regularly scheduled meeting of the Senate.
  - a. Should a cabinet member fail to provide a written or verbal report at a regularly scheduled meeting of the Senate three times during their term in office, they shall have resigned by non-action pursuant to Title III, Chapter 5, Section 3.
  - b. The President, the Speaker, the Associate Speaker, or any Senator may make a written request to a cabinet member for a written or verbal report on the activities and functions of the cabinet member's administrative area at any time.

- i. A cabinet member who receives a request for a written or verbal report pursuant to Chapter 10, Section 1, Subsection 4(b), shall provide such a report within seven (7) days of receipt of the request.
5. They shall serve as an ex-officio member of the Senate.

**Section 2** All members of the Executive Cabinet, as defined by Chapter 6 of this same title of the General Bylaws, shall have the authority to recommend for appointment by the President, one or more Undersecretaries. Undersecretaries shall assist their respective Secretaries in the carrying out of their duties.

1. Executive Cabinet members shall notify the President and the Senate upon the hiring of any Undersecretary.
2. Undersecretaries may receive a pecuniary benefit for their service, if funds are appropriated by an act of the SGA.
3. Upon taking office, Undersecretaries-designate shall be administered the following oath of office by the SGA Speaker before the Senate membership:
  - a. “I do affirm to faithfully execute the office of SGA Undersecretary and support the Constitution and General Bylaws of the Student Government Association.”
  - b. In place of “SGA Undersecretary” in the above affirmation, the Undersecretary-designate shall instead state the title of the position which they are about to enter.
4. Cabinet members shall be empowered to dismiss or remove from office their respective undersecretaries. Cabinet members shall immediately notify the President and the Senate of any dismissal or removal of their given Undersecretary(s).

## **Chapter 11**

### The Chief of Staff of the SGA

**Section 1** The Chief of Staff shall:

1. Act as the head liaison between the President and the parallel governance structures (e.g., the Legislative and Judicial branches of the SGA) as well as other subsidiary governing bodies.
2. Coordinate all Presidential appointments including creating a full list of any committees, councils, and advisory boards that the President has the authority to appoint student representation.

3. Communicate with external SGA committee administrative members including, but not limited to, vice chancellor and agency advisory boards and to the faculty senate to alert them of which SGA members are serving on the board, per Presidential appointment.
4. Ensure that agency advisory boards, or any other external SGA committee meetings are scheduled.
5. Alert senators and other SGA officers of which external SGA committees they will be serving on, at the beginning of fall and spring semesters, or in the event of a vacancy on such committee.
6. Oversee appointees to University Boards, including, but not limited to, Vice Chancellor Advisory Boards, Faculty Senate Councils and Committees, and special Chancellor Committees. Such oversight shall include, but not be limited to:
  - a. Setting the procedure for maintenance and dissemination of the notes by such appointees;
  - b. Ensuring that appointees fulfill their responsibilities as described in Title III, Chapter 4, Sections 1 & 2; and
  - c. Notifying the President, the Speaker, and the relevant appointee of any automatic resignation that may occur.
  - d. In the event that an appointee must step down from an external SGA committee due to time constraints or ongoing conflict, such as class, they shall communicate that with the Chief of Staff within one week of the appointee stepping down, who will immediately inform the President of the need to find a replacement.
7. Serve as the chief adviser and receive instruction and direction from the President and Vice President.
8. Manage the bike share program or be responsible for appointing and giving direction to the Bike Share Program Manager as outlined by the following:
  - a. Overseeing of the expansion, advertising, and day-to-day operations of the Bike Share Program.
  - b. Assisting in the sustained success of the Bike Share program.
  - c. Maintaining waivers for the program.
  - d. Signing bikes in and out of the SGA office.
  - e. Coordinating advertising and social media marketing.
  - f. Ensuring bikes are maintained by implementing contracts between the Bike Share and Bike Co-op and following up on repairs and regular maintenance.
  - g. Working to improve and expand the program.
9. Keep a record of written or verbal cabinet reports provided at regularly scheduled meetings of the Senate, and provide notice of delinquencies as required by Chapter 5, Section 3.

10. Be responsible for hiring and giving directions to the SGA Office Manager.
  - a. The office manager will be responsible for day-to-day operations of the SGA office, including, but not limited to:
    - i. Checking out keys for RSO lockers,
    - ii. Assisting students in reserving meeting spaces, event spaces, and conference rooms,
    - iii. Ensuring that the needs of day-to-day office functions are satisfied,
    - iv. Managing the office phone,
    - v. Managing a calendar to keep an up-to-date schedule of meetings and events,
    - vi. Sorting incoming files, paperwork, and the historical archives,
    - vii. Acting as a greeter with access to a calendar of SGA members' office hours,
    - viii. Maintaining a basic understanding of cabinet members' projects,
    - ix. Office supplies and cleaning supplies inventory.

## **Chapter 12**

### The Secretary of Finance

#### **Section 1**     The Secretary of Finance shall:

1. The Secretary of Finance is responsible for ensuring compliance of ESOs with the financial policies of the SGA. They are responsible for keeping accurate financial records and for ensuring that all ESO accounts are in order. They shall ensure that all agencies, Subsidiary Governance Bodies, RSOs, and student businesses are financially solvent.
2. The Secretary of Finance shall be responsible for appointing and giving direction to the SGA auditor, who shall assist the Secretary of Finance in systematically auditing accounts.
3. The Secretary of Finance shall be accountable to the SGA President, and shall receive their direction from them.
4. The Secretary of Finance shall schedule bi-weekly meetings with the Student Engagement Stakeholders to review ESO discrepancies and to develop policy that addresses ESO financial issues.
5. The Secretary of Finance and the Secretary of the Registry shall serve as a mechanism for ESO financial support; they are responsible for long-term and short-term analysis of the SATF. They shall maintain records, and be abreast of issues including but not limited to:



Administrative Overhead recharge policy, Copyright deficit/charges for Established Student Organizations, and SATF allocation.

6. Tasks of the Secretary of Finance including but not limited to:
  - a. Managing Budgets of:
    - i. Senate Operations
    - ii. SGA Revenue account
    - iii. SGA Stabilization account
  - b. Advising the Ways & Means and Finance Subcommittee Chairs on financial issues that surface during the course of their term.
  - c. Oversight of S-1 Budget spending to:
    - i. Signing off on fee account transfers,
    - ii. Reviewing unusual expenditures for appropriateness,
    - iii. Setting in conjunction with Student Engagement Stakeholders, year-end spending guidelines for Established Student Organizations,
    - iv. Managing SGA fund-raising efforts,
    - v. Evaluating expenses of the Student Activities Trust Fund.
7. The Secretary of Finance will have the authority to appoint an auditor.
  - a. The auditor shall assist the Secretary of Finance in systematically auditing accounts.
8. The Secretary of Finance will have the authority to freeze student group accounts on the SATF for any Student Government Association or University Policy violations.
  - a. The Secretary of Finance must keep abreast of groups' spending and be aware if any RSO has a deficit in either of their accounts. This information is available from the Business department of Student Activities Center.
  - b. The Secretary of Finance will advise the RSO forty-eight (48) hours prior to freeze suspension. They will also advise Student Activities Center at least forty-eight (48) hours prior.
  - c. A group freeze must be put in writing, and the Secretary of Finance will be responsible for maintaining a record of all suspensions and notices.
  - d. The Secretary of Finance shall inform and consult with the Secretary of the Registry when freezing an ESO.
  - e. Upon freezing an RSO, the Secretary of Finance must notify the RSO about the freeze and email the RSO the details of the appeals process. This email must include, but not be limited to, the Director of finance and business services, the RSO, the Chair of the Administrative Affairs Committee, the Chair of the Ways and Means Committee, and the Chair of the Finance Subcommittee, and the Secretary of the Registry.

9. If an RSO wishes to appeal the freeze put on their accounts by the Secretary of Finance the process shall be as follows:
  - a. The RSO will have two (2) weeks after receiving notice of the freeze of their RSO to file for an appeal.
  - b. The RSO must contact the Chair of the Finance Subcommittee.
    - i. The Chair of the Finance Subcommittee is responsible for creating an Ad-hoc committee to meet within two (2) weeks from receiving the appeal herein denoted as the “Freeze Appeal Committee” containing a member from the Finance Subcommittee, the Chair of Ways and Means committee, a member from the Ways and Means Committee, and the Chair of the Administrative Affairs Committee or their designees.
  - c. When the RSO meets with the Freeze Appeal Committee, someone from the RSO with signature responsibility must be in attendance at the meeting.
  - d. If the RSO appeal passes through the Freeze Appeal Committee with a two-thirds (2/3) majority, the appeal shall then go onto Senate.
  - e. If the RSO appeal passes through Senate with a two-thirds (2/3) majority, the freeze shall be reversed. If it does not pass, the freeze remains.
10. Secretary of Finance shall hold Signature Responsibility as defined by the University system.
11. The monthly report shall include a summary expenditure of the SGA Operations account (fee and revenue).
  - a. This report shall be sent out to all SGA Officers once it is compiled each month.
12. The Secretary of Finance shall be required to appoint an SGA Treasurer as their Undersecretary. The SGA Treasurer shall initiate and develop fund-raising efforts for the SGA Operations account. All such revenues are to aid in the execution of business for the SGA. The SGA Treasurer shall also assist in the oversight of spending and running balances on all SGA accounts, which shall include:
  - a. The SGA Operations account (fee and revenue)
  - b. The campaign fund
  - c. Finance Reserves
  - d. Capitalization and equipment fund
  - e. Senate operations
  - f. Short-term stabilization funds
  - g. SGA Readership Program
  - h. New Group Reserve
13. Work collaboratively with the treasurer of each RSO Council.

14. Meet at least twice (2) a semester with the Treasurers' Board and the Ways and Means Representative for their council.

## **Chapter 13**

### The Secretary of the Registry

#### **Section 1** The Secretary of the Registry shall:

1. Act to effectively implement Title VII of the Bylaws of the SGA.
2. Be empowered to suspend the Charter of an RSO or agency which is in violation of the Constitution of the SGA, the Bylaws of the SGA, or an Act of the SGA.
3. Act as the President's liaison to Established Student Organizations, Agencies, and Student Activities and Involvement.
4. Work with the Secretary of Public Relations and Recruitment in assisting ESOs with the advertisement of events.
5. Coordinate with University Administration to effectively work with ESOs in campaigns, projects, or events.
6. Be directly responsible for the official Registered Student Organization records of the SGA including, but not limited to, the Charters and/or Constitutions of Registered Student Organizations. The Secretary of the Registry shall aid the Student Activities and Involvement in ensuring that all RSOs and Agencies have their updated Charter/Constitution available on Campus Pulse.
7. The Secretary of the Registry shall have the power to suspend any ESO for any Student Government Association or University Policy violations.
8. Upon suspending an ESO, the Secretary of the Registry must notify the ESO forty-eight (48) before the suspension takes place about the suspension and email the ESO the details of the appeals process. This email must include, but not be limited to, the ESO and the Chair of the Administrative Affairs Committee.
  - a. If an ESO wishes to appeal the suspension placed by the Secretary of the Registry, the process shall be as follows:
    - i. The ESO will have two (2) weeks after receiving notice of the suspension of their ESO to file for an appeal.
    - ii. The ESO must contact the Chair of the Administrative Affairs Committee.
      1. The Chair of the Administrative Affairs Committee is responsible for scheduling a time for the Administrative Affairs Committee to meet for the appeals.

- iii. When the ESO meets with the Administrative Affairs Committee, someone from the executive board of the RSO must be in attendance at the meeting.
  - iv. If the ESO appeal passes through the Administrative Affairs Committee with a two-thirds ( $\frac{2}{3}$ ) majority, the appeal shall then go onto Senate.
  - v. If the RSO appeal passes through Senate with a two-thirds ( $\frac{2}{3}$ ) majority, the suspension shall be reversed. If it does not pass, the suspension remains.
9. Be an ex-officio member of the Administrative Affairs Committee, Undergraduate Registry Oversight Committee, and shall assist the committee with research and development of legislation.
  10. Be responsible for assigning and maintaining student space in the Student Union, in accordance with Title VII. The Secretary shall be empowered to determine which student spaces shall be assigned to RSOs and Agencies as offices, and what space shall be assigned for other uses, including but not limited to RSO Storage Rooms and SGA-Student Conference Rooms.
    - a. The Secretary of the Registry shall be responsible for ensuring ESOs assigned to an office space are maintaining the space in accordance with all SGA, Student Activities and Involvement, and Campus Center/Student Union policies.
    - b. The Secretary of the Registry shall be responsible for the upkeep and scheduling of the SGA-Student Conference rooms.
  11. Have the power to appoint an Undersecretary of the Registry. The Undersecretary of the Registry shall assist the Secretary in the carrying out of their duties and shall serve as an additional resource to RSOs.
  12. Chair RSO Council meetings where impeachment charges are on the agenda.
  13. Act as a member of the Council Board and call meetings as needed.
  14. Require RSO Councils to hold a training on a specific topic at their next regularly scheduled meeting.

## **Chapter 14**

### The Attorney General

#### **Section 1**     The Attorney General shall:

1. Act to effectively implement Title III of the Bylaws of the SGA.
2. Act, in conjunction and consultation with the Directing Attorney of Student Legal Services Office, as the chief legal counsel to the SGA.

3. Be required to meet with the Student Legal Services Office at least once every 30 days, or they shall have resigned by non-action.
4. Act as the President's liaison to the Student Conduct and Community Standards Office and the University Judicial/Conduct System.
5. Be vested with the authority to file charges with the Dean of Students Office for violations of the Code of Student Conduct relevant to the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.
6. Be directly responsible for the official judicial records of the SGA including, but not limited to Student Judiciary Majority Rulings.
7. Be an ex-officio member of the Senate Administrative Affairs Committee and shall assist said committee in the research and development of legislation.
8. Be an ex-officio member of the Senate Administrative Affairs Committee Rules and Ethics Sub-Committee and shall assist said sub-committee in the research and development of legislation as well as participating as a non-voting member in any investigations.
9. Act as a member of the Student Legal Services Office Advisory Committee and University of Massachusetts Police Department Advisory Committee.
10. Work on expanding and protecting the SGA Member's rights on campus.

**Section 2** The Attorney General shall supervise and coordinate the Conduct Advisors Program in accordance with the following:

1. The Conduct Advisors Program shall consist of students trained to:
  - a. Understand the Code of Student Conduct along with other campus policies so that they may be a resource to students.
  - b. Inform student clients on relevant conduct or disciplinary processes, rights, or resources that may pertain to their case.
  - c. Guide students through the various paths they may take in regard to their case.
  - d. Offer student clients help through assisting in writing statements of character, communicating with various administrative channels for more information on behalf of the student, or helping them compile relevant evidence and witnesses.
  - e. Attend the hearings with student clients.
2. The Attorney General's role shall entail:
  - a. Hiring the Deputy Attorney General prior to hiring other Conduct Advisors.
    - i. The application for Deputy Attorney General shall first be open to only people with Conduct Advising experience for at least one (1) week.

1. If one or more people with Conduct Advising experience apply, a candidate shall be selected via an interview process among only those people, unless the Attorney General deems after reviewing the applications or interviews that no candidate is suitable.
    - ii. If no one with Conduct Advising experience applied during the initial period, OR if the Attorney General deems after reviewing the applications of people with Conduct Advising experience that no candidate is suitable, the Deputy Attorney General may be chosen via an application and interview process open to all undergraduate students. The application period must remain open for a minimum of one (1) week.
  - b. Working with the Deputy Attorney General to hire at least six (6) Conduct Advisors via an application and interview process open to all undergraduate students prior to August 1st.
    - i. The application period must remain open for a minimum of one (1) week.
    - ii. The Attorney General has final say on who gets hired.
    - iii. Should a vacancy occur, the Attorney General may select a replacement by reaching out to promising candidates from the original application pool, or hold a new application and interview process.
  - c. Setting up Conduct Advisors with internships for credit when applicable.
  - d. (Optionally) holding meetings with the Conduct Advisors and potentially other administrative stakeholders, such as the SLSO Attorney, to discuss any matters related to the program's goals, future, etc.
3. The Deputy Attorney General's role shall entail:
  - a. Overseeing the day to day operations of the Conduct Advisors Program, including but not limited to ensuring supplies and documents are replenished, keeping track of time sheets, and being a resource to other Conduct Advisors for questions related to the job.
  - b. Holding staff meetings with the Conduct Advisors as needed
  - c. Collecting, organizing, archiving, and destroying records as needed.
    - i. All records pertaining to a student client shall be destroyed one (1) year after their case is closed.
4. The Attorney General and Deputy Attorney General shall jointly:
  - a. Promote the program in a shared effort with other members of the Student Government Association.
  - b. Work with the Student Legal Services Office and/or the Dean of Students Office to create and co-facilitate a training during the beginning of the academic year.

**Section 3** The Attorney General may elect to represent any person(s) before the Student Judiciary.

### **Chapter 15**

#### The Secretary of External Affairs

**Section 1** The Secretary of External Affairs shall:

1. Act as the President's liaison to the town of Amherst. The Secretary shall stay in regular bimonthly (every other month) contact with the Town of Amherst government representatives and may sit on any town boards, advisory councils, or committees, if such would facilitate communication between the SGA and the Town of Amherst.
2. The Secretary shall be responsible for voter and census engagement initiatives including;
  - a. Working with the Town of Amherst Government in order to establish early voting locations on campus for any town, state, or federal elections and primaries that occur during the academic year
  - b. Working in coalition with relevant Established Student Organizations to promote voter registration, voter engagement, and census participation
  - c. Work with University Relations and Student Affairs & Campus Life to promote information around elections and census (voting sites, dates, questions on the ballot, how to fill out the census, and other relevant information).
3. Act as the President's liaison to the Commonwealth of Massachusetts. The Secretary shall meet with the State Representative and State Senator that represent the Town of Amherst at least once a semester to advocate for UMass student needs around legislation in the State House.
4. Represent the SGA around townwide, statewide, and/or national legislation when asked by the President, Vice-President, or the Senate
5. Act as the President's liaison to the Government of the United States.
6. Sit on the University Relations Student Advisory Board.

### **Chapter 16**

#### The Secretary of University Policy

**Section 1** The Secretary of University Policy shall:

1. Act as the President's liaison to the Faculty Senate. The Secretary shall attend at least two (2) Faculty Senate meetings each semester.

2. Act as the President's communicative liaison to UMass undergraduate workers unions (i.e. Residence Assistants and Peer Mentor Union).
3. Have the option to serve as an ex-officio member of the Undergraduate Services, Academic Oversight Committee, and the Social Justice and Empowerment Committee, and assist said committee(s) in the research and development of legislation.
4. Review existing and proposed UMass policies that directly impact students, as well as draft and develop new policies and recommendations to the Senate, President, and UMass Administration, to ensure that such policies and proposed policies meet the current needs of students.
5. Ensure collaboration and communication between the SGA and its Agencies, and their Student Affairs and Campus Life (SACL) Collaborative Leads.
6. Ensure collaboration and communication between the SGA and RSO Councils.
7. Act as a liaison between the SGA and Residence Hall Association (RHA). The Secretary shall meet with RHA leadership once a month.
8. Attend or send a designee to the Board of Student Businesses meetings once a month.

## **Chapter 17**

### The Secretary of Diversity, Equity, and Inclusion

#### **Section 1**     The Secretary of Diversity, Equity, and Inclusion shall:

1. Be directly responsible for advocating on behalf of a diverse student representative governance body. Diverse student representative, for the purposes of this position, shall be defined as working with at least the following groups:
  - a. Center for Multicultural Advancement and Student Success (CMASS), Cultural Centers, RSOs under the Cultural Council, and other organizations in the UMass community that advocate for typically underrepresented student communities.
  - b. The UMass Cultural Greek Community including: the Multicultural Greek Council, Pan-Hellenic Council and the National Pan-Hellenic Council
  - c. The RSOs and other organizations widely used by the UMass community, of a religious nature.
  - d. The students that are identified as disabled by Disabilities Services and be the liaison to that office.
  - e. The Stonewall Center, RSOs, and other organizations widely used by the UMass community, which identify as being in the LGBTQIA+ Community.
2. Be responsible for convening a campus-wide Diversity Roundtable that shall meet no less than one (1) time per academic semester to discuss campus wide diversity issues.



3. Attend and sit on the Diversity, Equity and Inclusion Student Advisory Board, the Status of Diversity Faculty Senate Council, and the Black Advisory Council.
4. Be responsible for advocating and supporting all appropriate Acts and Resolutions of the Student Government Association relative to diversity, equity, inclusion, and anti-racism.
5. Work with the Chancellor of Elections and the Secretary of Public Relations to promote all SGA elections to diverse campus populations.
6. They shall be responsible for obtaining and distributing information regarding outlets of diversity on campus upon request.
7. Be empowered to work with and assist the Secretary of Sustainability and the Secretary of Health and Wellbeing on issues regarding environmental and healthcare racism and inequality.
8. Conduct a training to the Senate of the SGA at least once per Senate session on anti-racism and diversity, equity, and inclusion. This training shall at a minimum include, but is not limited to:
  - a. A Land Acknowledgement of Tribal Nations
  - b. The definition of anti-racism which includes, but is not limited to: The active process of identifying and eliminating racism by changing systems, organizational structures, policies, and practices and attitudes, so that power is redistributed and shared equitably.
  - c. Resources for furthering knowledge of anti-racism and on-campus resources regarding diversity, equity, and inclusion.
9. Be an ex-officio member of The Social Justice and Empowerment Committee and the Undergraduate Services Committee, and shall assist said committee in outreach to a diverse student population.
10. Be empowered to appoint dedicated Undersecretaries of Diversity, Equity, and Inclusion. Any Undersecretaries shall assist the Secretary in carrying out their duties.

## **Chapter 18**

### The Secretary of Technology

#### **Section 1**     The Secretary of Technology shall:

1. Be responsible for updating the Student Government Association's website, as defined in Title 1, Chapter 12, of the SGA bylaws.
2. Provide support for Student Government Association initiatives utilizing technology, including, but not limited to the following:

- a. Collaborating with all SGA Cabinet members to connect with constituents using modern and accessible media.
3. Lead projects leveraging technology to help build stronger relationships with constituents, such as further promoting the Student Government Association's presence on campus, strengthening students' voice, and creating a better connected campus community.
4. Maintain internal technology services and accounts that are essential to the function of the SGA within the Secretary's jurisdiction, including but not limited to accounts and services storing electronic data over the Special Period.
5. Sit on the Information Communication Technology Council, the IT Student Advisory Board, the Union Video Center Advisory Board, the WMAU Advisory Board, and shall collaborate with the Office of Information Technology so as to ensure a comprehensive view of technology initiatives on campus affecting students.
6. Attend an Assistive Technology instructional workshop held by UMass Information Technology.
7. During a General or Special Election, provide all candidates the ability to submit a 100 or less word statement about their candidacy no later than the start of the Campaigning Period; said statements shall be uploaded to the SGA Website by the Secretary of Technology by seven (7) calendar days prior to the commencement of voting.

## **Chapter 19**

### The Secretary of Public Relations and Marketing

#### **Section 1**     The Secretary of Public Relations and Recruitment shall:

1. Act as the President's liaison to the campus media and coordinate the SGA's distribution of information on campus. Furthermore, they must deliver press releases when requested about SGA activities to campus news media organizations.
2. Send out a bi-monthly SGA newsletter to the Dean of Students to be forwarded to all SGA members, which highlights significant events and activities in the SGA.
3. Help the Chancellor of Elections market SGA Elections while maintaining viewpoint neutrality in regards to all individual campaigns when acting as Secretary of Public Relations and Recruitment.
4. Actively recruit SGA members to run for Senate prior to the elections.
5. Engage incoming freshman and transfer students during New Student Orientations if possible, and during the semester.
6. Recruit undergraduate students for Faculty Senate councils and committees.

7. Work with RSOs to help plan and organize events that promote a positive UMass image.
8. Work with RHA and any other relevant officials to organize outreach meetings, events and canvassing campaigns in the dorms, DCs, and off-campus living areas for two purposes:
  - a. To get input from and build relationships with students,
  - b. To inform and educate students about existing campaigns.
9. Shall sit on the University Relations Vice Chancellor Advisory Board.
10. Shall sit on the Daily Collegian Advisory Board.
11. Attend an Assistive Technology instructional workshop held by UMass Information Technology.
12. Maintain digitally accessible posts and media on official SGA social media and website as defined in Title 1, Chapter 12, of the SGA bylaws.

