

# The Bylaws of the Rensselaer Union Executive Board

As revised in 2013

## **Article I Organization**

1. The name of this organization shall be the Rensselaer Union Executive Board, hereinafter referred to as the Executive Board.
2. The Executive Board gains its authority from the Rensselaer Union Constitution.
3. The Executive Board shall pass legislation commensurate with its duties as defined in the Rensselaer Union Constitution and as specified in these Bylaws.

## **Article II Membership**

1. A Representative shall be defined as any person who has voting rights in the Executive Board, as defined by the Rensselaer Union Constitution.
2. Executive Board membership shall consist of the President of the Union, and Representatives as defined by the Rensselaer Union Constitution.

## **Article III Officers**

1. The President of the Union is the presiding officer of the Executive Board, hereinafter referred to as the President.
2. All officers of the Executive Board shall be nominated by the President of the Union and confirmed by a 23 vote of the Executive Board.
3. The President shall nominate a Vice President from the voting membership of the Executive Board. The Vice President shall:
  - (a) Assume the duties of the President, if the President is unable to fulfill those duties, or at the request of the President.
  - (b) Oversee the work of all Executive Board Committees.
  - (c) Coordinate annual documentation of committee work with the committee chairs to ensure continuity between years.
4. The President shall nominate a Secretary of the Executive Board. It shall be the responsibility of the Secretary to:
  - (a) Record meeting attendance and minutes.
  - (b) Distribute minutes, committee reports, motions, and other printed material to the members of the Executive Board.

## **Article IV Duties of Office**

1. Each Executive Board Representative shall either chair an Executive Board Committee or sit on an Executive Board Committee. The President shall determine if a Representative has fulfilled this requirement.
2. Each Representative shall be required to attend all Board meetings unless he/she obtains an excuse from the President.

3. Each Representative shall be expected to fulfill any additional requirements related to the business of the Board if such requirements are set by the President.
4. Each Representative must be in Good Academic Standing and have a cumulative grade point average of at least 2.5 at the time of his/her appointment to the Board.
5. Failure to meet any of the duties of office shall subject the offending Representative to removal procedures as outlined in Article IX, Section 3 of the Rensselaer Union Constitution.

## **Article V Meetings**

1. The Executive Board shall meet at least twice per semester and with enough frequency and regularity to fulfill its duties to the Union.
2. The time and place of the meetings shall be determined by the President.
3. Quorum shall consist of 23 of the membership of the Executive Board. The President shall not count towards quorum.
4. All meetings of the Executive Board shall be open to the public. The Executive Board may close a meeting with a 23 vote. The Board can invite non-Board members to a closed meeting with a majority vote. All motions passed during the closed meeting must be made public immediately after the conclusion of the closed meeting.
5. The President may remove any person who is disrupting a meeting.
  - (a) The Presidents decision may be overruled by the objection of any Representative.
  - (b) At any time, the President may call for a vote to remove a person from a meeting. This requires a 23 vote of the Board, and if successful can not be overruled.
6. Emergency meetings may be called by the President of the Union. In order for a meeting to be considered official and valid, at least 23 of the Board must be notified of the meeting time and location at least 24 hours before the meeting is scheduled to be held.
7. At the determination of the President, the Executive Board may adopt special rules of order for meetings. Written documentation of these special rules of order must exist and be available to members of the Executive Board. In all situations not covered by these special rules of order or by the rules of order described in this document, Roberts Rules of Order shall be used to answer any questions on procedure and decorum.

## **Article VI Voting and Debate**

1. Only Representatives may make motions and vote on any official business of the Executive Board.
2. The President may rule any motion out of order. The Presidents decision may be overruled by a 23 vote of the Board.
3. The President may vote only to break a tie.
4. All voting shall be by a show of hands, unless the President or any Representative requests a roll call.
  - (a) In a show of hands vote, the President will request the number in favor, then the number opposed. The President will then announce the result of the vote. In the case of a tie, the President may then announce his/her vote and then the outcome of the vote.
  - (b) If a roll call is requested, the President will read the names of Representatives ordered alphabetically by surname.

- (c) Each Representative may vote or pass, in which case his/her name will be read again after the first completion of the roll call. At this time the Representative must vote or abstain.
- (d) The result of the roll call shall not be determined until all Representatives present have voted or abstained.