## **Chapter 20**

### The Secretary of Sustainability

#### **Section 1**     The Secretary of Sustainability shall:

1. Act as the liaison to the President for students, faculty and administration on all matters pertaining to sustainability.
2. Be empowered to collaborate with and offer advice to the following SGA Officers:
  - a. The Secretary of Health and Wellbeing, on matters pertaining to the intersection of sustainability and wellbeing;
  - b. The Secretary of Diversity, Equity, and Inclusion and/or the Chair of the Social Justice and Empowerment Committee, on matters pertaining to environmental racism and environmental injustice;
  - c. The Chair of the Undergraduate Services Committee, on issues related to the sustainability of student services;
  - d. Any other SGA Officer(s) with initiatives that pertain to sustainability.
3. Serve as a liaison to, and help coordinate the efforts of, the following groups:
  - a. Any Registered Student Organizations related to sustainability and/or the environment;
  - b. Any groups that emerge related to sustainability and/or the environment.
4. Serve on and attend any outside committees/advisory boards with the goal of promoting campus sustainability, including, but not limited to:
  - a. Chancellor's Sustainability Advisory Committee (CSAC) and all relevant subcommittees and working groups, including but not limited to:

- i. Zero Waste Subcommittee;
    - ii. Plastic Reduction Working Group.
  - b. Carbon Zero Advisory Board (CZAB);
  - c. Okanagan Wellbeing Student Collective;
  - d. Any other outside committees/advisory boards with the goal of promoting campus sustainability that emerge.
5. Coordinate the planning and implementation of at least one campus-wide sustainability event per semester, such as the Earth Day Extravaganza in the spring semester and/or the Campus Sustainability Month Farmers Market in the fall semester.
  6. Be empowered to write legislation pertaining to sustainability/environmental policy on campus.
  7. Research current sustainability initiatives on campus, as well as potential initiatives that could bolster the sustainability of the University.
  8. Ensure that sustainability initiatives are communicated to the student body.
  9. Act as Chair of the Sustainable Organization Coalition (SOC).

**Section 2** There shall be a Sustainable Organization Coalition (SOC):

1. The SOC shall:
  - a. Meet at least once per month during the fall and spring semesters, meeting a minimum of four times per semester;
  - b. Coordinate the efforts of student initiatives in sustainability;
  - c. Serve as a space for students to communicate about and collaborate on projects pertaining to sustainability.
2. The Chair of the SOC shall:
  - a. Convene meetings of the SOC;
  - b. Manage any channels of communication with members of the SOC conducive to the functioning of the group;
  - c. Be required to record the minutes of each meeting of the SOC. The Chair may appoint a designee to fulfill this duty;
  - d. Take on any other administrative tasks necessary for the effective operation of the SOC;
  - e. Appoint all members of the SOC.
3. The membership of the SOC shall be comprised of the individuals listed herein:
  - a. The Secretary of Sustainability;
  - b. The Undersecretary of Sustainability;
  - c. All SGA Officers with initiatives related to sustainability;

- d. No more than ten (10) student leaders of environmental and/or sustainability RSOs;
  - e. No more than five (5) student leaders working on sustainability initiatives within academic departments, including but not limited to interns with the School of Earth and Sustainability, and Environmental Science Peer Advisors;
  - f. No more than five (5) student leaders working on sustainability initiatives within operational departments, including but not limited to Sustainability Fellows in Sustainable UMass, and interns with UMass Dining Sustainability;
  - g. No more than five (5) student leaders of any other groups that emerge related to sustainability and/or the environment;
  - h. No more than five (5) students working on individual projects related to sustainability or with interests in sustainability.
4. The SOC shall not be considered a formal body of the SGA for the purposes of Title II, Chapter 14 of the General Bylaws.

## **Chapter 21**

### Secretary of Veterans Affairs

**Section 1**     The Secretary of Veterans Affairs shall:

1. Act as the liaison of the Student Government and the campus body to the military veteran, reserve, and active-service member population studying, working and visiting the University of Massachusetts, Amherst.
2. Work with the University departments and student organizations including Health Services and the campus Veteran Services Office on health, safety, and integration issues that may arise.
3. Work with the university development and admissions office to encourage veteran and active-service enrollment at the university.
4. Coordinate with the Air Force and Army Reserve Officer Training Corps on student – soldier training, integration, and assistance.
5. Work in the Veteran Center and with military programs to assist with deployment issues and support.
6. The Secretary of Veterans Affairs shall contribute to the existing Veteran Newsletter by providing the Veteran Services Coordinator with a monthly report, which details the endeavors and accomplishments of the Secretary of Veterans Affairs.
7. Obtain and distribute information regarding events, support services, and RSOs which involve veterans on campus upon request.

8. Have the power to appoint an Under Secretary of Veteran Affairs. The Under Secretary shall assist the Secretary in carrying out their duties.

**Section 2** The Veterans' Services Office and veteran RSOs shall have ten business days from the President's swearing-in date to submit nominations for the position.

## **Chapter 22**

### Secretary of Health and Wellbeing

**Section 1** The Secretary of Health and Wellbeing shall:

1. Be directly responsible for promoting overall health and wellbeing in the student body.
2. Act as the liaison of the Student Government Association and the student body to University Health Service (UHS), the Campus Life and Wellbeing Collaborative, the Center for Counseling and Psychological Health (CCPH), the Disability Services Office, and any and all other campus bodies working to promote the health and wellness of the student body.
3. Serve as an ex-officio member on the Social Justice and Empowerment Committee and Undergraduate Services Committee.
4. Sit as a member of the Faculty Senate Health Council.
5. Shall sit on the UMass Emergency Medical Services Advisory Board.
6. Meet as needed with the Director of the Center for Counseling and Psychological Health (CCPH).
7. Meet as needed with the Executive Director of the Campus Life and Wellbeing Collaborative in the office of Student Affairs and Campus Life (SACL).
8. Create and conduct a comprehensive health and wellbeing check-in survey of the student body once per academic year during both the Fall and Spring semester. Such a survey may be done in collaboration with the Secretary of Veteran Affairs, Secretary of Diversity, Equity, and Inclusion, the Social Justice and Empowerment Committee, or the Undergraduate Services Committee, at the discretion of the Secretary of Health and Wellbeing.
9. Be empowered to coordinate with the Secretary of Public Relations and Marketing and the Outreach and Development Committee on distributing the health and wellness check-in surveys to the undergraduate student population.
10. Conduct a presentation to the Senate of the SGA at least once per Senate session on the state of campus mental health and wellness. This shall include both survey results and

recommendations for further actions that the SGA may take to advance health and wellbeing initiatives for the student body.

11. Be required to conduct a health and wellbeing check-in meeting with the SGA Leadership at least once per semester.
12. Provide self-care and mental health management resources related to health and wellbeing to the student body. This may be done in any manner intended to directly reach the student body including but not limited to campus-wide newsletters and the SGA's digital and social media outlets.
13. Be empowered to assist in SGA and administrative initiatives to combat food and housing insecurity amongst the student population residing on-campus or in the greater Amherst area.
14. Be empowered to appoint dedicated Under Secretaries of Health and Wellbeing. Any Under Secretaries shall assist the Secretary in carrying out their duties.

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**TITLE IV**  
**JUDICIARY**

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## **Chapter 1**

### The Student Judiciary

**Section 1** The authority of the Student Judiciary shall be vested in seven (7) Justices, appointed and confirmed in a manner prescribed by Article VI, Section 5, Subsection D of the Constitution of the SGA, and the Bylaws of the SGA.

## **Chapter 2**

### Authority of the Student Judiciary

**Section 1** In addition to the power vested in the Student Judiciary under Article VII, Section 4, of the Constitution of the SGA, the Student Judiciary shall be vested with the powers prescribed herein:

1. *Mandamus* - Here defined as the power to order any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to perform a task which, in the Student Judiciary's judgment, is mandated by the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.
2. *Injunction* - Here defined as the power to order any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to cease a practice which, in the Student Judiciary's judgment, is in violation of the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.

**Section 2** "Contempt" shall be defined here as the failure of any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to comply with the orders of the Student Judiciary. The Student Judiciary is further empowered to order the Attorney General to file formal charges against said agent with the Dean of Students.

## **Chapter 3**

### Student Judiciary Appointment

**Section 1** If a vacancy shall occur in a Student Judiciary post, the President shall, within thirty (30) calendar days of said vacancy, submit (1) named representative for the Student Judiciary post vacated.

**Section 2** If the President shall have failed to submit to the Senate one (1) named representative for the Student Judiciary post vacated within thirty (30) calendar days of the vacancy, the Senate shall be empowered to appoint and confirm one named representative to the vacated Student Judiciary post, upon a majority vote of its membership in attendance at a scheduled meeting, provided the President shall not have acted by the convention of said meeting.

**Section 3** If the Senate shall not have acted to confirm a Student Judiciary post appointment of the President within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

**Section 4** If the Senate shall have voted to deny a Student Judiciary appointment, the President shall submit a subsequent named representative to the Senate within ten (10) calendar days.

#### **Chapter 4**

##### Installation of Student Judiciary Members

**Section 1** Student Judiciary Justices shall, prior to being installed, consult the Directing Attorney of Student Legal Services or their designee.

**Section 2** Student Judiciary Justices shall, upon taking office, be administered the following affirmation by the Speaker before the Senate membership: "I do affirm to faithfully execute the office of Student Judiciary Justice and support the Constitution and Bylaws of the Student Government Association."

#### **Chapter 5**

##### Term of the Student Judiciary

**Section 1** All meetings of the Student Judiciary shall be conducted in a Term of the Student Judiciary, here defined as April 1 to March 31, and herein denoted the Term.

#### **Chapter 6**

##### Convention of the Term

**Section 1** On or before April 15, the Senate shall convene the first meeting of the Student Judiciary Term and the Speaker shall preside at said meeting.

**Section 2** If, on or before April 15, the Senate shall have failed to convene the first meeting of the Student Judiciary Term, the President shall convene the first meeting of the Student Judiciary Term, and shall preside at said meeting.

**Section 3** If Title IV, Chapter 6, Section 2 of the Bylaws of the SGA shall not have been invoked, the Senate shall convene the first meeting of the Student Judiciary Term and the Speaker shall preside in the manner prescribed herein:

1. The Speaker shall call the meeting to order.
2. The Speaker shall take a roll call to determine if quorum is present.
3. The Speaker shall yield the chair to the Chancellor of Elections, or, in the absence of the Chancellor of Elections, an Elections Commissioner.

## **Chapter 7**

### **Election of the Chief Justice and Associate Chief Justice**

**Section 1** The Chancellor of Elections, upon assuming the chair at the first meeting of the Student Judiciary Term, shall conduct the election of the Chief Justice and Associate Chief Justice of the Student Judiciary in the manner prescribed herein:

1. The Chancellor of Elections shall announce that nominations for Chief Justice of the Student Judiciary are open.
2. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
3. The Chancellor of Elections shall entertain and record nominations for Chief Justice until a motion shall have been made, seconded, and approved by unanimous consent, to close said nominations.
4. Following the closing of nominations for Chief Justice, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Chief Justice and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
5. The Chancellor of Elections shall then announce that nominations for Associate Chief Justice of the Student Judiciary are open.
6. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.

7. The Chancellor of Elections shall entertain and record nominations for Associate Chief Justice until a motion shall have been made, seconded, and approved by unanimous consent to close said nominations.
8. Following the closing of nominations for Associate Chief Justice, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Associate Chief Justice and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
9. The Chancellor of Elections shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Student Judiciary for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.
10. When each nominee shall have been provided the opportunity to address the Student Judiciary and entertain questions, the Chancellor of Elections shall read again, from the minutes, all nominations for both offices, in the order in which the nominations shall have been recorded in the minutes.
11. The Chancellor of Elections shall then distribute to each Justice one (1) ballot.
12. The Chancellor of Elections shall then direct each Justice to cast, from the list of nominations recorded for each office in the minutes, one (1) vote for Chief Justice of the Student Judiciary above the fold of the ballot, and one (1) vote for Associate Chief Justice of the Student Judiciary, below the fold of the Ballot.
13. Following this direction and the elapse of five (5) minutes, the Chancellor of Elections shall retrieve the ballots in the manner in which they shall have been distributed, and, in the presence of the Student Judiciary, count the ballots.
14. Following the completion of the ballot count, the Chancellor of Elections shall report to the Student Judiciary the complete numerical tabulation of the results, and declare those persons having received the majority of the votes cast, to be elected Chief Justice and Associate Chief Justice.
15. The Chancellor of Elections shall then yield the chair to the Chief Justice and proceed to destroy the ballots at the expiration of twenty-four (24) hours.

**Section 2** No nomination shall be recorded in the minutes which shall not have received a second.

**Section 3** No Justice shall make more than one (1) nomination for each office.

**Section 4** If, after the ballots have been counted by the Chancellor of Elections, no nominee for the office of either Chief Justice or Associate Chief Justice shall have received a majority of the votes cast, the nominee receiving the lowest total for that office shall be eliminated, and the ballots for that office shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for each office receives a majority.

**Section 5** The Chief Justice elected in the Term immediately preceding the convening of a Term, shall be eligible to be nominated for either Chief Justice or Associate Chief Justice.

**Section 6** The Associate Chief Justice elected in the Term immediately preceding the convening of a Term, shall be eligible to be nominated for either Chief Justice or Associate Chief Justice.

**Section 7** A Justice may, within twenty-four (24) hours of the election, request a recount.

**Section 8** No other business shall be conducted by the Student Judiciary in its Term prior to the election of the Chief Justice and Associate Chief Justice.

## **Chapter 8**

### The Chief Justice

**Section 1** The Chief Justice shall be elected in the manner prescribed by the Title IV, Chapter entitled “Election of the Chief Justice and Associate Chief Justice” of the Bylaws of the SGA and shall serve for the Term of the Student Judiciary-for which they have been elected.

**Section 2** The Chief Justice, as the chief presiding officer of the Student Judiciary, shall:

1. Chair all meetings and Hearings of the Student Judiciary.
2. Act as the chief spokesperson of the Student Judiciary.
3. Shall decide the outcome of any objection raised. If another justice objects to their ruling, the Judiciary shall quickly leave the room and vote on the objection.
4. Take care that Student Judiciary business is conducted in a manner consistent with the SGA Constitution, the Bylaws of the SGA, and Acts of the Senate.
5. Swear-in the President, the elected Senate body, the Executive Cabinet, and the Elections Commission
6. Execute all other tasks assigned to them by the Constitution of the SGA, the Bylaws of the SGA, or Acts of the SGA.

7. Shall, at the beginning of each semester, set a time and weekday for the judiciary to meet if necessary. This time shall need to be agreed upon by a majority of the Justices.

## **Chapter 9**

### The Associate Chief Justice

**Section 1** The Associate Chief Justice shall be elected in the manner prescribed by the Title IV Chapter entitled “Election of the Chief Justice and Associate Chief Justice” of the Bylaws of the SGA and shall serve for the Term of the Student Judiciary for which they have been elected.

**Section 2** The Associate Chief Justice, as the chief clerk of the Student Judiciary, as defined by the Constitution of the SGA, shall:

1. Record the minutes of all Student Judiciary meetings and Hearings.
2. Be responsible for maintaining accurate attendance records, the correspondence of the Student Judiciary, and the permanent records of the Student Judiciary.
3. Act as the chief advisor to the Chief Justice on the rules and procedures of the Student Judiciary.
4. Chair the Student Judiciary in the absence of the Chief Justice or if the chair is yielded.
  - a. Execute all other tasks assigned to them by the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.
  - b. Schedule, at least once per term, a training session with the Student Legal Services Office.

**Section 3** If a vacancy shall occur in the office of Associate Chief Justice, the Student Judiciary shall elect, from its membership, an Associate Chief Justice in the manner prescribed by the Title IV Chapter entitled “Election of the Chief Justice and Associate Chief Justice” of the Bylaws of the SGA.

## **Chapter 10**

### Conflict of Interest

**Section 1** No Student Judiciary member shall take part in a case in which they have a vested interest.

1. Either the Petitioner or the Respondent may raise the concern of a conflict of interest, at which time a majority vote of the Student Judiciary membership in attendance can determine if said Student Judiciary member has a vested interest.

## **Chapter 11**

### Petition for a Ruling

**Section 1** A time-stamped Petition for a Ruling shall be submitted to the Associate Chief Justice of the Student Judiciary and shall contain the information prescribed herein:

1. The specific person(s) submitting a Petition for a Ruling, herein denoted the Petitioner.
2. The specific person(s) to have allegedly violated the Constitution of the SGA, the Bylaws of the SGA, or Act(s) of the SGA, herein denoted the Respondent.
3. The specific parts of the Constitution of the SGA, the Bylaws of the SGA, or Act(s) of the SGA allegedly violated.
4. The Manner in which the Constitution of the SGA, the Bylaws of the SGA or Act(s) of the SGA, were allegedly violated.

## **Chapter 12**

### Issuance of a Brief

**Section 1** Upon granting a request for a Judicial Ruling, the Associate Chief Justice will, in writing, notify both the Petitioner(s) and the Respondent(s) of the hearing to come, identify the Petitioner(s) and the Respondent(s), the specific parts of the Constitution, SGA Bylaws or Acts of the SGA allegedly violated, the manner in which they were allegedly violated, and the Statement of Notification of a Hearing. This shall be done within seven (7) days of receiving the Petition for a Ruling.

**Section 2** After the notification of the both the Petitioner(s) and the Respondent(s), both parties will have ten (10) days to submit, in writing, a brief to the Judiciary. The brief will include all evidence, statements of factual allegation and legal arguments that will comprise the entirety of the Petitioner(s)'s and Respondent(s)'s opening argument for the case.

**Section 3** The writs must be issued, in writing, to the Associate Chief Justice.

**Section 4** The Petitioner(s) and/or Respondent(s) may request an extension for the issuance of their brief, which shall be granted by the Judiciary should the party concerned meet one or more of the criteria prescribed herein:

1. Personal Illness
2. Family Illness
  - a. Requests for extensions will be submitted, in writing, to the Associate Chief Justice at least forty-eight (48) hours before the deadline for the issuance of the brief is set.

**Section 5** The Associate Chief Justice will be responsible to provide both the Petitioner(s) and Respondent(s) a copy of the opposing party's brief at least seventy-two (72) hours prior to the time of the Hearing.

### **Chapter 13**

#### Statement of Notification of a Hearing

**Section 1** Within seven (7) calendar days of the receipt of a Petition for a Ruling, the Associate Chief Justice shall issue to the Petitioner, the Respondent, the President, the Senate, the Attorney General, and the Directing Attorney of Student Legal Services Office, a Statement of Notification, which shall contain the information prescribed herein:

1. The information prescribed in the Title IV Chapter entitled "Petition for a Ruling" of the Bylaws of the SGA.
2. The date, time and location of the Hearing.
3. The office hours of the Attorney General and Student Legal Services Office.
4. A certified copy of Title IV of the Bylaws of the SGA.

### **Chapter 14**

#### The Hearing Date

**Section 1** The Hearing date shall be set on a day after the deadline for the notification of a hearing, but not more than fourteen (14) days following the deadline.

**Section 2** The Chief Justice shall honor a written request from the Petitioner or the Respondent for a change in the Hearing date, time or location, if the Petitioner or the Respondent meets one or more of the conditions prescribed herein:



1. Personal illness.
2. Family illness.
3. An hour exam is scheduled for the day immediately following the Hearing.
4. Required class meeting or other scholastic duty.

**Section 3** If the earlier sections of this Chapter shall have been invoked, and the Hearing date shall have been adjusted, the second Hearing date shall be set on a day no more than fourteen (14) calendar days after the initial Hearing date.

## **Chapter 15**

### Proceedings before the Student Judiciary

**Section 1** Proceedings before the Student Judiciary shall be two-fold: the Hearing, and the Deliberative Session.

## **Chapter 16**

### The Hearing

**Section 1** Student Judiciary Hearings shall be conducted in the manner prescribed herein:

1. The Chief Justice, or, in the absence of the Chief Justice, the Associate Chief Justice, shall convene the Hearing in the manner prescribed herein:
  - a. "Under the Authority granted it by the Constitution of the Student Government Association, the Student Judiciary is assembled here today to hear the case of (Petitioner) vs. (Respondent).
2. The Chief Justice shall proceed to explain the procedures of a Hearing and entertain questions on same.
3. The Petitioner(s) may briefly expand upon or clarify their argument presented in their brief. The Chief Justice will have the authority to unilaterally limit the duration of the Petitioner's remarks. If any Justice challenges the Chief Justice's ruling, the judiciary shall vote on the ruling.
4. The Respondent shall question the Petitioner.
5. The Petitioner shall present and question their witnesses.
6. The Respondent shall question the Petitioner's witnesses.

7. The Respondent(s) may briefly expand upon or clarify their argument presented in their brief. The Chief Justice will have the authority to limit the duration of the Respondent's remarks.
8. The Petitioner shall question the Respondent.
9. The Respondent shall present and question their witnesses.
10. The Petitioner shall question the Respondent's witnesses.
11. The Respondent shall briefly present their closing argument.
12. The Petitioner shall briefly present their closing argument.
13. The Chief Justice shall announce the procedure for appeals.
14. The Chief Justice shall adjourn the Hearing.

**Section 2** If a Hearing shall have been adjourned due to lack of quorum, a second Hearing shall be scheduled.

**Section 3** If the Petitioner shall have been absent at the time a Hearing shall have been convened, the Petition for a Ruling shall be withdrawn.

**Section 4** If the Respondent shall have been absent at the time a Hearing shall have been convened, the Hearing shall proceed in the absence of the Respondent.

**Section 5** No Petition for a Ruling withdrawn because of a Petitioner's absence from a Hearing shall be re-submitted.

**Section 6** The Student Judiciary shall reserve the right to question any person at anytime during the conduct of a Hearing.

**Section 7** The Chief Justice may, for improper conduct, or for failure to obey the instructions of the Student Judiciary, expel a person from a Hearing.

**Section 8** If the Petitioner shall have been expelled during the course of a Hearing, the Petition for a Ruling shall be withdrawn.

**Section 9** If the Respondent shall have been expelled during the course of a Hearing, the Hearing shall proceed in the absence of the Respondent.

**Section 10** The Petitioner, the Respondent, and any Justice may request and shall be granted a recess for a period of time which shall not exceed sixty (60) minutes.

**Section 11** The Chief Justice, upon request, may call a recess for a period of time which shall not exceed seventy-two (72) hours.

**Section 12** All Student Judiciary Hearings shall be tape recorded and the Associate Chief Justice shall maintain copies of said recordings in the permanent records of the Student Judiciary. Further, copies of tape recordings shall be maintained in the Student Legal Services Office.

## **Chapter 17**

### Deliberative Sessions

**Section 1** Following the adjournment of a Hearing, the Student Judiciary shall set a time, place and location for its Deliberative Session, which shall be no more than forty-eight (48) hours from the closing of the Hearing.

**Section 2** The minutes of a Student Judiciary Hearing shall be made available to the entire membership of the Student Judiciary at the Deliberative Session for that Hearing.

**Section 3** No Justice, who shall have been absent from a Hearing, shall attend the Deliberative Session directly relating to the Hearing from which they were absent.

**Section 4** The Directing Attorney of the Student Legal Services Office, or their designee, shall be present at all Deliberative Sessions of the Student Judiciary.

**Section 5** The proceeding's votes taken of and at a Deliberative Session shall be closed and held in confidence at all times.

**Section 6** The Student Judiciary shall, by a majority vote of its membership in attendance at a Deliberative Session, and based upon a preponderance of the evidence, issue a written Majority Ruling.

**Section 7** If the Student Judiciary shall be unable to reach a Majority Ruling, the Student Judiciary shall allow the action of the Respondent to stand.

## **Chapter 18**

### Majority Rulings

**Section 1** The Majority Rulings of the Student Judiciary shall be based only upon evidence or testimony introduced at a Hearing or in the submitted brief.

**Section 2** If the Chief Justice is in the voting majority, they will designate the Justice responsible for authoring the Majority Ruling. If the Chief Justice is in the voting minority, the ranking member of the majority will designate the responsibility for authoring the majority ruling. In both instances, the delegating Justice will select only from those Justices in the majority. The ranking member shall be defined as the Justice with the longest tenure on the student Judiciary. If a ranking member cannot be discerned, the majority will collectively come to a consensus as to who should author the Majority Ruling.

**Section 3** The Associate Chief Justice shall issue the written Majority Ruling and any dissenting opinion(s), no more than five (5) school days from the closing of the Deliberative Session, and shall provide the Petitioner and the Respondent with certified copies of same, which shall include the information prescribed herein:

1. The name of the Petitioner
2. The name of the Respondent
3. A summary of the evidence presented
4. The Ruling of the Student Judiciary
5. The rationale for the Ruling
6. The signatures of the Justices having voted on the Ruling

**Section 4** Additionally, the Associate Chief Justice shall submit one (1) copy of the minutes of all Student Judiciary Hearings and all Majority Ruling decisions of the Student Judiciary to each of the following:

1. The President
2. The Speaker
3. Vice President
4. The Attorney General
5. The Vice Chancellor for Student Affairs
6. The Directing Attorney, Student Legal Services Office

## **Chapter 19**

### The Burden of Proof

**Section 1** The burden of proving that a Respondent violated the Constitution of the SGA, the Bylaws of the SGA, or any Act of the SGA shall rest, by a preponderance of the evidence submitted, with the Petitioner.

## **Chapter 20** Rules of Evidence

**Section 1** Only evidence submitted in the brief or during the conduct of a Hearing which has been seen by both the Petitioner(s) and Respondent(s) will be admissible.

1. The judiciary, upon a majority vote, may allow evidence not previously submitted to be admissible during the hearing upon exigent circumstances.

**Section 2** Only evidence which a witness shall have directly perceived shall be admissible.

**Section 3** Opinion based evidence shall be admissible only in cases in which the facts on which the opinion is based are made known, or the witness is an acknowledged expert.

**Section 4** The Petitioner(s) and Respondent(s) will be permitted to motion to suppress evidence. Approval of this motion will require a majority vote of the Judiciary membership in attendance at a hearing.

**Section 5** Evidence not germane to the case shall not be admissible.

**Section 6** Student judicial records, confidential communication between persons and medical personnel, immediate relatives, judicial advocates, and University staff when acting in a counseling capacity, shall not be admissible, unless the Respondent so permits.

**Section 7** Student Judiciary members may take notice of matters which would be within the general experience of University staff and students.

**Section 8** The Student Judiciary, by a majority vote of its membership in attendance at a Hearing, shall be the sole judge of the relevance and admissibility of evidence.

## **Chapter 21** Witnesses

**Section 1** All persons making statements before the Student Judiciary shall be administered the affirmation prescribed herein by the Chief Justice:

1. "I, (Witness' Name) affirm and recognize that misrepresentation before a University Board is a violation of the Code of Student Conduct, Part II, Section A, Paragraph 7."

**Section 2** In the event a witness, other than the Petitioner and the Respondent, is unable to attend a Hearing in person, said witness may submit a written witness statement.

**Section 3** The Student Judiciary shall give considerably less weight to written witness statements than witness statements submitted in person at a Hearing, during its Deliberative Session.

## **Chapter 22** Judicial Advocates

**Section 1** Either the Petitioner or the Respondent may elect to be represented by a Judicial Advocate who shall not be an attorney.

## **Chapter 23** Appeals

**Section 1** The losing party or parties in a Student Judiciary Majority Ruling may appeal the Majority Ruling, by filing a second Petition for a Ruling with the Associate Chief Justice of the Student Judiciary, provided at least (1) of the conditions prescribed herein is asserted to be present:

1. There shall have existed a procedural error or irregularity which materially affected the Majority Ruling.
2. There shall exist new evidence not previously available which would materially affect the Majority Ruling.
3. The Majority Ruling shall be unsupported by substantial evidence, here defined as evidence that a reasonable mind might accept as adequate to support the Majority Ruling.

**Section 2** The Student Judiciary may, upon receipt of a second Petition for a Ruling, and upon a majority vote of its membership in attendance at a scheduled meeting, declare one of the

conditions prescribed in this Chapter to be present and may schedule a second Hearing for the Petition for a Ruling.

## **Chapter 24** Scheduled Meetings

**Section 1** The Judiciary will meet to carry out the functions prescribed herein: Hearings, Elections, Training Sessions, Administrative/Procedural tasks including but not limited to requesting memos from SLSO and consulting advisers, Deliberative sessions, Convening a term/session, Ruling on appeals, and Deliberations of contempt, as well as any time when they deem necessary.

## **Chapter 25** Failure of Compliance

**Section 1** Should the Judiciary fail to meet any of the aforementioned deadlines enumerated within the Bylaws of the SGA, the Senate, by a majority vote of its membership in attendance at a scheduled meeting, shall have the power to summon the Chief Justice to report to the Senate as to why proceedings have not occurred in accordance with the mandated time-table.

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**TITLE V**  
**SUBSIDIARY GOVERNANCE BODIES**

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## **Chapter 1**

### **Establishment of Subsidiary Governance Bodies**

**Section 1** Subsidiary Governance Bodies shall be established and recognized in the manner prescribed herein, unless otherwise provided for in the Constitution or Bylaws of the SGA:

1. The Administrative Affairs Committee shall review any charter for a Subsidiary Governance Body and make a recommendation.
2. Upon receiving a recommendation from the Administrative Affairs Committee, the Senate shall grant recognition to a Subsidiary Governance Body upon receiving a two-thirds (2/3) vote.

**Section 2** Subsidiary Governance Bodies shall include the following in their charter:

1. The method and frequency for review of the organization by the Student Government Association.
2. The process for amending the charter of the Subsidiary Governance Body.
3. The specific function that the body will be established for, unless otherwise provided for in the Constitution or Bylaws of the SGA.

**Section 3** Recognition of a Subsidiary Governance Body can be revoked by the Undergraduate Senate by a two-thirds (2/3) vote at a regularly scheduled senate meeting, unless otherwise provided for in the Constitution and Bylaws of the SGA.

**Section 4** The currently recognized Subsidiary Governance Bodies of the SGA are:

1. The Residence Hall Association
2. The RSO Councils
  - a. The Club Sports Council
  - b. The Recreation Council
  - c. The Academic Council
  - d. The Political and Advocacy Council
  - e. The Arts and Media Council
  - f. The Cultural Council
  - g. The Greek Council
  - h. The Leadership and Service Council
  - i. The Religious and Spiritual Council

3. The Student Business Investment Board (ad hoc)

## **Chapter 2**

### Structure and Procedure of RHA

**Section 1** The RHA and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and Bylaws as well as the RHA's Constitution and Bylaws.

**Section 2** The structure of RHA, including that of its executive board and general body, as well as its rules, functions, and procedures, is defined within the RHA Constitution and Bylaws.

**Section 3** All amendments to the RHA Constitution and Bylaws must be approved by the RHA according to amendment procedures within the RHA Constitution and Bylaws. The amendments must then be submitted for approval to the Administrative Affairs Committee of the SGA Senate followed by final approval by the SGA Senate.

**Section 4** A group to meet at least once a month during the regular period shall be established with the following members or their designees:

1. SGA President
2. SGA Vice President
3. SGA Speaker
4. RHA President
5. RHA Vice President

## **Chapter 3**

### Registered Student Organization Council - Definition

**Section 1** The RSO Councils and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and Bylaws.

## **Chapter 4**

### Voting Membership of a Council

**Section 1** The President, or their designee, of each RSO in a council is entitled to one (1) vote.

## **Chapter 5**

### RSO Council Executive Boards

**Section 1** Each RSO Council's Executive Board shall include, but not be limited to the positions of President, Vice President, Treasurer, and Secretary.

1. Every executive board member holds a term from April 1st to March 31st.

**Section 2** To create a new position to a Council's Executive Board, the position must be approved through a two-thirds (2/3) majority vote of the RSOs of that council at a regularly scheduled meeting and approved by the Secretary of the Registry, and must have a detailed description of that executive officer's responsibilities on file with the Secretary of the Registry, the Student Activities and Involvement adviser, and the Secretary of the Council.

1. Failure to abide by this section of "RSO Council Executive Boards" above shall be reported to the SGA Judiciary.

**Section 3** The president of each RSO council shall have the responsibility to:

1. Attend Council Board meetings, or choosing a designee to attend in their place.
2. Work collaboratively with the Secretary of the Registry, to aid and ensure RSOs in their council are working effectively and following SGA and University of Massachusetts Amherst policies.
3. Report RSOs that are in violation of SGA Bylaws and/or University of Massachusetts Amherst policies to the Secretary of the Registry.
4. Call and lead their Council's General Body meetings at least once a month.
5. Provide a path of communication between RSOs in their Council and the SGA.
6. Schedule meetings with their Executive Board and adviser, at least once (1) a month during the regular period.
7. Carry out trainings to their council as recommended by the Secretary of the Registry or Student Activities and Involvement Advisor.
8. Hold Signature Responsibility for their Council.

**Section 4** The Vice President of each council shall have the responsibility to:

1. Become acting Council President when the Council President requests or is not in attendance at a regularly scheduled meeting.
2. Assist the Council President.
3. Attend Council Board meetings along with the Council President.
4. Attend all General Body Council meetings.

**Section 5** The Treasurer of each council shall have the responsibility to:

1. Attend Treasurer Board meetings or choose a designee to attend in their place.
2. Work collaboratively with the Ways and Means Representative for their council and the Secretary of Finance, to insure RSOs in the council are following SGA Bylaws and University of Massachusetts Amherst spending policies.
3. Report RSOs that are in violation of SGA and University of Massachusetts Amherst spending policies to the Secretary of Finance.
4. Meet at least twice (2) a semester with the Secretary of Finance and the Ways and Means Representative for their council.
5. Carry out financial trainings for their council as instructed by the Ways and Means Representative to their Council, the Chair of Ways and Means, or the Secretary of Finance.

**Section 6** The Secretary of each council shall have the responsibility to:

1. Maintain an archive of the council's history, including but not limited to, minutes and agendas of general body meetings and executive board meetings.
2. Send General Body meeting minutes to the Secretary of the Registry, including but not limited to RSO attendance.
3. Send documents, including but not limited to agendas and minutes, to the general body of the RSO Council.

## **Chapter 6**

### **Election of the RSO Council Executive Board**

**Section 1** Elections shall take place at a regularly scheduled general body meeting on or before March 25th.

**Section 2** After the President calls the meeting to order, they will open up the elections period and allow the Secretary of the Registry, or their designee, to chair the meeting for the duration of the elections period.

**Section 3** The Secretary of the Registry, or their designee, shall then follow this procedure for elections for every executive board position:

1. The Adviser shall open the general body up for nominations, during which any officer of an RSO within the council in good academic standing according to the university shall be allowed to be nominated.
2. After nominations are closed the Adviser will read off the list of nominated members in the order they were nominated. Then each member will be allowed to address the RSO council general body in the order they were nominated.
3. Each nominated member will be allowed five (5) minutes to address the council general body, and allowed five (5) minutes to answer questions.
4. After every nominated member has been given the opportunity to speak, paper ballots shall be distributed to the RSOs of the general body, then collected by the adviser.

**Section 4** After every position has been voted on, the adviser shall count the votes and announce the results to the general body under the supervision of the Secretary of the Registry, or their designee.

1. Any result within five (5) vote margin must be recounted. If a tie occurs for an executive board position the two (2) nominees receiving the most votes shall be allowed to address the body for five (5) more minutes and take questions for five (5) more minutes in the order that they were nominated until the tie is broken.

**Section 5** The RSO Council President-Elect shall be sworn in by the Secretary of the Registry, or designee, after the vote count, repeating the following phrase with their right hand raised.

"I do affirm to faithfully execute the office of RSO Council President and support the Constitution and General Bylaws of the Student Government Association."

**Section 6** The RSO Council Executive Board members-elect shall be sworn in by the Secretary of the Registry, or designee, after the vote count, repeating the following phrase with their right hand raised:

"I do affirm to faithfully execute the office of RSO Council Executive Board Member and support the Constitution and General Bylaws of the Student Government Association."

## **Chapter 7**

### **Removal of an Executive Board Member**

**Section 1** Impeachment charges can be brought to the general body through a petition signed by a two-third (2/3) of the RSOs of the general body or two-third (2/3) of the executive board members in that council of the officer in question.

**Section 2** The council's Secretary of the Registry, or designee, shall chair meetings where impeachment charges are on the agenda.

**Section 3** The petition and any other documents regarding the impeachment must be also given to the Secretary of the Registry and the council's Student Activities and Involvement adviser.

**Section 4** Impeachment charges that have been brought to the general body shall follow this procedure:

1. Impeachment charges must be on the agenda for the next regularly scheduled general body meeting.
2. Impeachment charges shall be the first item on the agenda.
3. The general body member who filed the impeachment charges shall have ten (10) minutes maximum to address the general body.
4. The officer in question shall then have ten (10) minutes maximum to address the general body.
5. The chair of the meeting shall then call a vote from the general body members.
6. If two-thirds (2/3) of the RSOs present are in favor of the impeachment, then the officer in question shall be removed from office.

## **Chapter 8**

### **Vacancies in the Executive Board Member**

**Section 1** If a vacancy occurs for the council president, the vice president must succeed and become president, or call for a special election, to follow the same guidelines set forth in “Election of the Executive Board” to elect a new president.

**Section 2** If a vacancy occurs in any position other than the president, the president must appoint a willing RSO executive board member of the general body that is in good academic standing according to the university.

## **Chapter 9**

### The Council Board

**Section 1** The Council Board membership shall consist of the following persons or their designees:

1. The Secretary of the Registry,
2. Each council’s President, or Vice President in the president’s absence.

**Section 2** The Council Board shall meet at least once a month, or more often as needed by the Secretary of the Registry.

**Section 3** The Council Board serves as a communication tool for the SGA and RSOs in order for relevant information to be shared that can increase the RSOs ability to accomplish their mission.

## **Chapter 10**

### The Treasurers’ Board

**Section 1** The Treasurers’ Board membership shall consist of the following persons or their designees:

1. The Secretary of Finance
2. The Chair of the Ways and Means Committee
3. The Chair of the Finance Subcommittee
4. Each RSO Council’s Treasurer

**Section 2** The Treasurers’ Board shall meet at least once a month in the fall semester, or more often as needed called by the Chair of the Ways and Means Committee.

**Section 3** By the last meeting of the Treasurers' Board in the fall, each Treasurer:

1. Must have the contact information for their Ways and Means Committee representative,
2. Be trained on how to run a BRC,
3. Be given information on the budgeting process and guidelines that the Ways and Means Committee will follow that budgeting season.

## **Chapter 11**

### RSO Trainings

**Section 1** The Chair of the Ways and Means Committee or the Secretary of the Registry can require RSO Councils to hold a training on a specific topic at their next regularly scheduled meeting.

1. Trainings should be outlined in a document shared through the Treasurers' Board or Council Board.

**Section 2** Trainings must be assigned at the Council Board or Treasurer's Board and allow members enough time to discuss the training and ask questions.

## **Chapter 12**

### Ad Hoc Student Business Investment Board

**Section 1** The Student Business Investment Board shall be an ad hoc Board, which is activated when there is a new Student Business application requested from the Vice President of the SGA and deactivated with the acceptance or rejection of the application.

**Section 2** The Board shall consist of one appointee from each Student Business as determined by a vote by the Board of Student Businesses during one of their regular meetings and two (2) officers of the SGA appointed by the President.

**Section 3** The Board shall assist the applying association with the application to become a new Student Business including but not limited to:

1. Holding office hours which shall be negotiated with the applicants as needed.
2. Answering questions over email.



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**TITLE VI**  
**FINANCIAL**

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As Amended November 22, 2023

## **Chapter 1**

### Authority

**Section 1** Trustee Document T73-098, as amended, University policy, and Title VI of the Bylaws of the SGA, shall govern the financial transactions of all Registered Student Organizations, herein denoted RSOs, all Agencies of the SGA, any subsidiary governance body of the SGA, and Student Businesses, as well as the financial transactions of any person(s), agency, or organization funded in whole or in part by the Student Activities Trust Fund, herein denoted the SATF.

**Section 2** The SGA shall work cooperatively with Student Engagement and Leadership (SEL) toward the effective implementation of Title VI of the Bylaws of the SGA.

**Section 3** All appropriations and disbursements by the SGA shall be in accordance with Title VI of the Bylaws of the SGA and duly established University financial and operational policies and Campus procedures.

## **Chapter 2**

### Agency and RSO Definition

**Section 1** For the purpose of Title VI of the Bylaws of the SGA, unless otherwise specified, the term "ESO" shall refer to all groups having an account within the SATF system.

## **Chapter 3**

### Agency and RSO Responsibilities and Financial Solvency

**Section 1** All ESOs shall maintain a state of financial solvency.

**Section 2** ESOs shall maintain permanent financial records.

**Section 3** No financial officer of an ESO shall knowingly authorize payments for which there are insufficient monies.

**Section 4** The SGA shall guarantee the payment of all debts legally incurred by an ESO.

## **Chapter 4**

### Fiscal Year End Balance

**Section 1** At the end of each fiscal year, ESOs which received SATF Fee based appropriations shall return unexpended appropriations to the SATF, which shall be utilized to augment revenue in the next fiscal year.

**Section 2** When this money is returned, if it is more than that projected in the S1 budget for the Subsequent year, the Coordinating Council will make a decision on what the best course of action should be with the extra money. If it is lower than that amount projected, then the amount will be utilized to augment revenue next fiscal year.

**Section 3** The Coordinating Council will convene and decide what the appropriate actions will be according to a majority decision.

**Section 4** The Ways and Means Committee shall, after completing the SGA S-1 Budget Act, create a recommended priority list of line items, groups, and projects that they believe should be funded by the Coordinating Council if extra money is available. After priorities are set, they must be presented in front of the Senate. The Senate can change the priority list and order by a 2/3 (two-thirds) vote.

## **Chapter 5**

### **Procurement of Revenue - Student Activities Fee**

**Section 1** The SGA shall procure revenue primarily through the Student Activities Fee levied upon SGA members by the Senate. A recommended increase in the Student Activities Fee of over 7.5% shall require a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting and an affirmative vote of the SGA membership through an Action Referendum.

**Section 2** Recommended fee increase at or below 7.5% requires 2/3 of the Senate membership in attendance at a scheduled meeting.

**Section 3** The Student Activities Fee shall be collected each semester by the University and placed in a SATF Clearing Account.

## **Chapter 6**

### **Procurement of Revenue – RSOs and Agencies**

**Section 1** RSOs and Agencies in a manner consistent with Title VI of the Bylaws of the SGA, University Policy, and State and Federal Law, may generate revenue.

**Section 2** All ESO-generated revenue shall be deposited in the ESO's Revenue Account.

### **Chapter 7**

#### Procurement of Revenue - Supplemental

**Section 1** Revenue generated from repayments of loans, interest accumulated on certificates of deposit, and full-costing re-charges, as defined by University policy, shall supplement the Student Activities Fee and shall be incorporated into the Annual SGA S-1 Budget Act as such.

### **Chapter 8**

#### Appropriation of Revenue - The Annual SGA S-1 Budget

**Section 1** The Senate shall, through the Annual SGA S-1 Budget Act, provide that at least each of the persons holding the elected or appointed offices prescribed herein, receive a pecuniary benefit for their service:

1. The President;
2. The Vice-President;
3. The Speaker;
4. The Chief Justice;
5. The Executive Cabinet;
6. The Associate Speaker;
7. The Associate Chief Justice;
8. The Chancellor of Elections and Elections Commissioners;
9. The Associate Justices, when there is a pending case;
10. The Chairs of the Senate Standing Committees;
11. The Chair - The Finance Subcommittee of the Senate Ways and Means Committee;
12. The SGA Treasurer;
13. The SGA Office Manager(s);
14. The Deputy Attorney General, and the Conduct Advisors;
15. The Presidents of the RSO Councils, as defined by Title V of the Bylaws.

**Section 2** The Senate shall, through the Annual SGA S-1 Budget Act, provide funds for at least each of the line items prescribed herein:

1. Long Term Reserves
  - a. These funds shall be carried forward from year to year in a contingency reserve account to ensure the fiscal stability of the SATF, and shall only be accessed in extraordinary circumstances.
  - b. Long Term Reserves shall be allocated upon a majority vote of the Ways and Means Committee membership in attendance at a scheduled meeting.
2. The Stabilization
  - a. These funds shall be budgeted in a stabilization account to cover unforeseen financial obligations of the SGA which may normally occur over the course of a fiscal year and which cannot be met in any other manner.
  - b. Short Term Reserves shall be allocated upon a majority vote of the Senate Ways and Means Committee, and upon the countenance of the Secretary of Finance.
3. Short Term ESO Reserves
  - a. Appropriations from Finance Reserves shall be made in the form of either grants or loans by the Finance Subcommittee of the Senate Ways and Means Committee, in a manner prescribed by Title VI, Chapter 11 of the Bylaws of the SGA, and shall be appropriated for additional needs which cannot be reasonably met through the budget process.
4. Campaign Fund
  - a. The Campaign Fund shall total at least \$5,000 and shall be apportioned in the manner prescribed herein:
    - i. A minimum of \$5,000 shall be apportioned and dispersed among the candidates for SGA office and SGA referenda campaigns, upon a majority vote of the Elections Commission membership in attendance at a scheduled meeting.
5. The DIA Fund
  - a. The DIA Fund shall total at least \$100,000
  - b. Appropriations from the DIA fund shall be made in the form of grants by the DIA Fund Committee, in a manner prescribed by Title VI, Chapter 12 of the Bylaws of the SGA, and shall be appropriated for ESO initiatives that support UMass Amherst's mission of equity and inclusion.

**Section 4** Any additional line items shall be added to the draft of the Annual SGA S-1 Budget Act at the discretion of the Chair of the Ways and Means Committee or the President, and shall be subject to final approval by a majority vote of the Ways and Means Committee. Any

additional line items must be added to the S-1 prior to the Ways and Means Committee's approval of the S-1.

## **Chapter 9**

### **SGA Undergraduate Payroll**

**Section 1** All individuals employed by the Student Government Association shall be bound by the provisions set forth in this Chapter.

**Section 2** No individual shall begin work on a paid position in the SGA until they have officially entered office for that position.

**Section 3** No individual shall collect pay for a position until they begin work for said position, as defined by Section 2 of this same chapter.

**Section 4** No individual shall collect more pay than was allocated to their position(s) by the SGA operating budget for the given fiscal year, without the prior consent of the Senate, and only upon confirmation from the Secretary of Finance that adequate funds exist.

**Section 5** Any instance of an individual being placed onto SGA payroll for a position must receive a prior affirmative vote of the SGA Senate, or Coordinating Council. Should an individual be added to payroll through an affirmative vote of the Coordinating Council, during the special period, that approval shall only be valid for the special period. Upon convention of the regular period, a Senate vote shall be required, and shall appear on the agenda for the first Senate meeting of the regular period. If a Senate confirmation is already required for a given position by other provisions of the Bylaws, that vote may also be used to satisfy this section.

## **Chapter 10**

### **Appropriation of Revenue - The Senate Ways and Means Committee**

**Section 1** Any RSO or Agency may petition for a budget appropriation from the SATF, under the guidelines set forth by the Chair of the Ways and Means Committee.

**Section 2** The Senate Ways and Means Committee, herein denoted the Committee, shall make known its deadlines at a sufficiently early date to provide petitioning RSOs or Agencies with a reasonable degree of calendar time to complete their budget appropriation request.

1. No RSO or Agency shall receive appropriations from the annual SGA S-1 Budget if that RSO or Agency did not petition for a budget appropriation through the annual budget process.

**Section 3** The Committee shall require information from the petitioning ESO which shall include but may not be limited to the information prescribed herein:

1. The petitioning ESO's expenses and revenues in the present fiscal year, and the projected expenses and revenues for the remainder of the current fiscal year, as well as the ESO's projected fiscal year-end balance.
2. The petitioning ESO's revenues and expenses for the previous fiscal year.
3. The petitioning ESO's projected revenues and expenses for the next fiscal year.
4. The petitioning ESO's mission statement, goals, and objectives.