## **Article VII Committees**

1. The Chair of each Executive Board Committee shall be nominated by the President of the Union and confirmed by a majority vote. Committee Chairs serve at the pleasure of the President. A Vice Chair may be selected by the Chair with the counsel of the President.
2. Committee membership shall be open to all members of the Rensselaer Union.
  - (a) Any committee member who is not a member of the Executive Board must be approved by the Committee Chair before receiving membership in the committee.
  - (b) Members of a Committee serve at the pleasure of the Committee Chair and of the President, and may be removed at any time for good cause.
    - i. Good cause for removal includes, but is not limited to, neglecting the duties of membership, failure to adhere to the rules of order during meetings, or failure to adhere to these bylaws when conducting business in the name of the committee.
    - ii. Members are expected to dutifully attend meetings of the committee and complete committee assignments within reasonable deadlines.
3. During meetings, each Committee shall follow rules of order determined at the discretion of its Chair. Such rules of order shall be made public immediately following their adoption and before any official committee business may commence.
4. All committees shall be empowered to create subcommittees to aid them in the performance of their functions. The President must be consulted before the creation of any subcommittee. The Committee Chair shall be an ex-officio member of any such subcommittee.
5. Each committee shall meet at least twice per semester and with enough frequency to satisfy its obligations to the Executive Board.
6. At the discretion of the President, each Committee Chair shall address the Board at least once per semester to convey the Committees activities, projects, and updates.
7. The Policies Committee shall be a standing Committee of the Executive Board.
  - (a) It shall assess the state of Executive Board fiscal policy and budgeting procedures, make recommendations as to the improvement of such policy and procedures, and report its findings to the Executive Board.
  - (b) It shall maintain a document detailing the official budgeting policies and procedures of the Executive Board, and any supplementary documents thereof.
8. The Business Operations Committee shall be a standing Committee of the Executive Board.
  - (a) It shall assess the state of all retail services under the direction of the Executive Board; develop ways to improve such services, with the objective of improving the quality and diversity of goods and services available to the Rensselaer Community; and report its findings and recommendations to the Executive Board.
  - (b) It shall investigate new sources of revenue to the Union, maintain all existing sources of revenue excluding the Activity Fee, and report its findings and recommendations to the Executive Board.

9. The Marketing, Advertising, and Publicity Committee shall be a standing committee of the Executive Board.
  - (a) It shall be responsible for promoting the Union and related activities, services, and events.
    - i. It shall promote Union events to the student body.
    - ii. It shall assist the publicity and advertising efforts of Union-funded organizations.
  - (b) It shall maintain a cohesive Union brand.
10. The Union Programming and Activities Committee shall be a standing committee of the Executive Board.
  - (a) It shall be responsible for organizing events to benefit the entire student body.
    - i. It shall create such events of its own origin,
    - ii. It shall provide support for clubs and organizations hosting such events, and
    - iii. It shall possess and operate resources necessary to make such events possible.
  - (b) It shall be the primary operator of Union facilities.
  - (c) It shall establish subcommittees to better maintain and utilize specific facilities and resources.
    - i. Each subcommittee shall be chaired by a person elected from its membership.
    - ii. The chair of each subcommittee or his/her duly appointed representative shall be an officer of the committee.
  - (d) It shall be chaired by a person selected by majority vote of its members and approved by the President. If the chairmanship remains vacant and the Committee is unable to select a chair, the President may appoint any member of the Union to the chairmanship.

## **Article VIII Amendments**

1. Each amendment to these bylaws must be proposed in its entirety and passed by a 23 vote of the Executive Board, subject to the approval of the Student Senate.
2. These bylaws shall be amended so not to be in conflict with local, state, federal, or international laws, the Rensselaer Polytechnic Institute Corporate Charter, the Rensselaer Polytechnic Institute Bylaws, the Rensselaer Polytechnic Institute Student Bill of Rights, the Rensselaer Union Constitution, and decisions of the Board of Trustees of Rensselaer Polytechnic Institute.
3. These bylaws shall be modified to reflect an approved amendment by either:
  - (a) Inserting new clauses into these bylaws at their appropriate places, or
  - (b) Removing clauses from these bylaws.

## **Article IX Succession**

1. If the President is removed from office, has an extended leave of absence, or is otherwise unable to fulfill the duties or requirements of office, then the Vice President shall assume the duties of the President as Acting President of the Union.
2. The Acting President of the Union assumes the duties of the President until such a time that a meeting of the Executive Board can be called. The first and only order of business of such a meeting shall be the selection of a new President of the Union.
3. All nominations for the position of President must be motioned and seconded by an Executive Board Representative. The nomination processes shall be overseen by the Chair of the Judicial Board.

4. Every nominee for the position of President must be a Representative of the Executive Board as defined in these Bylaws.
5. In the case of multiple nominees, the appointment for President of the Union shall be selected by a series of simple majority votes.
  - (a) If there are two nominees, a vote shall be taken, and the nominee with a simple majority shall be named the appointment for President of the Union.
  - (b) If there are three or more nominees, a series of votes shall be taken.
  - (c) In each vote, the nominee with the fewest number of votes shall be removed from consideration, and only the remaining nominees shall be considered in the next vote.
  - (d) This series of votes shall continue until a single nominee remains, and that nominee shall be named the appointment for President of the Union.
6. The nominee who is appointed for President of the Union must be approved by a  $\frac{2}{3}$  majority vote of the Executive Board. If the appointment is not approved by a  $\frac{2}{3}$  majority vote of the Board, a new process of nominations begins.
7. Once a new President has been named, the Acting President and all officers of the Executive Board shall relinquish the responsibilities of office to the new President.
8. The new President shall nominate officers of the Executive Board.