**Section 4** If the Committee has questions about a particular area of an organization's budget request, the Committee has the right to hold a hearing with said organization to answer any questions.

**Section 5** The Secretary of Finance and the Secretary of Public Relations and Recruitment shall be responsible for publicizing a schedule of any hearings for petitioning ESOs.

**Section 6** The Committee shall hear all petitions, determine eligibility for budget appropriations, and make recommendations on the level and composition of budget appropriations to the Senate.

**Section 7** No ESO shall receive appropriations from in the Annual SGA S-1 Budget Act which shall not be in a state of financial solvency at the budget request deadline for Agencies (if an Agency) or for RSOs (if an RSO), as defined by the guidelines set forth by the Ways and Means Committee Chair.

**Section 8** No ESO shall receive appropriations from the Annual SGA S-1 Budget Act which has not met all the eligibility requirements in the guidelines set forth by the Ways and Means Committee Chair, as defined by Section 1 of this same Chapter of the Bylaws.

**Section 9** Prior to the Committee's review of the Annual SGA S-1 Budget Act, all petitioning ESOs shall be informed of their initial allocations.

**Section 10** All petitioning ESOs may appeal their initial allocations to the Administrative Affairs Committee prior to the SGA S-1 Budget Act being reviewed by the Ways and Means Committee

1. An appeal to the Administrative Affairs Committee must be properly based on the grounds that either: 1) there has been a process violation; 2) Ways and Means Committee members engaged in viewpoint discrimination when considering the petition; or 3) the Ways and Means Committee made an error, including but not limited to, a computer/calculation error. The Administrative Affairs Committee shall have discretion to determine whether an appeal properly alleges one of these three grounds. If an appeal is not based on one or more of the three aforementioned criteria, it shall not be eligible for an appeal hearing.
2. If an appeal is properly based on one or more of the three grounds above, the Administrative Affairs Committee may, upon a majority vote of its membership in attendance, grant an appeal hearing.
3. Upon granting an appeal hearing, the Administrative Affairs Committee shall schedule a hearing, and notify the ESO of the date, time, and location where the hearing will be held. Each hearing shall last no more than fifteen (15) minutes.
4. The Chair of the Ways and Means Committee, or their designee, may be present for all appeal proceedings before The Administrative Affairs Committee, so long as they are solely present to present the positions of the Ways and Means Committee.
5. The Administrative Affairs Committee may, through a majority vote of its membership in attendance, grant an appeal of an initial allocation.
6. In the event of a successful appeal, the Administrative Affairs Committee shall notify the Finance Subcommittee, who shall make the proper budget adjustments in accordance with the decision of the Administrative Affairs Committee.
7. No senator on the Administrative Affairs Committee shall vote on any appeals of an initial allocation without having completed the annual viewpoint neutrality training seminar, as defined by Chapter 14, Section 2 of this same Title, at least once (1) during their term.

**Section 11** On or before the third to last Senate meeting of the spring semester, the Ways and Means Committee shall submit to the Senate its final recommendations, upon a majority vote of its members in attendance at a scheduled meeting, as the proposed Annual SGA S-1 Budget Act.

**Section 12** The proposed Annual SGA S-1 Budget Act shall contain a complete breakdown, by account number and object code, of recommended allocations.



**Section 13** The proposed Annual SGA S-1 Budget Act shall be placed on the agenda for the second to last scheduled Senate meeting, and shall appear as a Special Order.

**Section 14** All petitioning ESOs shall be notified of the Ways and Means Committee's final recommendations prior to the Proposed Annual SGA S-1 Budget Act being submitted to the Senate. Any ESO wishing to appeal a final allocation should submit an Appeal of Appropriations, as defined by Title II, Chapter 30 of the Bylaws of the SGA.

**Section 15** Upon a majority vote of the Senate membership in attendance at a scheduled meeting, the proposed Annual SGA S-1 Budget Act shall become an Act of the SGA.

**Section 16** The Senate shall pass the Annual SGA S-1 Budget Act in the Regular Period.

## **Chapter 11**

### Appropriation of Revenue - The Finance Subcommittee

**Section 1** ESOs, but with the exception of Student Businesses, as defined by Title VII of the Bylaws of the SGA, may petition the Finance Subcommittee, herein denoted the Subcommittee, for an appropriation from the Finance Reserves, under uniform guidelines set forth by the Chair of the Subcommittee.

**Section 2** The Subcommittee shall require information from the petitioning RSO which shall include, but may not be limited to, the information prescribed herein:

1. The RSO's and Agency's financial posture.
2. The event, item, or project for which the RSO or Agency is petitioning for an appropriation.

**Section 3** All petitioning RSOs or Agencies shall be entitled to a hearing before the Committee.

**Section 4** The Chair of the Ways and Means Committee shall appoint, upon a majority vote of the Ways and Means Committee membership in attendance at a scheduled meeting, all members of the Finance Subcommittee. The Chair of the Ways and Means Committee shall serve ex-officio on the Finance Subcommittee.

**Section 5** The Subcommittee shall hear all petitions, determine eligibility for Finance Reserves appropriations and shall be empowered to appropriate grants or loans of an amount up to and including the threshold outlined in Title VI, Chapter 11, Section 7.

**Section 6** Petitions over the threshold outlined in Title VI, Chapter 11, Section 7 shall be submitted to the Senate, with the Subcommittee's recommendation, in the form of a Main Motion, forty-eight (48) hours in advance of the next scheduled Senate meeting, and the petitioner(s) shall be notified of such.

1. Petitions may be submitted to the Senate, in the form of a Main Motion, less than forty-eight (48) hours in advance of a scheduled Senate meeting, if the Senate shall have invoked Title II, Chapter 21, Section 12(b)(i), the Subsidiary Motion to Suspend the Rules to Consider A Main Motion Not Previously on the Agenda

**Section 7** The Senate shall only hear Emergency Finance Petitions that meet the threshold of five (5) percent of the emergency finance reserves allocation, provided that the petition amount is greater than \$1,000. Notwithstanding this threshold determination, The Senate shall hear all Emergency Finance Petitions over \$5,000.

**Section 8** Petitions for appropriations from the Finance Reserves shall be evaluated by uniform criteria which shall include, but may not be limited to, those prescribed herein:

1. Community Enrichment.
2. Organizational Development.
3. Number of persons expected to derive benefit from the event, item, or project.
4. The appropriation could not be reasonably met through the Annual SGA S-1 Budget Act.

**Section 9** Finance Reserves appropriations up to and including the threshold outlined in Section 7 of this same Chapter of the Bylaws which shall have been denied, or reduced may be appealed to the Administrative Affairs Committee.

1. An appeal to the Administrative Affairs Committee must be properly based on the grounds that either: 1) there has been a process violation; 2) Subcommittee members engaged in viewpoint discrimination when considering the petition; or 3) the Subcommittee made an error, including but not limited to, a computer/calculation error. The Administrative Affairs Committee shall have discretion to determine whether an

appeal properly alleges one of these three grounds. If an appeal is not based on one or more of the three aforementioned criteria, it shall not be eligible for an appeal hearing.

2. If an appeal is properly based on one or more of the three grounds above, the Administrative Affairs Committee may, upon a majority vote of its membership in attendance, grant an appeal hearing.
3. Upon granting an appeal hearing, the Administrative Affairs Committee shall schedule a hearing, and notify the ESO of the date, time, and location where the hearing will be held. Each hearing shall last no more than fifteen (15) minutes.
4. The Chair of the Ways and Means Committee, or their designee, may be present for all appeal proceedings before The Administrative Affairs Committee, so long as they are solely present to present the positions of the Ways and Means Committee.
5. The Administrative Affairs Committee may, through a majority vote of its membership in attendance, grant an appeal, and overturn the decision of the Finance Subcommittee in question.
6. No senator on the Administrative Affairs Committee shall vote on any appeals of denied requests for Finance Reserves appropriations without having completed the annual viewpoint neutrality training seminar, as defined by Chapter 14, Section 2 of this same Title, at least once (1) during their term.

**Section 10** Finance Reserves appropriations which exceed the threshold outlined in Section 7 of this same Chapter of the Bylaws, which shall have been denied, or reduced, may be appealed to the Senate after first notifying the Chair of the Finance Subcommittee.

**Section 11** Emergency Funding shall be defined as monies supplied in order to ensure that a group or event is able to function according to the group's mission statement during unforeseen circumstance(s). This may include but is not limited to, qualifying for competitions, repairing or replacing damaged equipment essential to ESOs mission, unforeseen additional costs to hold events essential to ESOs mission, loss of grants or funding from outside bodies, or any other costs that could have not possibly been predicted or budgeted for during allocations. Funding shall be prioritized based upon the group's ability to prepare a budget when applying to the Ways and Means Committee, as well as their ability to maintain their accounts throughout the fiscal year, the cost/benefit to the student body, and opportunities for student participation; preference may be given to items/goods kept and maintained by the group.

**Section 12** The Finance Subcommittee shall be able to grant New RSO Start-Up Funds, as requested by the RSO, of up to and at most \$1,000. Groups may not be allowed to request funds

for expenses that are prohibited by the funding guidelines, set forth under the provisions of Chapter 10 of this same title of the Bylaws. A new RSO shall be defined for these purposes as:

1. A group that has just been formed and granted RSO status by the Secretary of the Registry during the RSO Application Process; and
2. Has been active for two full semesters or less; and
3. And has not existed for long enough to qualify to have submitted a budget through the Ways and Means Committee.

## **Chapter 12**

### Appropriation of Revenue - The DIA Fund Committee

**Section 1** There shall be a DIA Fund Committee, herein denoted “the Committee”, which shall exist as a subsidiary of the executive branch of the SGA. The President shall notify the Office of the Speaker upon any change in membership to the Committee, including but not limited to instances of appointment to, and resignation from the Committee.

**Section 2** The Committee shall be composed of the membership prescribed herein:

1. The President
2. The Secretary of Diversity, Equity, and Inclusion
3. The Chair of the Senate Standing Committee on Social Justice and Empowerment
4. A minimum of four (4) other members who must be a Student Government Association Officer, as defined by Title I, Chapter 1, Section 2 of the Bylaws of the SGA. These individuals shall be appointed by the President no more than thirty (30) calendar days following the first meeting of the Senate session in the Fall semester.
5. The Chair of the Ways and Means Committee, Chair of the Finance Subcommittee, and Secretary of Finance shall serve as ex-officio members of the committee, unless otherwise appointed to serve as a voting member by the President.
6. The President may appoint additional officers to serve as ex-officio members of The DIA Fund Committee.
7. The Committee membership shall be empowered to remove their Chairperson from the position of Chair. Such an act will require a two-thirds (2/3) majority vote of committee membership in attendance at a regularly scheduled meeting.
  - a. A vote to remove a Chairperson from their position of Chair must be conducted by either the Speaker (or their designee) or the Chair of the Administrative Affairs Committee (or their designee).

- b. At the next regularly scheduled Senate meeting following the removal of a Chair, the Senate may override the decision by a two-thirds (2/3) vote. If the Senate shall choose to remove the Chair from their office, said Chair shall retain their Senate seat. If the Senate shall choose to not remove the Chair from their office, the Chair shall be returned to the Committee's Chairship.
8. The President shall be empowered to dismiss or remove voting or ex officio members of the committee from their position on the Committee who were appointed under the provisions of subsections 4 and 6 of this same section. The Committee can overrule the decision of the President with a two-thirds (2/3) vote.

**Section 3** The first meeting of the DIA Fund Committee in each Senate Session shall take place no later than thirty (30) calendar days following the first meeting of the Senate session in the Fall semester, and shall be convened by The President in a manner prescribed herein:

1. The President shall call the meeting to order.
2. The President shall take a roll call to determine if quorum is present.
3. The President shall conduct the election for the Chair of the DIA Fund Committee. The Chair of the DIA Fund Committee shall be elected by a majority vote of the Committee's membership in attendance at a scheduled meeting.
  - a. Any voting member of the DIA Fund Committee shall be eligible to serve as Chair. The Chair of the DIA Fund Committee shall remain in their position until the conclusion of the Senate Session.
4. Upon election of a Chair of the DIA Fund Committee, the President shall administer the following oath to the Chair-elect:
  - a. "I do affirm to faithfully execute the office of Chair of the DIA Fund Committee and support the Constitution and General Bylaws of the Student Government Association."
5. The President shall yield the chair to the Chair of the Committee.

**Section 4** The Chair shall be the chief presiding officer of the Committee.

**Section 5** The Chair may appoint a Vice Chair from the voting members of their own committee at any time, provided that the Vice Chair position is not already filled.

1. The Vice Chair shall act as an aid and resource to the Chair.
2. At such times the Chair deems necessary or is not in attendance at a scheduled meeting, the Vice Chair may become Acting Chair and may exercise powers of the Chairship

3. At any time, the Committee can remove the Vice Chair of their committee from office by a two-thirds (2/3) majority vote.

**Section 6** In the event of a vacancy in the office of Chair of the Committee, the President shall call an emergency meeting of the Committee, and shall proceed in a manner prescribed by Section 2 of this same chapter of the Bylaws.

**Section 7** The Committee shall hear all petitions for allocations from the DIA Fund, determine eligibility for DIA Fund appropriations, and shall be empowered to appropriate grants of an amount up to and including the threshold outlined in Title VI, Chapter 12, Section 9.

**Section 8** Petitions over the threshold outlined in Title VI, Chapter 12, Section 9 shall be submitted to the Senate, with the Committee's recommendation, in the form of a Main Motion, forty-eight (48) hours in advance of the next scheduled Senate meeting, and the petitioner(s) shall be notified of such.

1. Petitions may be submitted to the Senate, in the form of a Main Motion, less than forty-eight (48) hours in advance of a scheduled Senate meeting, if the Senate shall have invoked Title II, Chapter 21, Section 12(b)(i), the Subsidiary Motion to Suspend the Rules to Consider A Main Motion Not Previously on the Agenda

**Section 9** The Senate shall only hear DIA Fund Petitions that meet the threshold of 5% five (5) percent of the DIA Fund allocation, provided that the petition amount is greater than \$2,000. Notwithstanding this threshold determination, The Senate shall hear all DIA Fund Petitions over \$5,000.

**Section 10** ESOs, but with the exception of Student Businesses, as defined by Title VII of the Bylaws of the SGA, may petition the Committee, for an appropriation from the DIA Fund, under the guidelines set forth by the Committee.

**Section 11** Meetings of the Committee shall be called as needed by the Chair of the Committee. Meetings of the Committee shall be bound by the provisions of Title I, Chapter 5, Section 2, and Title II, Chapter 14 of the Bylaws of the SGA, as well as Massachusetts Open Meeting Law.

## **Chapter 13**

### Fiscal Policies of the SGA

**Section 1** No Subsidiary Governance Body, as defined by Title V of the Bylaws of the SGA, nor any RSO or Agency, as defined by Title VII of the Bylaws of the SGA shall fund organizations or programs, or perform activities, which are properly the responsibility of the University, without the prior consent of the Senate.

**Section 2** No Subsidiary Governance Body, as defined by Title V of the Bylaws of the SGA, nor any RSO or Agency, as defined by Title VII of the Bylaws of the SGA shall spend any SATF Fee based appropriations on items prohibited by the Funding Guidelines set forth by the provisions of Chapter 10 of this same title of the Bylaws, for the given fiscal year.

**Section 3** No Subsidiary Governance Body, as defined by Title V of the Bylaws of the SGA, nor any RSO or Agency, as defined by Title VII of the SGA shall spend any money procured under the provisions of Chapter 6 of this same title of the Bylaws on any of the items prescribed herein:

1. Items not in alignment with the RSO or Agency's mission;
2. Alcohol;
3. Any items restricted by the University Policy or Municipal, State, or Federal Law.

**Section 4** No Subsidiary Governance Body, as defined by Title V of the Bylaws of the SGA, nor any RSO or Agency, as defined by Title VII of the SGA shall spend any SATF Fee based appropriations in any fiscal year other than the year for which the funds were appropriated. Rollovers of SATF Fee based appropriations between fiscal years are not permitted.

## **Chapter 14**

### Conflict of Interest

**Section 1** No Senate Ways and Means Committee or Ways and Means Finance Subcommittee member shall take part in a vote in which they have, as determined by the respective Committee upon the majority vote of the Committee or Subcommittee membership in attendance at a scheduled meeting, a vested interest.

**Section 2** All members of the SGA Undergraduate Senate and all of its subsidiary governing bodies must attend a viewpoint neutrality training seminar administered by a representative from the Student Legal Services Office in order to vote on financial allocations. This training must be taken annually.

## Chapter 15

### Violations of Title VI of the Bylaws of the SGA

**Section 1** Failure to comply with any of the provisions set forth in Title VI of the Bylaws of the SGA may result in the suspension of the Charter, or freezing of the accounts of the offending RSO, Agency and/or Subsidiary Governance Body. The Secretary of Finance and Secretary of the Registry shall each be empowered to suspend said organizations' charters for failure to comply with the provisions set forth in Title VI of the Bylaws of the SGA. The Secretary of Finance shall be further empowered to freeze student group accounts for failure to comply with the provisions set forth in Title VI of the Bylaws of the SGA under the provisions of Title III, Chapter 12, Section 1.8 and 1.9 of the Bylaws of the SGA.

1. Upon suspending an ESO, the Secretary of Finance or the Secretary of the Registry must notify the given ESO forty-eight (48) before the suspension takes place about the suspension, and email the ESO the details of the appeals process. This email must include, but not be limited to, the ESO and the Chair of the Administrative Affairs Committee.
  - a. If an ESO wishes to appeal the suspension placed by the Secretary of Finance or the Secretary of the Registry, the process shall be as follows:
    - i. The ESO will have two (2) weeks after receiving notice of the suspension of their ESO to file for an appeal.
    - ii. The ESO must contact the Chair of the Administrative Affairs Committee.
      1. The Chair of the Administrative Affairs Committee is responsible for scheduling a time for the Administrative Affairs Committee to meet for the appeals.
    - iii. When the ESO meets with the Administrative Affairs Committee, an individual from the executive board of the RSO must be in attendance at the meeting.
    - iv. If the ESO appeal passes through the Administrative Affairs Committee with a two-thirds ( $\frac{2}{3}$ ) majority, the appeal shall then be submitted to the Senate.
    - v. If the ESO appeal passes through the Senate with a two-thirds ( $\frac{2}{3}$ ) majority, the suspension shall be reversed. If it does not pass, the suspension remains.



**Section 2** An RSO, or Agency, or Subsidiary Governance Body which has its Charter suspended under this Chapter of the Bylaws of the SGA shall not have their Charter reinstated until the leadership of said RSO, and/or Agency, and/or Area Government meets with the Secretary of Finance, the Secretary of the Registry, and the Student Engagement Director of Finance to review and rectify their financial situation.

## **Chapter 16**

### Budget Trainings

**Section 1** By the end of the fall semester, the Chair of the Ways and Means Committee, or their designee must:

1. Conduct at least one (1) all-council budget training which shall be open to all RSOs. This training shall consist of at least the topics prescribed herein:
  - a. A thorough explanation of the SATF and the Student Activities Fee;
  - b. A thorough explanation of the RSO funding guidelines;
  - c. A thorough explanation of any aspects of the allocation process not included in the funding guidelines;
  - d. A question and answer period;
  - e. A budget workshop, where RSOs are given the opportunity to work on their budget requests, and seek in person assistance from the Chair of the Ways and Means Committee, and any other designees.
2. Conduct at least one (1) budget training at a council meeting for each RSO Council. The Chair of the Ways and Means Committee should begin these plans during the summer intersession. This training shall consist of at least the topics prescribed herein:
  - a. A thorough explanation of the SATF and the Student Activities Fee;
  - b. A thorough explanation of the RSO funding guidelines;
  - c. A thorough explanation of any aspects of the allocation process not included in the funding guidelines;
  - d. A question and answer period.
3. Meet with the directors of each Agency of the SGA. This training shall consist of at least the topics prescribed herein:
  - a. A thorough explanation of the SATF and the Student Activities Fee;
  - b. A thorough explanation of the agency funding guidelines;
  - c. A thorough explanation of any aspects of the allocation process not included in the funding guidelines;
  - d. A question and answer period.

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**TITLE VII**  
**ESTABLISHED STUDENT**  
**ORGANIZATIONS**

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As Amended April 17, 2024

## **Chapter 1**

### Definitions of an Established Student Organization (ESO)

**Section 1** “Established Student Organization” shall be defined as a permanent, co-curricular organization, operating under the guidance and supervision of a full time staff member or Graduate Student Assistant, which provides services to University of Massachusetts Amherst students, including but not limited to advocacy, activities, or media.

## **Chapter 2**

### Freedom of Speech

**Section 1** All Established Student Organizations are recognized to have freedom of speech, which cannot be limited or restricted by any officer or body of the Student Government Association. An ESO's political affiliation or speech is not relevant to any proceeding conducted by the Student Government Association. No officer of the Student Government Association shall use an ESO's political speech or affiliation as reason to deny or limit space or funding.

## **Chapter 3**

### Rights and Privileges

**Section 1** All ESOs shall have the following rights and privileges:

1. Recognition by the University of Massachusetts as an officially recognized Established Student Organization.
2. Access to the use of campus facilities, both indoor and outdoor.
3. The waiver or discount of designated fees for the use of various University facilities services.
4. Ability to reserve space and equipment on campus with special rates and privileges.
5. Ability to apply for a space allocation to whatever body is recognized by the SGA to allocate space.
6. The waiving of Massachusetts State sales tax on ESO purchases.
7. Free access to tables on the Campus Center Concourse for informational and fundraising purposes.
8. Assistance from Student Activities and Involvement (SAI) and the Student Organization Resource Center (SORC) in the way of mail and telephone service, scheduling space, program development, leadership training and organizational development, financial accounts and budgeting support.

9. Legal Assistance from the Student Legal Services Office.
10. Freedom of press and no penalty or being subject to penalty due to the subject matter expressed within their medium, with the exception of slander and intentional misrepresentation of SGA members or organizations.

## **Chapter 4**

### Nonprofit Status

**Section 1** All ESOs will be structured and operated “not for profit” according to University policies and procedures, including, but not limited to, the Policy for Management of University Funds, and the following:

1. No ESO will have, as part of its official or unofficial purposes, functions enabling members of the ESO to profit financially from its activities, either directly or indirectly except as approved by the student employment office.
2. Funds outside SATF appropriations will be applied to the purpose of the ESO.
3. All equipment purchased with SATF funding is the property of the SGA and is subject to all SGA, University, State, and Federal inventory procedures and audits.
4. In the event of suspension or withdrawal, all property purchased by the ESO shall be placed under the direct control of the Secretary of Finance.

## **Chapter 5**

### Grievance Procedures

**Section 1** If a grievance shall arise between ESOs, to include the SGA, parties shall have the right to file a petition with the Student Judiciary.

**Section 2** “Agency” shall be defined as a permanent, co-curricular organization, operating under the guidance and supervision of a full time staff member or Graduate Student Assistant, which provides services to University of Massachusetts Amherst students, including but not limited to advocacy, activities, or media:

1. An agency must adhere to the Charter, as outlined in Title VII, Section 3, under which it was created, unless amended through the procedures established in Title VII.
2. An agency must work to benefit all students, unless established to serve a specific population at the University.

3. All agencies must adhere to the Equal Opportunity Policy of the University of Massachusetts, Amherst.
4. The decision of the Student Judiciary shall be final unless the Judiciary suspends action due to an upcoming appeal.
5. Failure to enact the Student Judiciary's decision shall result in automatic suspension of ESO status until such time as the remedy is enacted.
6. In the event that the Media ESO shall be petitioned or petition another ESO, the Student Judiciary shall show deference to precedent established by the Federal Courts and/or the Courts of the Commonwealth of Massachusetts.

## **Chapter 6**

### Agencies

**Section 1** The following and only the following are agencies listed with the Student Government Association:

1. Center for Educational Policy and Advocacy
2. Student Legal Services Office
3. The Center for Student Businesses
4. Union Video Center
5. WMUA
6. The Massachusetts Daily Collegian
7. The Student Union Craft Center
8. The Student Union Art Gallery
9. University Programming Council
10. Student Bridges
11. UMass Emergency Medical Services
12. Student Organization Resource Center

**Section 2** All Agencies must maintain a current Charter, which shall include the following information:

1. Mission Statement,
2. Detailed structure of the organization including undergraduate membership and/or staff, graduate membership (if applicable), paid staff, and the process by which voting members shall join the Agency/paid staff are hired,

3. The Agency's operational structure and how it will contribute to the mission of the Agency,
4. Establishment of an Agency Advisory Board, which must meet the following minimum requirements:
  - a. Representation from the Agency
  - b. Representation from the SGA, to be appointed by the SGA President and the SGA Speaker
  - c. Representation from relevant administrative departments/divisions
  - d. Representation from relevant stakeholders
  - e. Frequency of meetings per semester, with a minimum number of two (2) meetings per semester
  - f. Provision for the election of a Chair from within the Advisory Board membership, whose responsibilities shall include the scheduling and facilitation of meetings, and the maintenance of the Board's membership
5. Definition of the powers and responsibilities of the Advisory Board,
6. Agency leadership positions, including but not limited to, position descriptions, powers and responsibilities, and terms of office, if applicable,
7. Leadership/officer election procedures, if applicable, as well as details regarding leadership/officer vacancies and special elections,
8. Procedures for removal of officers,
9. Statement of free speech and non-discrimination,
10. Process for Charter amendment, prior to approval by the Administrative Affairs Committee of the SGA Senate.

**Section 3** All Agencies shall have an Advisory Board as defined in Title VII, Chapter 6, Section 3, Subsections 4 and 5. The purpose of the Advisory Board shall be to bring campus representation and relevant stakeholders together in the goal of pursuing the achievement of the Agency's mission.

**Section 4** Advisory Boards shall have the responsibility of conducting internal hiring processes for Graduate staff, in consultation with the Associate Vice Chancellor for Student Development, except in the case of an Agency that employs both Graduate and Professional staff, in which case the Professional staff may oversee the Graduate hiring process. The Advisory Board shall make formal recommendations to the Associate Vice Chancellor for Student Development, who retains all official hiring authority for Agency staff. Advisory Boards shall reference UMass Amherst Human Resources hiring policies in determining their processes.

**Section 5** The Associate Vice Chancellor for Student Development commits to consulting Advisory Boards in the hiring of professional staff, given the stringent timelines, commitment, and specialist expertise required for the University's hiring processes.

**Section 6** Groups wishing to be established as an Agency must apply by providing the following information to the Chair of the Administrative Affairs Committee of the SGA Senate:

1. The name of the Agency,
2. The mission of the Agency,
3. The Charter, as laid out in Title VII, Chapter 6, Section 3,
4. The Graduate student(s) and/or permanent staff person(s) relationship to the Agency and their decision making responsibilities,
5. A preliminary startup budget for the Agency, including but not limited to the one-time items and costs deemed necessary to initially fund the Agency. The Agency will develop this budget with the Secretary of Finance, who will work in consultation with the Chair of Administrative Affairs,
6. A base annual budget on which the Agency could consistently operate for five (5) years. This budget, which the Agency will develop with the Secretary of Finance using the current ESO budget request form, would be level funded by the Ways and Means Committee each year, as per Title VI, Section 2:
  - a. Cost of office supplies and miscellaneous items
  - b. Any additional information requested by the Chair of Administrative Affairs
7. If the application complies with the SGA Constitution and Bylaws, and after a conversation with the Associate Vice Chancellor for Student Development surrounding the creation of a new administrative department to support the prospective Agency, the Chair of the Administrative Affairs shall write a motion for the passing of the charter and the creation of the Agency,
8. The motion shall be placed on the agenda for a Senate meeting during regular session as a Special Order,
9. The motion shall require three-fourths (3/4) majority to pass,
10. Upon passage of the motion, the Agency shall become officially recognized by the Student Government Association and have all rights and privileges afforded an Agency,
11. If a motion to create an Agency fails to receive a three-fourths (3/4) vote, another motion with the purpose of creating the same Agency cannot be put before the Senate until one (1) year after the initial failure.

**Section 7** Agencies wishing to amend their Charter shall do so in the following manner:

1. The proposal shall be approved internally through the amendment procedures in the Agency's Charter.
2. Upon receiving a positive recommendation from the Agency's internal procedures, the amendment shall be presented to the Administrative Affairs Committee of the Senate for a recommendation.
3. Upon receiving a positive recommendation from the Administrative Affairs Committee of the SGA Senate, the amendment shall be presented to the Senate and shall require a majority vote.

**Section 8** Agencies will be dissolved in the following manner:

1. A motion will be made in the Senate to dissolve a given Agency.
2. Upon a two-thirds (2/3) majority vote of the Senate, the matter will be turned over to the Rules and Ethics Sub-Committee.
3. The Rules and Ethics Sub-Committee will research the case and make a report to the Senate within twenty (20) business days.
4. After reviewing the report, a three-quarters (3/4) majority vote of the Senate will dissolve the Agency.

## **Chapter 7**

### Registered Student Organizations

**Section 1** All Registered Student Organizations (RSOs) shall be associations composed primarily of undergraduate students at the University of Massachusetts at Amherst. RSOs shall be democratically directed by their members, independent, and registered by the Student Government Association pursuant to this Chapter. Each RSO shall enhance the social, cultural, educational, and/or recreational experience of undergraduate students at the University of Massachusetts at Amherst and must have the potential for longevity.

**Section 2** An organization shall not be considered independent of other organizations if it receives or enables its members to receive specific monetary reward from another organization, or if its primary objectives are substantially determined by another organization, except in the following cases:

1. Recognized Fraternities and Sororities of the University of Massachusetts at Amherst; to include Service Fraternities and Sororities.



2. As specified by an Act of the Student Senate or if the organization holds a charter from the Commonwealth of Massachusetts as a non-profit corporation.

**Section 3** A two-thirds (2/3) majority of the members of an RSO must be members of the SGA. Not less than ten (10) SGA members must be active members of the RSO at all times.

1. For purposes of this definition, "membership" shall refer to active members with full voting and participation rights. Membership must be voluntarily and actively entered into by each member, and may not be automatically established. This definition does not preclude an RSO from establishing additional classes of membership defined in alternative ways. In such situations, an RSO must maintain not less than ten (10) SGA members as active members of its organization at all times, in addition to alternative forms of member classification. Members may be empowered by an RSO to act on its behalf, within the parameters of its valid goals/objectives/activities, and with the approval of the RSO leadership.

**Section 4** Officers must be full-time students and SGA members. Part-time students, and non-SGA members of an RSO may not hold full officer positions.

**Section 5** To apply for status as an RSO, a member of the applying organization must complete the following:

1. Fill out the New RSO Interest Form on the SGA Website. The New RSO Interest Form shall be developed and maintained throughout the Fall and Spring semesters by the Secretary of the Registry and the Secretary of Technology. It shall include a description of the process for gaining RSO status.
  - a. The form shall require the following:
    - i. Name and University email address of the organization's primary contact;
    - ii. Proposed name of the organization;
    - iii. A question asking if the group has a member of the UMass faculty or staff willing to advise them, and if so, who. This question shall explicitly state that this is not required and will have no bearing over RSO approval, however this is strongly recommended;
    - iv. A short description of the proposed RSO and how it would add to student life at UMass;
  - b. Upon submission of a form, an automatic email message shall be sent to the Secretary of the Registry. The Secretary of the Registry shall communicate

directly with the organization's primary contact about the further requirements for RSO status, including the following:

- i. A description of the further requirements for gaining RSO status;
    - ii. An outline of the requirements for a constitution and a strategic plan, as outlined below.
  - c. The Secretary of the Registry shall maintain a database in collaboration with the Chair of the Undergraduate Registry Oversight Committee (UROC). The database shall keep track of all New RSO Interest Form submissions, attendance records for all New RSO meetings and workshops, all New RSO application materials, and a checklist of all required steps for RSO status.
2. Complete a preliminary application that consists of a first draft of the organization's constitution/charter, strategic plan, and interest form. This shall be submitted to the Chair of UROC. The Chair of UROC shall then schedule and conduct a required informational meeting with the RSO applicant's primary contact.
  - a. Prior to the meeting, the Chair of UROC shall complete an advisory review of the preliminary application. The results of this review shall not be presented to the RSO applicant's primary contact prior to the required informational meeting.
  - b. This meeting shall include:
    - i. A presentation of general feedback on the group's constitution/charter and strategic plan according to the requirements below, with the understanding that any feedback provided by the SGA shall not be used as a basis for any appeal;
    - ii. A discussion about how RSOs can request budgets (including Signature Responsibility), book meeting space, request locker space, market and develop the RSO, and any other administrative aspects of functioning as an RSO;
    - iii. A summary of terms and requirements within the RSO application checklist.
3. The applicant must attend the required meeting within five months of the start of the RSO Application process.
4. Upon receipt of the preliminary checklist from the Chair of UROC, the applying member shall submit all application materials to the Secretary of the Registry with a request for final evaluation.
5. The Final RSO Application must include the following:
  - a. the names of all Officers and their University email addresses;
  - b. the names of at least ten (10) members, who must also be members of the SGA, and their University email addresses;

- c. the names of non-SGA members, and their valid email addresses;
- d. the name of the person with whom the SGA shall have primary contact, as well as their University email address;
- e. agreement to complete the Anti-Hazing Compliance Form;
- f. agreement that two officers will have signature responsibility at all times;
- g. the name(s) of any faculty advisor(s), if the group chooses to have one;
  - i. this is optional but recommended;
- h. a Charter/Constitution (and bylaws if necessary);
  - i. The Charter or Constitution must include the following:
    - 1. A Mission Statement.
      - a. The Mission Statement must be included at the beginning of the Charter/Constitution and shall state:
        - i. a brief description of the purpose/function of the proposed organization;
        - ii. examples of the kind of activities, projects, and events the organization plans to engage in; and
        - iii. the organization's philosophy.
    - 2. The process by which new members may join and requirements for maintaining membership, if applicable.
      - a. The process for establishing voting membership must allow access to all fee-paying, undergraduate students of the University of Massachusetts Amherst; except that those applicants with policies of exclusivity, which are deemed to be within the bounds of Federal and/or State law, are exempt.
    - 3. Details regarding the group's meeting process, including but not limited to:
      - a. how often the group shall meet.;
      - b. A general outline for meeting proceedings; what will go on during the meetings.;
      - c. who shall chair the meetings; and
      - d. the process for making decisions in the meeting.
    - 4. Details regarding the group's Executive Board/Officer Positions, including but not limited to:
      - a. position descriptions;
      - b. description of the powers, responsibilities, and length of each executive board officer term;

- i. The length of each executive board officer term shall be at most one (1) academic year.
    - c. the two officers who will have signature responsibility, which shall not be transferable to other executive board officers who have not completed the Signature Responsibility training.
5. Details regarding election procedure, including, but not limited to:
  - a. how records will be kept;
  - b. when elections will be held each year, including:
    - i. the requirement that elections must be held during a regularly scheduled general body meeting with two-thirds (2/3rd) of the active SGA members in the RSO in attendance.
      1. "SGA members" shall be defined as any undergraduate student of the University of Massachusetts Amherst subject to, and having paid, the Student Activities Fee.
    - ii. The requirement that RSO officer elections for the following Academic Year must take place before April 1st.
      1. Candidates for RSO officers must be full-time students and SGA members.
  - c. The process for filling officer vacancies and holding special elections, including but not limited to, what happens in the event of officer vacancies and how special elections shall occur.
    - i. The process for removal of officers and/or members. The process must include:
      1. notification of the member/officer in question;
      2. an opportunity for the member/officer in question to address the membership;
      3. that at least a 2/3 vote of the general membership shall be required to remove an officer and/or member.
6. A statement of free speech and expression which states, verbatim:

- a. “Under no circumstances shall a member’s freedom of speech or expression be infringed.”
- 7. A statement of non-discrimination which states, verbatim: “[Proposed name of the organization] prohibits discrimination under Federal and State law, based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, veteran status, citizenship, genetic information, political beliefs, or reprisal or retaliation for prior civil rights activity,” This list is not exhaustive, and groups can add more protected classes to this statement.
  - a. RSOs with policies of exclusivity must clearly state those policies; where those policies of exclusivity are deemed to be within the bounds of Federal and/or State law, RSO’s will be allowed to apply those policies.
- 8. Gender neutral pronouns.
  - a. The Charter/Constitution must refer to members/officers using they/them/their pronouns in the text of the Charter/Constitution, except that those applicants with policies of exclusivity, which are deemed to be within the bounds of Federal and/or State law, are exempt from this requirement.
- 9. Details for how to amend the Charter/Constitution.
  - a. This process must involve at least a simple majority vote of the general membership as well as the approval of The Undergraduate Registry Oversight Committee.
- i. A completed Strategic Plan;
  - i. The Secretary of the Registry shall include a template for building a Strategic Plan with the Application.
  - ii. The Strategic Plan must include:
    - 1. The organization’s mission statement;
    - 2. The organization’s long-term vision;
      - a. This should contain a broad vision for the organization.
    - 3. The organization’s five-year goals;
      - a. This should contain a year-by-year breakdown of goals.
    - 4. The organization’s financial strategy;and
    - 5. The organization’s marketing/recruitment strategy.

6. If any of the preceding requirements cannot be met due to an RSO's obligation to an organization recognized as having authority as per Title VII, Chapter 7, Section 2, The RSO will have the ability to appeal its status as an active RSO.

**Section 6** The Secretary of the Registry shall accept RSO applications between the first (1st) business day of the fall and spring semesters and the last business day of the seventh (7th) week of the fall and spring semesters. Application decisions will be released in the ninth (9th) week of the semester, at which point the appeals process will begin. If the applicant has not scheduled their second required meeting by the last business day of the fifth (5th) week of the semester, they shall be ineligible from submitting their final application to the Secretary of the Registry until the following semester. The Secretary of the Registry will submit a notice of approval or a notice of denial, which will list the reasons for denial, to the applicants along with information on new RSO set-up. The Secretary of the Registry will include the form to request an appeal hearing with the Administrative Affairs Committee, as well as the appeals timeline in the notice of denial.

1. RSO applications, which shall have been denied by the Secretary of the Registry, may be appealed to The Administrative Affairs Committee. A request for an appeal shall be submitted by completing the RSO Application Appeal Request Form within five (5) business days of the date the Notice of Denial is sent to the RSO. Requests for an appeal hearing shall be granted if the RSO Application Appeal Request form is completely filled out, within the five (5) business days, and indicates a possible process violation, based on Title VII, Chapter 7, entitled "Registered Student Organizations," or a violation as described by Title VII, Chapter 7, Section 6, sub-section 2(c), below. Organizations who have not been granted an appeal hearing shall be notified via email within five (5) business days.
2. The RSO Application Appeal Request Form shall be created by the Chair of the Administrative Affairs Committee and shall include, at minimum:
  - a. A section for organizations to describe possible violations of Chapter 7,
  - b. A section for the reasoning behind a group's original denial, as provided within the Notice of Denial supplied by the Secretary of the Registry,
  - c. A section for organizations to describe possible process violations, viewpoint discrimination, misinterpretation of the application's language, or a similar error made by the Undergraduate Registry Oversight Committee or Secretary of the Registry while voting on RSO applications,
  - d. Instructions for the original application packet, with the Notice of Denial, to be sent to the Chair of Administrative Affairs.

3. Provided that the RSO Application Appeal Request Form is completed correctly and is consistent with the requirements as described above, then the Administrative Affairs Committee shall, within two (2) weeks of receiving the RSO Application Appeal Request Form, allow the respective applicants to present their (unchanged) RSO application. The Administrative Affairs committee shall not be required to provide a hearing to any RSO that did not correctly complete the RSO Application Appeal Request Form or otherwise comply with the requirements of this provision.
4. Prior to the first hearing on any RSO appeal, the chair of Administrative Affairs may request a meeting with either: (a) the Secretary of the Registry; (b) the chair of the Undergraduate Registry Oversight Committee; or (c) a designee of either, in order for the Administrative Affairs committee to better understand and ask questions about the process and requirements for approving RSOs for that specific academic year.
  - a. Upon granting a hearing on the Appeal, the Chair of the Administrative Affairs Committee shall notify the applicants and the Secretary of the Registry of the date and time of the hearing.
  - b. At the hearing, the Administrative Affairs Committee shall first hear the Secretary of the Registry's and the Undergraduate Registry Oversight Committee's reasons for denial. If the Secretary of the Registry and UROC cannot attend the hearing, they may send a written statement, or a designee, explaining their position and the reasons for denial. Such a written statement shall be read aloud and into the record at the hearing. Next, the Committee shall hear the applicant's reasons for appealing.
  - c. Following the hearing, the Administrative Affairs Committee will consider the application form and the processes the Secretary of the Registry put forth during the application period. Administrative Affairs will decide by majority vote whether the process outlined in Title VII, Chapter 7 entitled "Registered Student Organizations" was followed correctly. If this process was not correctly followed, then the Administrative Affairs Committee will recommend that the organization be recognized and refer the RSO's application for recognition, to the Senate, for a hearing and determination on the underlying application.
5. Upon such referral by Administrative Affairs, the Chair of AA shall sponsor a motion to recognize the organization, and place such motion on the agenda of the next scheduled Senate meeting.
  - a. Upon reading of the aforementioned motion, the Chair of the Administrative Affairs Committee, the representatives of the appealing organization, and the Secretary of the Registry shall present on the appeal hearing and process.

- b. The Senate shall treat the hearing as a new (unchanged) application by the group for RSO status.
  - c. The Senate shall take into consideration all information provided at the hearing and must determine whether to recognize the group as an RSO, based on such information. The RSO will be recognized upon a (2/3) two-thirds majority vote of the Senate.
6. If the Secretary of the Registry neither approves nor denies the RSO within the thirty (30) days allotted the Secretary waives their decision making power, and the applicants can submit their application (unchanged) to the Chair of the Undergraduate Registry Oversight Committee to be reviewed. The Undergraduate Registry Oversight Committee will evaluate applications at their next scheduled committee meeting, using the criteria set forth for RSO applications, listed in Title VII, Chapter 7, and then proceed through the process outlined in Title VII, Chapter 7 (Registered Student Organizations), Section 6, Sub-Section 3.

**Section 7** RSOs shall be subject to suspension and/or dissolution in the following manner:

1. The Secretary of the Registry shall suspend the registration of any RSO which:
  - a. is in violation of any SGA policy;
  - b. has failed to make progress towards achieving their Strategic Plan for more than 2 years;
  - c. has failed to submit an annual report to the Secretary of the Registry detailing their progress towards achieving their Strategic Plan or a revised edition of their Strategic Plan during the RSO Re-Activation process; or
  - d. has failed to actively pursue the mission and goals established in the application for registration.
2. Upon suspension of an RSO, all of its accounts shall be frozen and all services provided through the Student Engagement and Leadership shall be foregone until such time when suspension is lifted.
  - a. An RSO shall remain suspended until it has complied with all policies stated in the SGA Constitution and Bylaws. The Secretary of the Registry, in consultation with the Director of the Student Legal Services Office, or their designee, shall determine compliance.
3. The Secretary of the Registry shall dissolve the registration of any organization which has violated State or Federal Law, University policy, has been suspended for more than three (3) consecutive semesters, failed to reactivate their registration, or that has a documented history of SGA policy violations.



- a. The Secretary of the Registry shall maintain records of all dissolved organizations for two (2) years following the dissolution date.
4. Any RSO may dissolve itself by a majority vote of its members at a meeting called for the purpose, which was adequately publicized to the members at least two weeks in advance. For a vote calling for the dissolution of registration, quorum for the RSO shall consist of two-thirds (2/3) of the membership, and a vote of two-thirds (2/3) of those present shall constitute dissolution from recognition.
5. Dissolved RSOs may apply for re-registration by the same manner as a new prospective RSO, pending that any failures of compliance have been resolved.
  - a. A finding of compliance is determined by the Secretary of the Registry, at a scheduled hearing with a two-thirds (2/3) majority of its voting membership present.

## **Chapter 8**

### Student Businesses

**Section 1** A Student Business or an association which desires to be registered as a Student Business must adhere to the following criteria:

1. The active membership of a Student Business shall solely consist of members of the Student Government Association, as defined by Article II, section 1 of the SGA Constitution.
2. Student Businesses must consist of three (3) or more SGA members at all times. SGA members are defined as any undergraduate student of the University of Massachusetts Amherst who is subject to, and having paid, the Student Activities Fee for the calendar time to which their paid Student Activities Fee is applicable.
3. A Student Business must open for operations on a continuous basis during Fall and Spring academic semesters and as is fiscally responsible based on the nature of their operations. Businesses wishing to modify their operational schedules must notify the Secretary of University Policy and the Center for Student Businesses (CSB) prior to the start of the semester being impacted. The Secretary of University Policy shall allow the modification unless either the Secretary of University Policy or the Center for Student Businesses, or both, believes the modification would be detrimental to the operations of the Student Business.
4. The Student Businesses must adhere to policies outlined by the Equal Opportunity Office of the University of Massachusetts Amherst.

5. Student Businesses must have a system of governance and management established in writing in their respective Handbook, which is in accordance with the SGA Constitution and Bylaws.
6. Student Businesses must consider the recommendations and adhere to any directives and/or policies of the Center for Student Businesses (CSB).

**Section 2** In order to initiate the process for starting a Student Business, the association desiring to establish the business must first meet with CSB at least once. Following this meeting, they may obtain an application from the Vice President, who will concurrently convene the ad-hoc Student Business Investment Board, herein defined as “the Board.” The Board can assist the applicant with developing their application before it is submitted to the Vice President. The application shall include, but not be limited to the following:

1. The name and goals of the Student Business.
2. The current membership of the association.
3. Accompanying the application must be three (3) copies of the Handbook, which shall include, but not be limited to the following:
  - a. The name and mission statement of the Student Business.
  - b. The criteria for defining membership.
  - c. The governance structure.
  - d. The hiring, firing, succession, and vacancy procedure for any officer position.
  - e. The Handbook amendment process.
  - f. Internal grievance procedures.
  - g. Operational policies and procedures.
  - h. A copy of the Minutes of the meeting in which the Student Business's Handbook was approved by the association.
  - i. The application must be date stamped with the date of the application's submission to the Vice President.
4. If the application is complete and meets the requirements set forth by Title VII, the Vice President shall approve the application and forward the application to the CSB within 14 days of receipt.
5. Once the Vice President has sent the application to the CSB for review, the Vice President will notify the applicant. The applicant must then set up a meeting with CSB staff to review both the application and the viability of the prospective Student Business.
6. Applications approved by the Vice President and reviewed by CSB staff will be referred to the Board of Student Businesses for approval or denial. CSB staff will provide the Board an evaluation of the application based upon their review and any meetings with the

applying association. The Board of Student Businesses is not required to approve an application. The Board of Student Businesses will issue a notice detailing the basis of the denial within twenty (20) days of the decision, to the applying association, Vice President, the Secretary of University Policy, and Student Engagement and Leadership (SEL).

- a. Upon approval by the Board of Student Businesses, a date stamped statement, signed by the Director of CSB, shall be forwarded to the applying association, Vice President, the Secretary of University Policy, and SEL.

**Section 3** Any amendments to a Student Businesses Handbook that are/would be governed by the SGA Constitution and/or Bylaws, shall be forwarded to the Board of Student Businesses to be approved or denied. The Board of Student Businesses shall approve or disapprove Handbook amendments by a majority vote of members in attendance. If approved, amendments shall be forwarded to the Vice President, in addition to the minutes of the meeting in which the vote was held, for final approval. If the amendment does not contradict the mission or goals of the Student Business and is in compliance with the SGA Constitution and Bylaws, it shall be approved by the Vice President in consultation with the Attorney General. The Vice President's decision shall be forwarded to the Student Business, the Secretary of University Policy, and Student Engagement and Leadership (SEL).

**Section 4** A Student Business shall have these additional Rights and Privileges:

1. A mailbox service through the CSB,
2. Access to the CSB computers, office equipment and professional advice; within the guidelines established by the CSB,
3. Accounts into which all Student business funds must be deposited,
4. Ability to apply for business space, if available, in any on-campus residential area through Residential Life.

**Section 5** Student Businesses shall be subject to dissolution in the following manner:

1. Concerns regarding the conduct and/or operations of a Student Business shall be directed to the Vice President. Prior to dissolution proceedings, the Vice President shall communicate to the Student Business any concerns regarding potential violations of State or Federal Law, University policy, or a documented history of SGA policy violations, all of which are grounds for dissolution proceedings.

- a. The Vice President shall first consult with the Attorney General and the directing attorney of the Student Legal Services Office, or their designee, to discuss potential violations.
  - b. The Vice President and the Secretary of University Policy shall meet with the given Student Business, CSB Professional staff, and optionally, a representative from SEL, at least twice, prior to a motion being made in the Senate.
2. The Vice President and/or the Secretary of University Policy shall present the potential violation(s) to the Senate within two (2) weeks of their second meeting with the Student Business.
3. A motion will be made in the Senate to initiate an investigation into the matter by the Rules and Ethics Sub-Committee.
4. Upon a two-thirds (2/3) majority vote of the Senate, the matter will be turned over to the Rules and Ethics Sub-Committee.
5. The Rules and Ethics Sub-Committee will investigate the alleged violations and make a Report to the Senate within thirty (30) business days. Such a report shall include, at a minimum, the following sections:
  - a. Alleged violations and the specific laws, policies, or SGA Bylaws implicated;
  - b. Persons and organizations involved and/or interviewed;
  - c. Undisputed facts discovered that are relevant to the alleged violations;
  - d. Disputed facts that are relevant to the alleged violations;
  - e. Conclusions of the Rules and Ethics Sub-Committee as to whether or not the violations occurred and, if so, the facts supporting such conclusion(s);
6. The Report of the Rules and Ethics Sub-Committee shall not contain recommendations with respect to the dissolution of the Student Business.
7. After reviewing the report, a two-thirds (2/3) majority vote of the Senate membership in attendance at a scheduled meeting will be required to dissolve the Student Business.
8. The Vice President shall maintain records of all dissolved Student Businesses for five (5) years following the dissolution date.
9. Dissolved Student Businesses may apply to become a new Student Business no earlier than two (2) years from the dissolution date, by the same manner as any prospective new Student Business, pending that any failures of compliance have been resolved.

## **Chapter 9**

### **Campus Center/Student Union Space Allocation**

**Section 1** The Student Government Association shall have authority in allocating all student space in the Campus Center/Student Union (CC/SU) Complex. All ESOs, as defined in Title VII

of the SGA Bylaws, and all Graduate Student Organizations shall abide by this Chapter when seeking space in the CC/SU Complex. This Chapter shall supersede any previous document or process that assigned space in the CC/SU Complex.

**Section 2** All ESOs and Graduate Student Organizations shall be eligible to apply for student space in the CC/SU Complex, and shall be defined as "groups" for this Chapter.

**Section 3** Agencies and Student Businesses of the SGA shall not need to reapply for their current space allocation unless motioned by The Administrative Affairs Committee of the Senate as follows:

1. The Administrative Affairs Committee may, upon a majority vote, mandate an Agency or a Student business reapply for a space allocation, no more often than every two (2) years.
2. The Senate can mandate an Agency or a Student Business to re-apply for a space allocation upon a two-thirds (2/3) majority vote of membership in attendance at a scheduled meeting during any year.

**Section 4** The application time frame shall be as follows:

1. The application shall be made available no later than mid February and shall be available for at least 2 weeks.
2. The Secretary of the Registry shall review the applications and generate the space allocation proposal (SAP) within 2 weeks of the closing of the application. The space allocation proposal shall be sent to the Chair of the Administrative Affairs Committee at that time.
3. All applications distributed in this timeframe shall be for allocations for the following school year.

**Section 5** Upon receiving the Space Allocation Proposal (SAP) from the Secretary of the Registry, the Administrative Affairs Committee shall review the SAP and prepare the S-2 Space Allocation Act as follows:

1. Prior to voting on the SAP by the Administrative Affairs Committee, groups may write appeals of the SAP for the sole purpose of encouraging or discouraging a positive recommendation vote of the SAP by the Administrative Affairs Committee.
2. A two-thirds (2/3) majority vote of approval of the SAP by the Administrative Affairs Committee voting members in attendance at a regularly scheduled meeting shall

constitute a positive recommendation of the SAP. The SAP shall be forwarded to the Senate as the S-2 Space Allocation Act.

3. If the Administrative Affairs Committee shall have given less than a two-thirds (2/3) majority vote on the approval of the SAP, the SAP shall be open for "Reorganization," as defined in Section 7 of this Chapter.
4. At any time after the initial recommendation vote of the SAP by Administrative Affairs Committee, the Senate, upon a two-thirds (2/3) majority vote of voting members in attendance at a regularly scheduled meeting, can bring the SAP directly to the Senate floor as the S-2 Space Allocation Act.
5. Enactment of the S-2 Space Allocation Act by the Senate is as follows:
  - a. Upon first hearing of the S-2 Space Allocation Act, a two-thirds (2/3) majority vote of Senate membership in attendance at a regularly scheduled meeting shall be required to be enacted upon the first hearing. It may not be amended.
  - b. If the S-2 Space Allocation Act failed to receive a two-thirds (2/3) majority vote the first time it is heard, the S-2 Space Allocation Act shall return to the Administrative Affairs Committee as the SAP and shall be opened for "Reorganization", as defined in Section 7 of this chapter.
  - c. Upon the second hearing of the S-2 Space Allocation Act by the Senate, a simple majority is required for enactment. It may not be amended.
  - d. If the Senate fails to pass S-2 Space Allocation Act the second time it is heard, the Senate shall have the sole authority to amend S-2 Space Allocation Act until it is passed by majority vote of Senate voting membership in attendance at a regularly scheduled meeting.
  - e. If the Senate failed to pass the S-2 Space Allocation Act for a third time, the previous year's space allocation shall remain in effect.
  - f. If the S-2 Space Allocation Act is not brought to the Senate floor by the last scheduled meeting in April, it is automatically placed on the agenda for said meeting and follows the procedures outlined in Section 6, Subsection F, numbers 3-5.
  - g. After the passage of the S-2 Space Allocation Act by the Senate, the Secretary of the Registry shall coordinate with Student Activities and Involvement on an efficient moving process.

**Section 6** Reorganization of the S-2 Space Allocation Act shall proceed as follows:

1. The Administrative Affairs Committee members shall propose amendments to the SAP and the Committee shall vote on amendments in accordance with Senate procedure.

2. A two-thirds (2/3) majority vote of The Administrative Affairs Committee voting members in attendance at a regularly scheduled meeting shall forward the amended SAP to the Senate as the S-2 Space Allocation Act and make public to any applying ESOs any amendments which were passed.
3. If any reorganization amendments are passed, ESOs that applied may submit a written, 250-word maximum, appeal attached to the proposed S-2 Space Allocation Act.

**Section 7** The SAP shall be prepared by the Secretary of the Registry in the following manner:

1. Prior to creating the SAP, the Secretary of the Registry shall create a list of priorities for the use of office space. This document shall lay out the vision of the Secretary as far as what the spaces should be used for and what qualities a group ought to possess to be allocated an office. This document shall serve as a guide to the Secretary during the allocation process, and shall be submitted to Administrative Affairs Committee prior to the end of the application period.
  - a. The following criteria should be considered by the Secretary of the Registry for inclusion in the List of Priorities:
    - i. Hours Staffed (if any)
    - ii. Resources provided to campus
    - iii. SGA membership
    - iv. Paid Staff (if any)
    - v. Length of Existence
    - vi. Past office use
    - vii. Physical belongings
    - viii. Seniority (how long a group has had an office) shall not be considered as a criterion for office space.
  - b. Office Space allocations shall be understood to be yearly and the expectation shall be that RSOs may likely be required to move their office if allocated one in two consecutive years.
2. After reviewing all of the applications, the Secretary shall assign the office spaces. The Secretary shall provide a written explanation of each allocation decision, regardless of whether or not a group received an office. The Secretary may provide one explanation for multiple groups if the same reason is used for all of the groups. These explanations must be included in the SAP for review by the Administrative Affairs Committee.

## The RSO Constitution Audit Process

**Section 1** The Undergraduate Registry Oversight Committee (UROC) shall have the authority to conduct the RSO Constitution Audit Process, herein; after referred to as the RSO CAP, with the purpose of updating and maintaining compliance with the Charter/Constitution and Strategic Plan guidelines as outlined in Title VII, Chapter 7, Section 5.

**Section 2** The following is the manner in which RSOs shall be selected for the RSO CAP:

1. Each RSO shall be subject to the RSO CAP over a period of 4 years. No RSO shall be selected for more than one audit in a given 4 year period.
  - a. Any RSO that obtained status starting in Fall 2022 and onwards shall not be subject to the RSO CAP for 4 years from the date of its recognition.
2. UROC shall be required to run the RSO CAP at least once per academic year, and shall audit a minimum of 25 RSO's during each academic year. They also may conduct the RSO CAP once per semester in a given academic year, at the discretion of the Chair of UROC.
3. Selecting the RSOs for the RSO CAP shall be done in accordance with viewpoint neutrality.
  - a. UROC shall randomly select RSOs from the Active RSO list for the current academic year.
  - b. Should an RSO be selected for the RSO CAP and have undergone the process in the prior 4 years, a new group shall be selected.

**Section 3** The Chair of UROC shall notify the RSOs selected for the RSO CAP by the second Friday of the second month of the academic semester in which the RSO CAP will take place. They shall communicate directly with the RSO about the RSO CAP, including the following:

1. The purpose of the RSO CAP as outlined in Title VII, Chapter 10, Section 1.
2. The timeline of the RSO CAP.
3. The procedure of the RSO CAP, including the required documentation and the people that shall conduct the RSO CAP.
4. The requirement that two executive board officers of an RSO shall attend a required meeting with the Chair of UROC, or their designee(s).
  - a. At the required meeting, the UROC representative(s) shall review the RSO's current Constitution/Charter and Strategic Plan to ensure compliance with Title



VII, Chapter 7, Section 5 of the General Bylaws, with the understanding that any feedback provided by the Chair of UROC, or their designee(s), shall not be used as a basis for any appeal.

5. The consequences of not undergoing the RSO CAP.

**Section 4** The Audit Procedure is as follows:

1. After the Chair of UROC notifies the selected RSO, the RSO shall submit its most current Charter/Constitution and Strategic Plan on a timeline determined by the Chair of UROC.
2. If a RSO has made, or would like to make, any amendments to their Charter/Constitution and Strategic Plan, that are outside of the requirements of the SGA Bylaws, as part of, or prior to, the auditing process, they shall submit copies of the meeting minutes or other evidence of the vote by the RSO's general body regarding such changes, prior to submission of the documents to UROC. Any such changes shall be made in accordance with the RSO's individual constitutional amendment process.
3. Following the submission of these materials, UROC may assess applications on a rolling basis, and shall have all evaluations completed no later than 3 business weeks from the submission deadline set by the Chair of UROC.
4. The committee shall then notify the RSO of the changes required to ensure that their Charter/Constitution and updated Strategic Plan are consistent with the SGA Bylaws. The RSO will then have 2 business weeks to make said changes and present them to UROC for final approval.
5. After the presentation of the updated documents, UROC shall vote on whether or not to grant final approval of the group's Charter/Constitution and updated Strategic Plan based on compliance with SGA Bylaws.
  - a. Should the motion to approve pass, the new documents will go into effect immediately and be cataloged with the SORC and in any other required locations. The RSOs who are approved will then not be subject to the RSO CAP for 4 years.
  - b. Should the motion to approve fail, the committee shall recommend to the Secretary of the Registry that they suspend the RSO until final approval of the required changes is given.

**Section 5** UROC shall recommend to the Secretary of the Registry to suspend RSOs under the following conditions:

1. A selected RSO refuses to participate in the RSO CAP.

2. The RSO fails to submit the required materials in the given timeline.
3. The RSO fails to attend the required meeting with UROC.
4. The RSO fails to gain UROC's approval of their new Charter/Constitution and Strategic Plan within the above timeline.

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**TITLE VIII**  
**ELECTIONS**

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As Amended May 19, 2024

## **Chapter 1**

### Authority

**Section 1** The authority and responsibility for the conduct of SGA elections, here defined as votes on referenda, and the elections of the Senate and the President, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA, shall be vested in an SGA Elections Commission, herein denoted the Commission.

## **Chapter 2**

### Composition of the Elections Commission

**Section 1** The Elections Commission shall be composed of five individuals who shall be appointed by a majority vote of the Senate Standing Outreach and Development Committee, and confirmed upon a majority vote of the Senate in a regular scheduled meeting.

**Section 2** The Elections Commission, during the Student Trustee Elections, shall also be composed of one (1) named representative from the Graduate Student Senate (GSS), who shall be confirmed upon a majority vote of the GSS membership in attendance at a scheduled meeting.

**Section 3** The Elections Commission may appoint Elections Assistants who shall assist the Elections Commission and the Chancellor of Elections.

1. Elections Assistants shall not hold elected or appointed office in the SGA during their service as Elections Assistants.
2. No Elections Assistant shall be eligible for appointed office for the term following an election they have worked. Exempted from this prohibition are the offices of Elections Assistant, Elections Commissioner, Special Assistant, and Senator.

## **Chapter 3**

### Elections Commission Appointment

**Section 1** The Senate Standing Outreach and Development Committee shall, at or before the final Senate meeting of each spring semester, submit five (5) candidates for the Elections Commission to the Senate for confirmation. Such candidates, upon confirmation by the Senate, shall remain in their positions from June 1st until May 31st of the following year.

1. If confirmed, the Election Commission shall follow the procedures outlined in Title VIII, Chapter entitled “Installation of Elections Commission Members.”
2. The Chair of the Senate Standing Outreach and Development Committee shall notify all applicants of their acceptance/rejection, and shall notify accepted applicants of their required attendance at confirmation hearings in the Administrative Affairs Committee and the Senate.

**Section 2** If the Senate shall not have acted to confirm or deny an Elections Commission appointment of the Senate Standing Outreach and Development Committee within thirty (30) calendar days of receipt of said appointment, said appointment shall be taken as confirmed by the Senate.

**Section 3** If the Senate shall have voted to deny an Elections Commission appointment, the Senate may motion to delegate the powers of approving Elections Commission appointments to the Coordinating Council, and the Coordinating Council Outreach and Development Committee shall submit a second named Elections Commission appointment to the Coordinating Council within thirty (30) calendar days.

#### **Chapter 4**

##### Elections Commission Vacancies

**Section 1** In the event of a vacancy in the Elections Commission, the appointment process outlined in Title VIII, Chapter 3 shall be followed.

#### **Chapter 5**

##### Election of the Chancellor of Elections

**Section 1** The President or, in their absence, a designee shall conduct the election of the Elections Chancellor after all Elections Commission appointments have been filled and confirmed by the Senate.

1. The President shall announce that nominations for Chancellor of Elections are open.
2. The President shall record the nominations in the minutes in the order in which they shall have been made.
3. The President shall entertain and record nominations for Chancellor of Elections until a motion shall have been made, seconded, and approved by unanimous consent, to close said nominations.

4. Following the closing of nominations for Elections Chancellor, the President shall read, from the minutes, the nominations made and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the President shall strike the nomination from the minutes.
5. The President shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Elections Commission for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.
6. When each nominee shall have been provided the opportunity to address the Elections Commission and entertain questions, the President shall read again, from the minutes, all nominations for both offices in the order in which the nominations shall have been recorded in the minutes.
7. The President shall then distribute to each Elections Commissioner one (1) ballot, which shall be plain and otherwise unmarked.
8. The President shall then direct each Elections Commissioner to cast, from the list of nominations recorded for Elections Chancellor in the minutes, one (1) vote for Elections Chancellor on the ballot.
9. Following this direction, and the elapse of five (5) minutes, the President shall retrieve the ballots in the manner in which they were distributed, and take them to a separate room to be counted.
10. The President shall then call a recess of the Elections Commission pending the completion of the ballot count.
11. Following the completion of the ballot count, the President shall call the meeting back to order, report to the Elections Commission the complete numerical tabulation of the results, and declare those persons having received the majority of the votes to be elected to the office of Elections Chancellor.
12. The President shall then yield the chair to the Elections Chancellor and proceed to destroy the ballots following the expiration of twenty-four (24) hours.

**Section 2** No Elections Commissioner shall make more than one (1) nomination for Elections Chancellor.

**Section 3** If, after the ballots have been counted by the President, no nominee for the office of Elections Chancellor shall have received a majority of the votes cast, the nominee receiving the lowest total votes for Elections Chancellor shall be eliminated, and the ballots for Elections Chancellor shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for Elections Chancellor shall have received a majority.

**Section 4** The Elections Chancellor elected in a previous Session shall be eligible to be nominated for Elections Chancellor.

**Section 5** An Elections Commissioner may, within twenty-four (24) hours of the election, request a recount.

**Section 6** No business shall be conducted by the Elections Commission prior to the election of the Elections Chancellor.

**Section 7** The Chancellor of Elections shall, upon taking office, be administered the following affirmation by the Chief Justice, or at their request, the Speaker, before the Senate membership: "I do affirm to faithfully execute the office of Elections Chancellor and support the Constitution and Bylaws of the Student Government Association."

## **Chapter 6**

### Installation of Elections Commission Members

**Section 1** Elections Commissioners shall, prior to being installed, consult and undergo training facilitated by the Directing Attorney of Student Legal Services Office, or their designee. Elections Commissioners must also undergo training facilitated by the SGA Office of the President and/or SGA Advisor.

1. These trainings shall include instruction to the Elections Commission on how to properly take and record minutes, to be pursuant with Title VIII, Chapter 8, Sections 5 and 6 of the Bylaws of the Student Government Association.
2. These trainings shall be conducted prior to the Elections Commission engaging in any official business.
  - a. Returning members of the Elections Commission shall complete the training each successive year.

**Section 2** Elections Commissioners shall, upon taking office, be administered the following affirmation by the Chief Justice, or at their request the Speaker, before the Senate membership: "I do affirm to faithfully execute the office of Elections Commissioner and support the Constitution and Bylaws of the Student Government Association."

**Section 3** Each member of the Elections Commission, no later than the time of installment, shall be provided a handbook containing an in-depth description of their roles and responsibilities.

1. It is the responsibility of The President, Chair of the Administrative Affairs Committee, and the Attorney General to create and provide said handbook, which shall be updated annually, or as needed.

## **Chapter 7**

### **The Chancellor of Elections**

**Section 1** The Chancellor of Elections shall be the chief presiding officer of the Elections Commission, shall perform all duties prescribed for that office by the Constitution of the SGA and the Bylaws of the SGA, and shall be charged with the effective implementation of Title VIII of the Bylaws of the SGA.

**Section 2** If the Chancellor of Elections determines that they are unable to hold general or special elections within the date constraints listed in Title VIII, they shall inform the SGA Senate or Coordinating Council of the reasons why they are unable to do so.

**Section 3** The Chancellor of Elections shall be required to create and maintain a transition binder/document for future Elections Commissioners outlining important actions taken by The Elections Commission, along with any procedural advice or information the Chancellor finds significant regarding the position of Election's Commissioner; the transition binder must be fully completed and up to date by the conclusion of the term of the Chancellor of Elections

1. The transition binder shall not include any sensitive information about any individuals, including but not limited to student names, student identification numbers, and/or specific cases of complaints and/or violations from past elections.

**Section 4** The Chancellor of Elections may, upon a majority vote of the Elections Commission, appoint a Vice Chancellor of Elections ("the Vice Chancellor") from the membership of the Elections Commission, provided that the Vice Chancellor position has not already been filled.

1. The Vice Chancellor shall act as an aid and resource to the Chancellor of Elections, and shall assist the Chancellor in the carrying out of their duties.



2. At such times the Chancellor of Elections deems necessary, or is not in attendance at a scheduled meeting, the Vice Chancellor may become acting Chancellor, and may exercise powers of the Chancellor of Elections.
3. At any time, the Commission can remove the Vice Chancellor from office by a two-thirds (2/3) majority vote.

## **Chapter 8**

### Elections Commission Code of Conduct and Procedures

**Section 1** No member of the Elections Commission shall hold elected or appointed office in the SGA during the term of their Elections Commission membership.

**Section 2** No member of the Elections Commission shall seek elected or appointed office in the SGA during the term of their Elections Commission membership.

**Section 3** No member of the Elections Commission shall actively aid or obstruct the campaign of any candidate for elected office in the SGA during the term of their Elections Commission membership, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

**Section 4** The quorum for the conduct of business for the Elections Commission shall be one-half (1/2) of the membership plus one (1), one (1) of whom shall be the Chancellor of Elections.

**Section 5** The Elections Commission shall be required to record and publicize the minutes of any and all meetings of the Elections Commission.

1. The term, “Any and all meetings of the Elections Commission” shall include, but not be limited to;
  - a. The review, confirmation, and denial of signatures, as defined by Title VIII Chapter 15 Section 3 of the Bylaws of the SGA,
  - b. The approval or denial of a referendum petition as defined by Title VIII Chapter 14 Section 5 of the Bylaws of the SGA,
  - c. The invalidation of ballots as defined by Title VIII Chapter 19 Section 2 of the Bylaws of the SGA,
  - d. Any action taken on allegations of violations of the Candidate Code of Conduct, as defined by Title VIII Chapter 22 of the Bylaws of the SGA,

- e. Any and all instances where a quorum of the Elections Commission is present, and conducting business in an official SGA capacity.
2. The Minutes of the Elections Commission shall include, but not be limited to:
  - a. The name and title of the chair
  - b. Date, time, and place of meeting,
  - c. Members present and absent,
  - d. All voted outcomes, and sanctions against candidates
  - e. Business conducted, such as motions put forth,
    - i. Information reviewed by the Elections Commission deemed to be “personally identifying information” of voters: student ID numbers, student names, and student signatures, is not required to be inserted into the minutes. However, the SGA Office of the Speaker shall still retain these documents for reference, and in case of public records request.
    - ii. Information deemed to be “sensitive” by the Elections Commission may be exempt from the provisions of Section 5.3e of this same chapter, so long as the Elections Chancellor notifies the SGA Office of the Speaker in writing prior to the meeting.
  - f. Time of adjournment.
3. The minutes of the Elections Commission must be published within forty-eight (48) hours after each meeting.
  - a. The minutes of the Elections Commission shall be sent to and publicized by the Secretary of Technology on the SGA Website.
  - b. The Elections Commission may work with the Secretary of Public Relations, and Chair of the Outreach and Development Committee to further publicize minutes if needed.
4. The minutes of the Elections Commission shall be recorded by the Chancellor of Elections, a member of the Elections Commission, or another designee selected by the Chancellor of Elections.

**Section 6** Any and all meetings of the Elections Commission shall be announced publicly in advance, and an agenda shall be published.

**Section 7** No member of the Elections Commission shall be eligible for appointment to positions in the Legislative, Executive, and/or Judicial branches the term following an election they have worked. Offices exempted from this prohibition are that of Elections Commissioner, Special Assistant, and Senator.

**Section 8** No member of the Elections Commission shall participate in any deliberations in which they shall have a personal conflict of interest. Issues of personal bias shall be brought before the Rules and Ethics Subcommittee.

**Section 9** The Elections Commission shall consult the Directing Attorney of Student Legal Services Office, or their designee, prior to every election. The Elections Commission must also undergo training as defined by Title VIII, Chapter 6, Section 1 of the Bylaws of the Student Government Association.

## **Chapter 9**

### General and Special Elections

**Section 1** The Elections Commission shall be empowered to call either a General or Special Election.

**Section 2** Five (5) percent, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA, of the SGA membership eligible to vote shall cast a vote in a General or Special Election in order for said election to be ratified.

**Section 3** Candidates for SGA elected office, unless otherwise provided for by the General Laws of the Commonwealth of Massachusetts, the Constitution of the SGA, or the Bylaws of the SGA, shall be elected upon a majority or plurality of the SGA membership voting in a General or Special Election.

## **Chapter 10**

### General Election

**Section 1** "General Election" shall be defined as those elections in which the University Student Trustee, the President, the Vice President, and the Senate are elected caused by the expiration of a term, as defined by the Constitution or Bylaws of the SGA.

**Section 2** The University Student Trustee, the President, and the Vice President shall be elected in a General Election on the same day on or before March 25 of each calendar year.

1. The Vice President shall not run for office alone, but rather shall be selected as a running mate by the Presidential candidate and shall be elected as a ticket.

2. Candidates for University Student Trustee shall run a campaign separate from the President/Vice President campaign. No campaign funds shall be shared between the President/Vice President campaign and the University Student Trustee campaign, nor shall either campaign coordinate with the other.

**Section 3** The Senate members of the Sophomore, Junior, and Senior electoral districts shall be elected or appointed in the Spring semester, on or before March 25, of each calendar year, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 7, entitled Senate Session, in Title II of the Bylaws of the SGA.

1. Voting members elected in the Spring shall serve as ex-officio members until the Regular Period convenes in the Fall. The Senate members of the Freshman electoral district shall be elected or appointed no later than five (5) weeks after the start of the fall semester, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 7, entitled Senate Session, in Title II of the Bylaws of the SGA.
2. Candidates for Senate shall run a campaign separate from the University Student Trustee and the President/Vice President.

**Section 4** The Chancellor of Elections shall work with the Speaker of the Senate and to ensure that the general elections for Senate, President/Vice President, and the University Student Trustee are completed on a timetable that allows for the necessary training of these elected officers.

## **Chapter 11** Special Election

**Section 1** "Special Election" shall be defined as those elections called to fill vacancies not occurring as the result of the expiration of a term, as defined by the Constitution of the SGA, the Bylaws of the SGA, in the Senate.

## **Chapter 12** Election Referenda

**Section 1** Referenda may be placed on the ballot of either a General or Special Election, or, a Special Election may be called for the expressed purpose of calling a Referendum.

**Section 2** Referenda submitted to the Elections Commission shall be put to the SGA membership on a ballot in a General or Special Election in the manner prescribed for said Election in Title VIII, Chapter 13, of the Bylaws of the SGA, provided that said referenda shall not be subject to Bylaws directly pertaining to candidates.

**Section 3** On the day that the Election is formally announced, the Elections Commission shall release information through SGA communication channels including but not limited to the SGA website, social media, flyers, emails, and campus signage, explaining the process of creating and submitting a referendum question.

**Section 4** For the purpose of Title VIII of the Bylaws of the SGA, the first name listed on a petition for a referendum shall be defined as "candidate."

### **Chapter 13**

#### **Campaign Finance**

**Section 1** Funds allocated by the SGA for the purpose of campaigning shall be directed by the Elections Commission which can adequately provide the necessary campaign materials.

1. Campaign funds will be directed to Campus Design and Copy, The Student Union Craft Center, or any student businesses or agency approved by the Elections Commission.

**Section 2** The budget for President/Vice President candidates and Student Trustee candidates shall be allocated \$250.00 per campaign. The budget for Senate candidates shall be allocated \$25.00 per campaign.

1. Write-in candidates are entitled to campaign funding for their respective race, contingent on their registration by the deadline prescribed in the Bylaws.

**Section 3** In compiling the annual S-1 Budget Act, the Chair of the Ways and Means Committee, President, and Speaker shall collaborate in establishing the amount of funding allocated for the following fiscal year's "Campaign Fund".

### **Chapter 14**

#### **Election Procedure**

**Section 1** For the purpose of Title VIII, Chapters 13-25, the term "Election" shall be defined as "General or Special Election".

**Section 2** The Elections Commission, if applicable to the Election, shall request from the Senate the Apportionment Schedule, which shall denote the number of Senate seats allocated per Electoral District.

**Section 3** The General Election should follow the timeline outlined below:

1. The Elections Announcement shall be made by the Elections Chancellor by the last Friday of the month of November, and shall include the date and time of the Election, the nominating procedure and due date of nomination forms, the times and locations at which nomination forms will be made available, and the email of the Chancellor of Elections. This announcement shall be made through relevant media sources, university email, and other publications and methods deemed necessary by the Chancellor of Elections.
2. Nomination papers shall be accepted for no less than seven (7) calendar days.
3. Campaigning may only commence for each candidate after their nomination forms have been approved by the Elections Commission, their copy of the Candidate Memorandum of Understanding has been signed and submitted to the Elections Commission, and the campaign period has officially begun.
4. Write-in candidates may only start to campaign once the campaign period has officially begun and they have completed a form requesting to become a write-in candidate.
  - a. This form shall be created and maintained by the Elections Commission and they must confirm a request for write-in candidacy within 24 hours of the form being submitted.
  - b. The form shall include a copy of the Candidate Code of Conduct as well as a digital copy of the Candidate Memorandum of Understanding, which shall be signed by the candidate prior to campaigning.
5. Campaigning shall be allowed to commence no less than (14) calendar days prior to the commencement of online voting and shall continue through the conclusion of the voting period.
  - a. The Secretary of Technology (or designee) must provide all candidates the ability to submit a 100 or fewer word statement about their candidacy no later than the start of the Campaigning Period; said statements must be uploaded to the SGA Website by seven (7) calendar days prior to the commencement of voting.
6. The Chancellor of Elections shall provide for the public announcement, no less than forty-eight (48) hours prior to the election date and time, of the voting procedure, and the

process for registering as a write-in candidate through relevant media sources, university massmail, and other publications and methods deemed necessary by the Chancellor of Elections

7. Online voting should commence for no less than three (3) business days.

**Section 4** The Election shall be conducted electronically via a Student Government Online Voting System herein denoted SGOV System, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

1. The SGOV System shall not be used to generate reports containing personal voter information including, but not limited to, data that links a specific voter to a specific vote, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.
  - a. All use of student information shall be in accordance with Family Education Rights and Privacy Act (FERPA) regulations,
2. The SGOV System shall be constructed in a manner that provides for eligible voters to securely login using unique, university-assigned credentials.
3. The SGOV System shall include detailed methods and clear instructions for how voters shall cast their ballot.
4. After a voter has voted, they cannot switch or retract their vote.
5. Prior to the first use of the SGOV System and after any major changes to the software used to run the SGOV System, the Student Legal Services Office shall review the SGOV System for compliance with FERPA. In addition, prior to the first use of the SGOV system and after any major changes to the software used to run the SGOV System, the Student Legal Services Office shall advise the Senate of any legal or fiduciary liabilities that the SGOV System may bring to the SGA.

**Section 5** The Elections Commission, upon a majority vote of its membership in attendance at a scheduled meeting, shall confirm or deny the validity of a petition for a referendum.

1. If the Elections Commission votes to deny the validity of a petition for a referendum, the Elections Commission shall make a public announcement within twenty-four (24) hours following the vote, of its decision and its justification.

**Section 6** The Chancellor of Elections shall, in absence of quorum, due to the lack of membership or otherwise, within the Elections Commission, fix the date(s), time(s), and place(s) of the Election.

**Section 7** The Chancellor of Elections shall submit to the Directing Attorney of Student Legal Services Office, or their designee, the date(s) and time(s) of the Election.

## **Chapter 15** Nominations

**Section 1** The Chancellor of Elections shall provide for the publication and distribution of nomination forms online via Google Forms, or any other online form approved by the Elections Commission, the form shall include the following:

1. The nominating statement:
  - a. "We, the undersigned Student Government Association members, and residents of (nominee) Electoral District as defined by the University and the Bylaws of the SGA do hereby nominate (nominee) for the office of (office):"
2. Spaces for the name, expected graduation year, and signature of the nominee attesting that they shall have accepted the nomination.
  - a. Nomination forms for the office of Senator require fifty (50) signatures of SGA members in their electoral district.
  - b. Nomination forms for the office of President/Vice President require two-hundred (200) signatures of SGA members.
  - c. Nomination forms for the office of University Student Trustee require two-hundred and fifty (250) signatures of UMass students.
3. The deadline for nomination forms to be turned in.
4. The date and time when the candidates may begin campaigning.
5. Directions for how candidates may obtain the SGA Constitution and Bylaws.

**Section 2** All persons returning nomination forms shall sign a document attesting that they shall have read, understood, and agreed to abide by the SGA Constitution and the General Bylaws of the SGA.

**Section 3** When nominations shall have closed, the Elections Commission shall review all nomination forms and shall confirm or deny, upon a majority vote of its membership in attendance at a scheduled meeting, the validity thereof.

**Section 4** If the Elections Commission shall have voted to deny the validity of a set of nomination papers, the Elections Commission shall inform the nominee within twenty-four (24) hours following the vote, of its decision and its justification.



**Section 5** A Candidate may, at any time, withdraw their name from the ballot. Such a withdrawal shall not be effective unless it is delivered to the Chancellor of Elections in writing.

## **Chapter 16**

### **Ballots**

**Section 1** The Chancellor of Elections shall provide for the publication of the ballots in the SGOV System.

**Section 2** A candidate's legal name, a reasonable variation thereof, or a popularly known nickname which shall be valid at the determination of the Elections Commission (e.g., Christina to 'Tina' or William to 'Bill'), shall appear on the ballot.

**Section 3** The word "incumbent" shall appear next to a candidate seeking re-election from the same constituency.

**Section 4** The order of the names on the ballot shall be determined at random in a process run by SAITS staff.

1. No less than five (5) write-in space(s) shall be placed at the bottom of the list of candidates for senate, and one (1) for President and Trustee.

**Section 5** The Ballots shall be formally generated for the SGOV System in accordance with Title VIII, Chapter 16, of the Bylaws of the SGA.

## **Chapter 17**

### **Write-in Candidates**

**Section 1** Voters casting write-in votes shall write or type the candidate's name legibly in the space(s) provided.

**Section 2** All write-in candidates must submit their name to the Election's Commission prior to the start of the voting period. Any write-in candidate that does not submit their name in time shall have their votes invalidated.

1. To submit their name as a write-in candidate, the candidate shall complete a form created and overseen by the Elections Commission that shall include the following:
  - a. Name (First and Last)
  - b. UMass Email
  - c. Phone Number
  - d. Position running for
  - e. Signed (Initialed) Candidate Memorandum of Understanding
2. Candidates seeking election by write-in are to receive communication from the Elections Commission within 24 hours of submitting the form confirming their candidacy as a write-in candidate.

## **Chapter 18**

### Polling Place(s) Staff

**Section 1** The polling places shall be staffed at all times by no fewer than one (1) Elections Commissioner

**Section 2** Polling places shall be utilized during a voting period at the discretion of the Elections Commission.

1. The Elections Commission shall be responsible for duties related to maintaining and staffing polling places including but not limited to booking space, obtaining equipment, and staffing.

**Section 3** Polling places shall only be utilized in the Student Union and/or other high traffic areas of campus at the discretion of the Elections Commission.

**Section 4** No candidate for office during an election's voting period shall staff a polling place.

**Section 5** No candidate shall campaign within 150 feet (ft) of a polling place.

## **Chapter 19**

### Compilation of the Elections Report

**Section 1** The Chancellor of Elections shall generate a report containing the election results from the SGOV System. Only the Chancellor of Elections shall have access to this report during

the election, herein defined as the record of the number of people who voted by district, that is generated by the SGOV System.

**Section 2** The Elections Commission may, upon a majority vote of its membership in attendance at the compilation meeting, declare, for extraordinary reasons, any ballot to be invalid which may, but need not necessarily meet any of the conditions prescribed in Title VIII, Chapter 24, Section 2, of the Bylaws of the SGA.

**Section 3** Each candidate, and the Graduate Student Senate, if the election shall include the election of the University Student Trustee, may send one (1) person to the room in which the compilation is taking place who shall not be a candidate.

**Section 4** Only Elections Commission members shall count ballots.

**Section 5** Upon completion of the compilation meeting, persons or referenda having received a majority or plurality of the votes cast shall be declared the winner(s), pending ratification. The Chancellor of Elections shall send an informal notification to all the candidates in the election telling them of the election results, as soon as possible following the end of the counting period.

**Section 8** The Unofficial Elections Report shall be made available via the website of the Student Government Association and any active social media accounts of the SGA within 24 hours of the end of the voting period.

**Section 9** The Unofficial Elections Report shall be sent to every candidate via their University email account within 24 hours of the end of the voting period.

## **Chapter 20**

### The Election Report

**Section 1** Within forty-eight (48) hours of the completion of the compilation meeting, the Elections Commission shall submit to the Speaker of the Senate, its Election Report for the Election, which shall appear as a Special Order on the agenda of the next scheduled Senate or Coordinating Council meeting, and shall include the information prescribed herein:

1. The complete numerical tabulation of the results.

2. Any formal complaints made to the Elections Commission, any evidence of the complaints, and the act taken thereupon.
3. The signatures of the Elections Commission.

**Section 2** If an election shall have included the office of University Student Trustee, a certified copy of the Election Report shall be submitted to the Graduate Student Senate President at the same time said report shall have been submitted to the Student Government Association Speaker.

**Section 3** If the Senate or the Coordinating Council shall have failed to ratify a General or Special Election within thirty (30) days of said Election, the Elections Commission shall call a Special Election and re-cast the ballots.

## **Chapter 21**

### **Candidate Code of Conduct**

**Section 1** For the purpose of Title VIII, Chapters 24-25 of the Bylaws of the SGA, "candidate" shall be defined as any person who shall have expressed a firm intention to qualify, or who has qualified, to have their name placed on the ballot for elected office in an SGA General or Special Election, or any person seeking election to such an office through a write-in campaign, here defined as a concerted effort to win election to such an office through write-in votes.

**Section 2** For the purpose of Title VIII, Chapters 24-25 of the Bylaws of the SGA, forms of the verb "to campaign," shall be defined as any public action by any person in support of a candidate for elected SGA office, or by the candidate themselves, which shall include, but shall not be limited to, distribution of literature, speaking at a public event, posting of materials, or any other activities which promote a campaign or a candidate.

**Section 3** Candidates for SGA elected office shall be subject to the Code of Conduct prescribed herein:

1. Although criticism of another candidate is allowed, no candidate, other individual, group, or other entity on behalf of a specific candidate, shall defame or harass their opponent(s).
2. No candidate may utilize the resources of the SGA, the SGA Office, any Executive Agency, or any Subsidiary Governance Body for the purpose of campaigning for a

General or Special Election. Speaking directly to an agency in their assigned office shall not constitute a violation of this provision.

3. No candidate shall utilize resources of residence halls and/or residential staff that is not available to other SGA members.
4. No person(s) or business(es) shall appropriate funds for the purpose of campaigning except the SGA, nor shall any candidate use the Elections Commission money given to candidates for non-campaign related use.
5. Pens, pencils, tape, removable adhesives, chalk, markers, computers, staplers, and staple guns shall be exempt from the provisions of Title VIII, Chapter 13, Section 1 of the Bylaws of the SGA.
6. All candidates shall purchase their materials at fair market prices to which all other candidates shall have reasonable access. No coupons shall be allowed.
7. No candidate shall unduly coerce a voter while they are voting.
8. No candidate shall unduly coerce or threaten a voter to sign a nomination form.
9. No candidate shall use another voter's Student ID or other authentication for the purposes of voting.
10. No funds shall be transferred between candidates. As a co-campaign or as a ticket, candidates may purchase mutually beneficial campaign materials.
11. No funds shall be transferred between a candidate and an RSO.
12. No candidate shall wrongfully represent any campaign material as being the material of any other candidate.
13. No candidate shall violate the Code of Student Conduct.
14. No candidate shall corruptly give, offer, or promise to any SGA member and/or RSO any pecuniary or other benefit not authorized by the Constitution of the SGA, the Bylaws of the SGA or an Act of the SGA, which is intended to influence the vote(s) of said SGA member.
15. No candidate shall provide a device to access the SGOV system to a voter.

**Section 4** RSOs may endorse candidates for the positions of Senator, President/Vice President, and Student Trustee, pursuant to the completion of the steps prescribed herein:

1. The RSO shall have a vote during a general body meeting to endorse a candidate.
  - a. A majority vote of those present during a general body meeting shall be required for a candidate to be endorsed by the respective RSO.
  - b. Any member of an RSOs general voting membership as written in their constitution may motion to endorse a candidate.

2. The RSO shall complete an “Endorsement Form” to formally endorse any candidates voted upon during a general body meeting.
  - a. This form shall be kept by, and submitted to the Chair of the Undergraduate Registry Oversight Committee.
  - b. There shall also be a signature line on the Endorsement Form for the respective candidate to signal their acceptance of the endorsement.
  - c. The endorsement shall only be deemed official by the Elections Commission and the Chair of the Undergraduate Registry Oversight Committee upon being signed by the candidate.
  - d. No RSO shall endorse or campaign for a candidate until they receive notification that their endorsement request has been approved by the Elections Commission.
3. In endorsing a candidate, an RSO shall not provide any financial support or assistance to a candidate.
4. RSOs may not purchase any materials with funding from their revenue or fee accounts for the purpose of promoting a candidate.

## **Chapter 22**

### Violations of Title VIII

**Section 1** The Elections Commission may, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, and up to thirty (30) calendar days following an election, take any one of the actions prescribed herein for violations of Title VIII of the Bylaws of the SGA:

1. *Warning* - A written statement to a candidate ordering the cessation of any activity which is in violation of Title VIII of the Bylaws of the SGA, or their candidacy shall be suspended or invalidated.
2. *Suspension* - A written statement to a candidate ordering the suspension of all campaigning for a prescribed period of calendar time.
3. *Invalidation* - A written statement to a candidate declaring their candidacy to be invalid and stricken from the ballot (if before the election). After the election, a candidate may still be invalidated.
4. *Nullification* - A public announcement to the SGA membership declaring an Election nullified and calling a Special Election to re-cast the ballots.

**Section 2** For egregious and gross violations of Title VIII, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, and up to thirty (30) calendar days following an election, the Elections Commission can recommend a disciplinary hearing for the candidate

concerned with the Dean of Students who may levy additional sanctions against the student not necessarily limited to matters regarding the SGA or its elections.

## **Chapter 23**

### Appeals

**Section 1** A person may appeal the decision(s) of the Elections Commission by filing a Petition for a Ruling with the Associate Chief Justice of the Student Judiciary.

## **Appendix**



**Appendix A**  
The Wellman Document

Doc. T73-098, as amended  
Passed by the BoT  
4/4/73  
Revised 4/2/75  
Revised 6/1/88  
Revised 2/3/93

**UNIVERSITY OF MASSACHUSETTS BOARD OF TRUSTEES STATEMENT OF  
UNIVERSITY GOVERNANCE**

**I. TRUSTEE POLICY ON UNIVERSITY GOVERNANCE**

**A. ENDORSEMENT OF AAUP STATEMENTS ON GOVERNANCE**

1. The Board of Trustees has all authority, responsibility, rights, privileges, powers and duties of organization and government of the University of Massachusetts as provided in Chapter 75 of the General Laws of the Commonwealth. Nothing in the following statement shall be taken as contravening that authority or any applicable federal or state law or regulation; anything contravening such authority, law or regulation is void.

2. Nevertheless, as an established university discharges its obligations and responsibilities to society by the advancement and dissemination of knowledge, the variety and complexity of its tasks require and ensure the interdependence of the governing board, the administration, the faculty, and the students, as well as other groups. The Board of Trustees has long recognized this interdependence, both among campuses within the system and among the various components within a campus, and now formally adopts the principle of joint effort in governing the University.

3. Joint effort in University governance will take a variety of forms depending on the issue and the situation. The administrative officers or the Board may in some instances propose recommendations for the consideration of the faculty and/or students before taking final action. The faculty and/or students may in other instances propose recommendations subject only to the endorsement of the administration and the Board. In all instances, however, the principle of joint effort requires that components within the University remain sensitive to the interests of other components.

4. The Board of Trustees therefore endorses in principle the 1966 Statement on Government of Colleges and Universities adopted by the American Association of University Professors, the American Council of Education, and the Association of Governing Boards of Universities and Colleges and the 1970 statement on Student Participation in College and University Government formulated by the three aforementioned organizations, insofar as both are consistent with this Trustees' Statement on University Governance. In endorsing these two statements, the Board, while retaining its ultimate legal authority in governing the University, recognizes that the faculty, the students, and other groups within the University have the right, the responsibility, and the privilege of advising on policies affecting the University. The Board will ensure these rights, responsibilities, and privileges through the various governing bodies--both representative bodies such as senates and assemblies, and administrative bodies such as departments, school, and colleges--established by its bylaws and other actions.

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## **B. PRIMARY RESPONSIBILITIES IN GOVERNANCE**

1. The Board of Trustees recognizes that while it must exercise general authority over the University, certain components of the University, such as the President's Office, the campus administrations, and the representative and administrative governing bodies of the faculty and the students have, by virtue of interest, training, and experience, a special concern and competence in certain areas. Subject to precedents established by components on each campus and/or the restraints and procedures specified in their constitutions, these components shall have primary responsibility in their areas of special competence and concern. Whenever the phrase "primary responsibility" appears in this statement, it shall mean the capacity to initiate recommendations, after appropriate consultation, in accordance with the procedures specified in section II. D below. Such recommendations will be overruled only by written reasons stated in detail. While it in no way is intended to contravene the authority and participation of the Board of Trustees in governance, the following is a general statement of primary responsibility in the major areas of University Life.

**2. ACADEMIC MATTERS:** By virtue of its professional preparation and its central concern with learning and teaching the faculty will exercise primary responsibility in such academic matters as curriculum, subject matter and methods of instruction, research, admissions, libraries, and other aspects of University life which directly relate to the educational process.

Students share this concern and they will be assured the opportunity of participating in developing academic policies and in evaluating degrees, programs, and courses.

**3. FACULTY STATUS:** The faculty will have primary responsibility for matters of faculty status, such as appointments, reappointments, promotions, tenure, and salary adjustments. Students will also be assured the opportunity of participating in the evaluation of a faculty member's effectiveness.

**4. STUDENT AFFAIRS:** Students will have primary responsibility for services and activities which are designed primarily to serve students or those which are financed primarily by students, managing student political affairs and organizational matters, and setting standards for student behavior, conduct, and discipline.

**5. PLANNING, DEVELOPMENT AND BUDGET:** The President is responsible for exerting educational leadership in the planning and development of the University, both before the Board of Trustees and on the various campuses. He/she shall coordinate the planning and development on the separate campuses, keep current a University master plan, and ensure that all appropriate components of the University have the opportunity to make recommendations before planning and development decisions are rendered. The President is also responsible for coordinating, preparing, and presenting to the Board of Trustees the University's annual budget request. He/she shall represent the budget request approved by the Board to the Governor and the General Court. The Chancellors are responsible for coordinating, preparing, and presenting to the President's budget requests from the campuses. The President is responsible for continually improving the budget process and developing a calendar which allows adequate time for consultation and study by all interested components of the University.

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## **II. RESPONSIBILITIES, DUTIES, FUNCTIONS, AND PROCEDURES OF THE BOARD OF TRUSTEES, THE PRESIDENT, THE CAMPUS ADMINISTRATORS, AND THE CAMPUS GOVERNING BODIES IN UNIVERSITY GOVERNANCE**

Consistent with Chapter 15A and pursuant to Chapter 75 of the General Laws of the Commonwealth, the Board of Trustees may establish general policies governing the University. The authority of the Board shall include, but is not limited to, the following specific powers:

### **A. BOARD OF TRUSTEES**

1. The Trustees will consider, upon the recommendation of the appropriate faculty and student governing bodies and/or other appropriate groups, the academic plans, personnel policies, and admissions policies of each campus and of the University as a whole; plans for the establishment of new campuses, schools, institutes, and colleges, and plans for the closing of already established units and programs.

2. The Trustees will consider, upon the recommendation of the appropriate governing body(s), the establishment of degrees.

3. The Trustees will consider the budget requests of the University and the capital outlay budget requests and major amendments thereto. In addition, they will consider new student housing and other loan construction programs, accept gifts, and approve service agreements, rental agreements, and leases. Further, they will consider policies governing the solicitation of grants and research contracts.

4. The Trustees will appoint the President, the Chancellors, the Treasurer, and the Secretary of the University, set their salaries, and periodically evaluate their performance. When appointing the President, the Board will seek nominations from a broadly representative search committee appointed by the Board. The Board will determine the charge to and composition of the search committee after seeking the recommendations of the appropriate campus governing body(s) and, when appropriate, other components of the University. The Board will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s). When appointing a Chancellor, the Board will seek nominations from a broadly representative search committee appointed by the Chair of the Trustees in consultation with the President. The Chair will determine the charge to and composition of the search committee after seeking the recommendations of the appropriate campus governing body(s) and, when appropriate, other components of the University. The Board will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s). The President will recommend two or more candidates to the Board.

5. The Trustees will consider long-range development and design plans for each campus in relation to long-range academic plans and any major amendments to these plans. They will approve consulting architects, landscape architects, executive architects, and the designs for major campuses, consistent with the authority vested in the Department of Capital Planning and Operations.

6. The Trustees will consider all policies concerning the University's relationship with local, state, and federal governments and all policies concerning public information. In this regard the Board will consider policies concerning the University relationship with other segments of higher education.

7. The Trustees will make the final selection of all honorary degree recipients and will name all buildings and facilities.

## **B. PRESIDENT OF THE UNIVERSITY**

1. The President is the principal academic and executive officer of the University. He/she will exercise executive authority over the campuses comprising the University subject to the direction of the Board of Trustees. He/she will serve as chief spokesman and interpreter of the University and represent it to the general public and its representatives.

2. The President will be responsible for presenting policy recommendations to the Board of Trustees and ensuring that the campuses develop ways of implementing Trustees' policy. He/She will develop, coordinate, and keep current a master plan of the University. He/She will be responsible for the coordination and preparation of the annual budget request and its presentation to the Board of Trustees and to the Governor and the General Court. He/she will also be responsible for the allocation of the appropriated budget and all other funds.

3. The President will appoint, promote and grant salary adjustments to personnel in the President's Office. He/She will supervise the operations of the officers and staff in the President's Office.

4. The President will appoint the Vice Presidents with the concurrence of the Board of Trustees.

5. The President will appoint members of the faculty to tenure with the concurrence of the Board of Trustees.

6. The President will coordinate the work of all campuses of the University and promote the general welfare of the university as a whole in its several parts. He/she will ensure as much campus autonomy as possible commensurate with achieving the central purposes of

the University or fulfilling his/her duties as specified herein. The President will establish and maintain an effective communications system with the University that allows for the prompt identification of needs and problems and their analysis. In particular, the President, in concert with the Chancellors, will ensure that all appropriate components of the University have the opportunity to make recommendations prior to the establishment of policy.

7. The President may refer for investigation and report any matter of institutional concern to administrative staff, governing bodies, faculty, or students. The channel for official communications between the President and the various campus groups in such matter will be through the Chancellor.

-306.5-

### **C. CAMPUS CHANCELLOR**

1. The Chancellor is the chief academic and executive officer of the campus. He/she will exercise executive authority over the campus subject to the direction of the President. He/she will be responsible to the President for administering the various schools, colleges, divisions, departments, and other units on the campus.

2. In the formulation of policy the Chancellor will represent his/her campus to the President and the Board of Trustees, and upon the adoption of policy he/she will ensure its implementation on campus. He/she will develop, coordinate, and present to the President immediate and long-range plans for the campus. The Chancellor will also coordinate, prepare, and present to the President the annual budget request of the campus and oversee campus expenditures.

3. The Chancellor will appoint the Vice Chancellors, the Provosts, and the Deans of the campus upon delegation by the President, set their salaries, and periodically evaluate their performance. When appointing a Vice Chancellor with line responsibilities, a Provost, or a Dean, the Chancellor will seek nominations from a broadly representative search committee. The Chancellor and the appropriate governing body(s), representative and/or administrative, will mutually agree upon the composition and the charge of the search committee. The Chancellor will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s).

4. The Chancellor will appoint, promote, and grant salary adjustments to professional and non-professional personnel on campus.

5. The Chancellor will coordinate the work of the various units of the campus and promote the general welfare of the campus as a whole and in its several parts. He/she will ensure as much autonomy as possible to the various units of the campus commensurate with achieving the central purposes of the campus and the University as a whole or fulfilling his/her duties as specified herein. He/she will assist the President in maintaining an effective communications system within the campus that allows for the prompt identification of needs and problems and their analysis. In particular, the Chancellor will assist the President in ensuring that all appropriate components of the campus have the opportunity to make recommendations prior to the establishment of policy.

6. The Chancellor may refer for investigation and report any matter of institutional concern to administrative staff, governing bodies, faculty and students.

#### **D. CAMPUS GOVERNING BODIES**

1. Faculty and students may be organized into governing bodies, such as senates and assemblies, departments, schools, and colleges. The constitutions of the major governing bodies must be approved by the Board of Trustees.

2. When appropriate, governing bodies shall have the privilege of recommending policies and procedures affecting the campus and the University as a whole, including, among others matters, academic matters, matters of faculty status, and student affairs. Also when appropriate, governing bodies will have the privilege of contributing to long-range planning, the preparation of the annual budget request, and the allocation of available resources.

-306.6-

3. The Chancellor, the President, and the Board of Trustees may approve recommendations from the campus representative governing bodies at any time. Subject to precedents established by components of each campus and/or the restraints and procedures specified in their constitutions, and in accordance with the preceding statements of primary responsibility (Section I. B of this statement), recommendations adopted by the campus representative governing bodies will become policy unless (1) disapproved or sent back for reconsideration by the Chancellor within twenty working days of receipt of notification from the governing body; (2) disapproved, sent back for reconsideration, or

deferred by the President within twenty working days of receipt of notification of the Chancellor's approval or within twenty working days following the expiration of the twenty working-day period for the Chancellor's consideration; (3) disapproved by the President during a special thirty-working-deferral period (if the President chooses to defer his/her decision he/she will notify the governing body; the deferral period will begin at the end of the President's initial twenty-working-day period of consideration); (4) disapproved by the Board of Trustees within these specified time limitations. The governing bodies will notify the Chancellor, the President, and the Board of Trustees of their actions as soon as possible after their adoption. Any matter not acted upon within seventy-working-days of receipt of notification by the Chancellor of an action by a governing body will be taken as approved by the Board of Trustees. When a recommendation is disapproved, the governing body will receive written reasons in detail for the adverse decision.

### **III. IMPLEMENTATION**

Provision for implementing the foregoing policies and procedures of University governance shall be subject to the approval of the Board of Trustees.

### **IV. APPROVAL AND EVALUATION**

The Board of Trustees reserves the right to alter, amend or revoke the foregoing Statement on University Governance, in part or whole, at any time. The Board of Trustees will review the foregoing policies and procedures every five years.



## **Appendix B**

### 2015 University of Massachusetts Consultation Policy

#### **Guidelines for Consultation with Undergraduate Student Body**

The University of Massachusetts Amherst operates under a shared governance system outlined in the Board of Trustees Statement of University Governance (T73-098, as amended; the “Wellman Document”) whereby students, faculty, and administrators are consulted on matters of policy and procedure. Shared governance is a balance between consultation and participation from various campus groups and ultimate administrative accountability through the Board of Trustees, President, Chancellor, and the Chancellor’s designees.

This document is informed by the Wellman Document, while also acknowledging that much has changed since its original passage in 1973. These include the plethora of methods through which an administrator can and does receive feedback and consult on issues of importance to the campus community.

The following guidelines are meant to provide clarity around effective student consultation by the campus administration on Potential Significant Changes in Campus Policies and fees affecting students, including those affecting the campus community as a whole; services and activities which are designed primarily to serve students or those which are financed primarily by mandatory fees; the management of student political affairs and organizational matters; and the standards for student behavior, conduct, and discipline. They are established within an ever-changing environment demanding improved flexibility and responsiveness and a reduction in bureaucratic procedures.

Exceptions to the process outlined in these guidelines may be made at the discretion of the appropriate Administrator in Emergency Situations, in cases that the Administrator deems significant for the health and safety of the campus community, in cases where inclusion of student representatives would pose a significant privacy or security concern for the University, or in cases where the University or Administrator are legally bound or mandated to make the Potential Change. The process outlined in this document shall also not pertain to academic course and program changes submitted through the Faculty Senate, whose councils and committees already have student representation.

Nothing in this set of Guidelines can supersede policies adopted by the University of Massachusetts Board of Trustees, nor the delegated authority of the President and Chancellor.

The Chancellor and SGA Leadership agree that the guidelines presented in this document will be reconciled and merged into a single, new set of guidelines once graduate student consultation guidelines are drafted by the Graduate Student Senate.

**Definitions that will be used throughout these guidelines:**

*SGA Leadership* shall be defined as the SGA President, SGA Vice President, and SGA Speaker.

*Potential Significant Change* shall be defined as a temporary or permanent significant change to a Campus Policy or charge affecting the entire or large segments of the student body.

*A Campus Policy* shall be defined as a mandate on students that is codified through normal university procedures.

*Administrator* shall be defined as any member of the Campus Leadership Council, i.e., the Chancellor and his direct reports. These officials are ultimately responsible for all campus policies and procedures directly or by delegation.

*Emergency Situation* shall be defined as any current or emergent/unanticipated situation/occurrence/event that, in the judgment of the Chancellor, calls for the adoption of policy changes on a schedule that will not allow for the normal consultative process laid out in this document due to consideration of health and safety of students and/or the campus community. The Chancellor has the sole delegated authority to make this determination for the campus.

**I. Early and Timely Communication with Student Advisory Boards (Other than in Emergency Situations)**

As per the agreement between the SGA and the Administration dated January 22, 2014, there are standing Student Advisory Boards (SABs) for the Vice Chancellors of Administration and Finance, Student Affairs and Campus Life, University Relations, and Academic Affairs. A subsequent agreement also added a SAB for the Vice Chancellor for Information Services and Strategy and Chief Information Officer. The SAB agreements call for meetings with the respective Vice Chancellor three times per semester, or more frequently if circumstances warrant.

Other than in an Emergency Situation as defined above, the relevant Administrator shall engage the appropriate SAB in a formal discussion/formulation of the Potential Significant Change, as outlined in this document. If a Potential Significant Change is to occur in an executive area without a SAB, the appropriate Administrator shall engage with SGA Leadership directly or the most directly related existing SAB. Should the Administrator appoint a special committee or Task Force for the purpose of formulating the change, the SAB shall be invited to provide representation in such a group. Exceptions may be made in Emergency Situations, in cases where inclusion of student representatives would pose a significant privacy concern or security breach for the University, or in cases where the University or Administrator are legally bound or mandated to make the Potential Significant Change.

### **Communication with Student Government Association**

#### *Notification to SGA Leadership*

It is the responsibility of the relevant SAB to inform SGA Leadership of the Potential Significant Change under discussion immediately after the relevant Administrator informs the SAB. The SAB will be the channel through which student input will be sought at the formative stage of the formal proposal.

Once a change is decided, the Administrator shall submit a formal proposal to the SGA Leadership promptly.

#### *SGA Senate Presentation*

Following submission of a formal proposal for the Potential Significant Change to the SGA, the Administrator or his/her designee shall give a presentation on the Potential Significant Change at the next scheduled Senate meeting or other timely session as jointly agreed upon by SGA Leadership and the Administrator.

Immediately after this presentation, SGA Leadership shall create and share with the Administrator a web page that shall include a description of what the Potential Significant Change is, how it will affect students, and an online opportunity for students to submit questions. SGA Leadership shall use this web page as a tool to make their constituents aware of the Potential Change and to facilitate collection of feedback. (See “Methods of Collecting Student Feedback Directly.”)

#### *SGA Senate Vote*

After going through the steps outlined in "Methods of Collecting Student Feedback Directly," the Speaker of the Senate shall place a motion on the agenda, which will result in an official vote to determine SGA Senate support or opposition to the Potential Change. The vote will take place within three scheduled meetings of the Administrator's SGA Senate presentation of the Potential Change. While such a vote represents the official opinion of the student body, it is non-binding on the Chancellor.

### **Methods of Collecting Student Feedback Directly**

#### *Vice Chancellor Student Advisory Boards*

The SABs are the formal channel through which student input will be sought at the formative stage of the formal proposals.

#### *Open Forum*

SGA Leadership, in consultation with the Administrator, shall host an open forum that shall take place one hour (or other reasonably agreed upon timeframe) before the scheduled Senate meeting where the formal vote shall take place.

#### *Web Page*

SGA Leadership shall garner additional feedback through a web page on their website which shall include information concerning what the Proposed Change is, relevant data and research on the rationale for the Potential Change, how it will affect students, and an online opportunity for students to submit questions.

#### *Student Online Survey*

SGA Leadership shall, with the administration's help, create a survey that will educate and inform students on the Potential Change, including relevant data and research on the rationale for the Potential Change, while collecting feedback on the degree of support for or opposition to the Potential Change.

#### *Mass Email*

The student body shall be notified of the open forum, web page, and survey through a mass email sent by the SGA at least two weeks in advance of the Senate meeting where the formal vote shall take place. The email shall include a description of the Potential Change being considered, details of the open forum and Senate vote, and a link to the web page and Student Online Survey.

## **II. Summer Break Alternative Consultation**

If a Potential Significant Change unavoidably needs to be initiated and adopted during the summer break during which the SGA Senate is in recess, the relevant Administrator shall notify and consult with the Coordinating Council in place of SGA Leadership. SGA Leadership is responsible for providing the Campus Leadership Council with an updated contact list for the Coordinating Council prior to the last day of the spring semester.

## **III. Emergency Situations**

When the Chancellor invokes an Emergency Situation, as defined above in this document, in order to implement a change in Campus Policy or fee, the Chancellor shall inform SGA Leadership as soon as practicable. The Chancellor shall involve SGA Leadership, and others chosen by the leadership, to the fullest practicable extent in providing input and suggestions. At the outset of an Emergency Situation, the Chancellor shall make every effort to notify SGA Leadership of the Emergency Situation, and upon the conclusion of the particular Emergency Situation, the Chancellor and/or the relevant administrator shall make themselves available to the SGA senate to explain the circumstances and answer questions.

## Appendix C

### 2016 SGA Student Consultation Policy

#### Purpose of the Student Consultation Policy

To fully uphold the mission statement of the Student Government Association and to parallel the consultation policy created last year to ensure shared governance with administration, current SGA leaders have crafted the following Student Consultation Policy to ensure proper communication and outreach to our constituents, the undergraduate student body. To be a fully representative organization, we must create open dialogue in regards to issues that affect our peers prior to voting on motions deemed necessary in the following guidelines.

#### Mission Statement and SGA Membership

The Student Government Association of the University of Massachusetts Amherst abides by the following mission statement - *“To establish and protect the democratic system for undergraduate university governance; to promote the general welfare of all university undergraduate students. To create and maintain strong lines of communication between students and university administrators; to work toward greater transparency in administrative decisions. To protect the accessibility and affordability of the university for all students. To work to acknowledge, appreciate, and expand the diversity of the student body, including socioeconomic, racial, religious, cultural, gender, sexual orientation, and political characteristics. To provide leadership opportunities and development for all undergraduate students and to set the standards which other schools strive to uphold when leading their students into the future.”*

SGA members are defined as *“Any person subject to, and having paid, the Student Activities Fee, shall be a member of the SGA for the period of calendar time to which their paid Student Activities Fee is applicable”* (Title I, Chapter I of the SGA Bylaws). Therefore, all undergraduate students are ex-officio SGA members.

#### I. Process: Deeming a Motion as Applicable to the Policy

All motions will be received by the Speaker the Sunday prior to a Monday Senate Meeting. The Speaker, Associate Speaker, and Standing Committee Chairs will gather to vote on whether or not the motions are applicable to the policy. In order to vote on these motions there must be quorum - further defined as fifty (50) percent plus one (1) of Legislative Branch leadership. For a motion to be deemed as necessary for student consultation, it must not fall under the categories Section III of this policy and a  $\frac{2}{3}$  majority of the Legislative Branch leadership must vote in favor of consultation.

Should a motion be deemed applicable to the Student Consultation Policy, it will be placed on the Senate's agenda with a delay of one week from the initial submission. This time period, 8 days from the initial sending of the motion, will allow for student consultation in regards to the motion at hand.

Should the Senate disagree with the vote of consultation by the Legislative Branch leadership, they may override the vote with a  $\frac{2}{3}$  majority of voting members.

#### I. Motions that fall under the Student Consultation Policy

The following list provides examples of motions that would fall under the process of the Student Consultation Policy. However, as stated in Section I, a  $\frac{2}{3}$  majority of Legislative Branch Leadership Team must vote in favor of consultation.

- Support or disapproval of a political movement, candidate, cause, or response to a particular event
- Support or disapproval of any state or federal legislation (i.e. the Bottle Bill)
- Support or disapproval of a particular RSO's efforts
- Support or disapproval of policies or initiatives created by administration
- Major amendments to the SGA Bylaws (i.e. eliminating a position entirely, striking an entire section)
- Votes of no confidence

#### I. Motions that do not fall under the Student Consultation Policy

- Bylaw mandated motions including but not limited to the approval of the S1 Budget (SGA Bylaws 6.8), Space Allocations (SGA Bylaws 7.10), RSO Approval/Appeal (SGA Bylaws 7.8), and Elections of the SGA Senate, and Legislative, Executive, and Judicial Leadership (SGA Bylaws 8)
- RSO Emergency Funding Requests and Appeals (SGA Bylaws 6.10)
- Budget Appeals (SGA Bylaws 6.9)
- Appointment of SGA members
- Appointment of SGA members to committees
- Impeachment (SGA Bylaws 2.29)
- Appropriation of Senate Seats by the Administrative Affairs Committee (SGA Bylaws 2.4)
- Minor amendments to the SGA Bylaws (will be deemed minor by the Legislative Branch Leadership Team)
- Emergency motions during impending circumstances (will be deemed as emergency by the Legislative Branch Leadership Team)

### I. Process: Outreach to the Student Body

The primary individual(s) or group responsible for outreach around a motion will be the sponsors of the motion as well as the voting members of the Senate (i.e. Senators and Committee Chairs).

The Speaker and the Chair of Outreach and Development Committee will be charged with supervising the outreach process of all motions.

The mode of outreach may include, but is not limited to, one of the following procedures -

- Holding a public forum
- Tabling in the Campus Center or other high traffic areas of campus
- Sending a survey to students using Email, Social Media, Class Pages, etc.
- Door-knocking in residential halls
- Attending RSO events and telling members about the particular motion
- Publicizing the effort through relevant media outlets in conjunction with the Secretary of Public Relations

Should the sponsor or other SGA member choose a different mode of outreach, it must be approved by the Speaker.

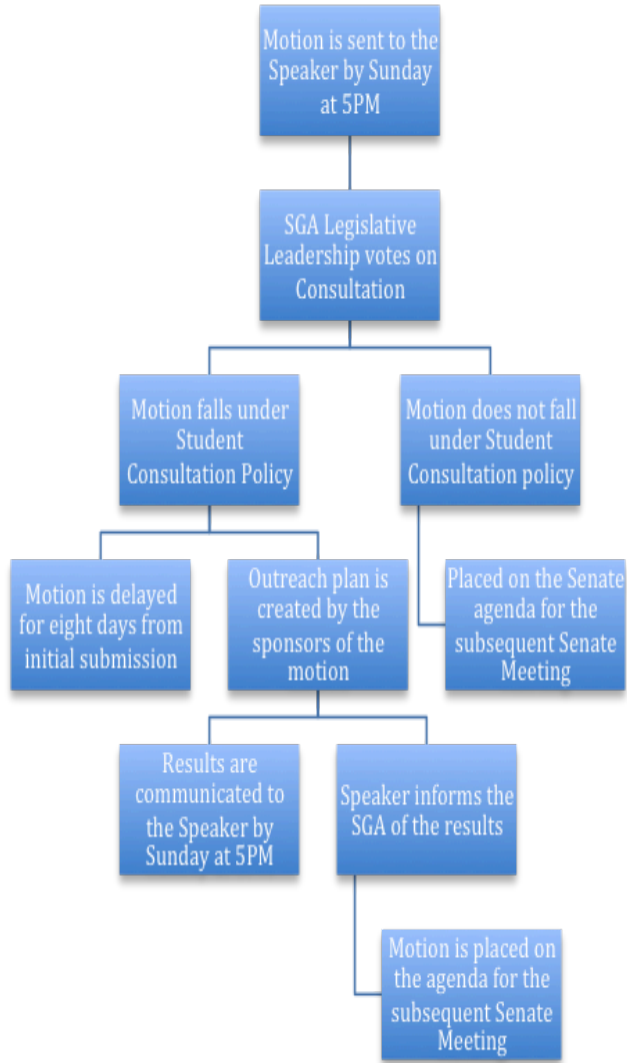
To be deemed as sufficient outreach, the SGA member must reach at least 150 undergraduate students and record their opinions on the particular motion.

### I. Communicating Student Opinion

Upon completion of outreach to at least 150 undergraduate students, the SGA members responsible for the given motion will share their results with the Speaker and Associate Speaker by the Sunday at 5PM prior to the Senate Meeting in which the motion will be voted on. The Speaker and Associate Speaker will be responsible for sharing these results with the entirety of the SGA via email.

Sponsors of the motion will speak about their plan of outreach and the majority opinion of students when presenting their motion before the Senate. While voting members are not binded to the results of this outreach, they are strongly encouraged to consider the opinions of their constituents when casting their votes.





**Appendix D**  
Senate Motion Template

**CONTEXT**

A Senate motion has three parts:

1. The reasoning of the motion, which is indicated by the term “Whereas”.
2. The effects of the motion, which is indicated by the terms “Resolved” or “Enacted”.
  - a. “Resolved” is used when the motion is a position or stance being taken by the SGA (e.g. to endorse or support a matter).
  - b. “Enacted” is used when the motion is an action being made by the SGA (e.g. enacting legislation).
3. The sponsor and cosponsor(s) of the motion (*italicized*). The sponsor of the legislation shall be listed first, followed by any cosponsor(s).

**TEMPLATE**

**DO NOT INCLUDE BRACKETS/RED TEXT**

**Whereas**, [Reasoning for the motion(s)]; and

**Whereas**, [*Optional*, additional reasoning for the motion(s)];

**Be it therefore enacted by the University Undergraduate Senate of the Student Government Association**, effective as of [Date (e.g. June 1st of 2023)], the following changes to [refer to page 3 for Const. and S.G.B. citation information]:

**OR** (*choose one*)

**Be it therefore resolved by the University Undergraduate Senate of the Student Government Association**, effective as of [Date (e.g. June 1st of 2023)], [implications of the motion(s)]; (and)

**Be it further enacted/resolved**, [*Optional*, additional implications of the motion (points of the motion that aren't directly related should be separated for ease of reading)]

*Sponsored by [Title] [Last Name], [...]*

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**EXAMPLE 1:**

**Whereas**, the University of Massachusetts Amherst is a member of the Amherst community; and

**Whereas**, the town of Amherst has a petition to eliminate plastic bags within their jurisdiction; and

**Whereas**, the undergraduate student body values sustainable practices; and

**Whereas**, the use of plastic bags goes against said practices;

**Be it therefore resolved by the University Undergraduate Senate of the Student Government Association**, to support the efforts made by the Town of Amherst to eliminate plastic bags.

**Be it further resolved**, the Student Government Association endorses “General Petition - Bylaw to Prohibit Single-Use Plastic Bags” to the Town of Amherst’s Town Meeting

**Be it finally resolved**, the Student Government Association endorses the associated letter.

*Sponsored by Secretary Dickstein, Senator Sernik, and Chair Hawke*

**EXAMPLE 2:**                    **ALL CHANGES MUST BE IN RED INCLUDING STRICKEN TEXT**

**Whereas**, the Emergency Finance Reserves allocation is subject to yearly change; and

**Whereas**, there is an inconsistency in the amount of money that is to be confirmed by the Student Government Senate; and

**Whereas**, there is a necessity to homogenize the funding guidelines and set a floor on the dollar amount for a Senate vote on the Emergency Finance Reserves allocation; and

**Be it therefore enacted by the University Undergraduate Senate of the Student Government Association**, effective immediately, Title VI Chapter 10 of the General Bylaws of the Student Government Association reads as follows:

**Chapter 10**  
Appropriation of Revenue - The Finance Subcommittee

**Section 4**     The Subcommittee shall hear all petitions, determine eligibility for Finance Reserves appropriations and shall be empowered to appropriate grants or loans of **an amount up to and including the threshold outlined in Title VI, Chapter 10, Section 6. ~~up to and including 2.5% of the Emergency Finance Reserves allocation.~~**

*Sponsored by Senator Harvey, Chair Dacey, and the Administrative Affairs Committee*