

# Undergraduate Student Government By-Laws

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<b>ARTICLE I: THE UNDERGRADUATE STUDENT ASSOCIATION</b>	<b>2</b>
<b>ARTICLE II: THE COLLEGE COUNCIL</b>	<b>2</b>
TITLE I: COLLEGE COUNCIL PURPOSE AND MEMBERSHIP	2
TITLE II: COLLEGE COUNCIL ELECTIONS	3
TITLE III: MEETINGS	4
TITLE IV: RESOLUTIONS, STATEMENTS, AND MOTIONS	5
TITLE V: VOTING PROCEDURES	7
TITLE VI: ATTENDANCE, ABSENCES, AND PROXIES	8
<b>ARTICLE III: LEADERSHIP AND CABINET</b>	<b>9</b>
TITLE I: GENERAL	9
TITLE II: INTERNAL BUDGET	10
TITLE III: STAFF CADRE	12
TITLE IV: MISCELLANEOUS	13
<b>ARTICLE IV: COMMITTEES</b>	<b>14</b>
TITLE I: GENERAL	14
TITLE II: STUDENT GOVERNMENT FINANCE COMMITTEE	16
TITLE III: COMMITTEE ON RECOGNIZED STUDENT ORGANIZATIONS	19
<b>ARTICLE V: POLICY PROCEDURES</b>	<b>20</b>
TITLE I: ADMINISTRATIVE CONTACT	20
TITLE II: INTERNAL APPROVAL	21
TITLE III: CONFIDENTIALITY	21
<b>ARTICLE VI: ELECTIONS, APPOINTMENTS, VACANCIES, AND REMOVALS</b>	<b>22</b>
TITLE I: ELECTIONS	22
TITLE II: APPOINTMENTS AND VACANCIES	25
TITLE III: TERMS AND LEAVES OF ABSENCE	26
<b>ARTICLE VII: AMENDMENTS</b>	<b>28</b>

# **ARTICLE I: THE UNDERGRADUATE STUDENT ASSOCIATION**

1. Members of the undergraduate Student Association, as defined in the Constitution, shall have the right to speak in front of the College Council, Committees, and the Cabinet; and to ask questions of members of the Undergraduate Student Government. Members of the undergraduate Student Association shall be treated as guests and shall be governed accordingly.
2. Joint degree students who have already received their Bachelor's degree but remain in the program to continue pursuit of a higher degree shall not be voting members of the undergraduate Student Association but may serve in advisory roles with derivative, but not original, authority of the Undergraduate Student Government entity that they intend to advise. These advisors must be confirmed by the College Council by simple majority.
3. The rights of undergraduate Student Association members to speak before the entities of the Undergraduate Student Association shall not be construed so as to confer the right to make, object to, vote on, or impede the official business of that entity.
4. These By-Laws shall describe in detail the operations of the Undergraduate Student Government, and shall expand upon but not contradict the Constitution. Any amendments to these By-Laws shall take care to ensure adherence to the letters and spirit of the Undergraduate Student Government Constitution.
5. The issuance of any waiver via special rules determination, due to student body interest, exigent circumstance, or other enumerated circumstance, to these By-Laws or other Undergraduate Student Government governing documents, shall be communicated to College Council and the Cabinet via electronic mail within seventy two hours, unless otherwise specified. Each instance shall be recorded and preserved by the Historian. Waivers of the By-Laws or other Undergraduate Student Government governing documents by special rules determination may not be made unless consented to by the chair of E&R.
6. Undergraduate Student Government shall not be automatically bound to any statutes, agreements, procedures, precedents, or other matters agreed to by the former Student Government, unless codified by the College Council in the 2021-2022 academic year or later.

## **ARTICLE II: THE COLLEGE COUNCIL**

### **TITLE I: COLLEGE COUNCIL PURPOSE AND MEMBERSHIP**

1. College Council shall exist to legislate for and express the voice of the undergraduate Student Association at the University of Chicago. It shall collectively represent the interests of all students in the College; be a venue to oversee the operations of the Undergraduate Student Government, hear and communicate the concerns of undergraduate students, and affect those operations and concerns into tangible and effective policy changes.
2. College Council, at its full membership, shall have 20 voting members, including the Vice Chair, in addition to a Chair and other support positions as necessary.
  - a. Each regular College Council member shall be full voting members of the Council and shall use their voting powers to represent the interests of their respective class constituencies.

- b. The College Council Chair shall be a non-voting member, except when the College Council is equally divided on a motion, in which case they shall serve to break the tie. The College Council Chair shall be selected by and among the members of the College Council.
  - c. The College Council Vice Chair shall be a voting member selected by and among the members of the College Council.
    - i. When serving as the interim College Council Chair in the event of the Chair's temporary absence, the Vice Chair shall not renounce their position on the College Council but shall not participate in any votes over which they preside, except in the event of a tie.
- 3. There shall be four electoral units within the College Council, one unit for each standard College class year. A class shall be defined by the academic year of matriculation in the College. Those students who matriculated more than four years ago, students on Extended-College Status, and Students-at-Large shall be represented by the current fourth year class.
- 4. Except in exigent circumstances, as determined by the College Council Chair or Executive Vice President, College Council members shall:
  - a. Serve as members on at least two Committees, or
  - b. Serve on one Undergraduate Student Government Committee and one University-derived advisory committee or position; or
  - c. Serve as a Committee Chair or Cabinet member.

## **TITLE II: COLLEGE COUNCIL ELECTIONS**

- 1. College Council elections shall take place in both the Spring and Autumn Quarters. Second, third, and fourth year representatives shall be normally elected in the Spring. First year representatives shall be elected in the Autumn.
  - a. If an inaugurated College Council member elected in the Spring Quarter resigns their position on or before the beginning of the elections process, as determined by E&R, then the vacant seat shall be filled by a Special Election for vacant seat in conjunction with the Autumn Quarter election held for first year representatives.
  - b. In all other cases of absence, removal, resignation, or other vacancy in the College Council, the unelected candidate possessing the next highest number of votes in the electoral unit featuring the vacancy shall move into the seat. This individual shall become a Member and will possess all standard privileges and voting rights in the College Council.
    - i. The line of succession shall be determined by the candidates and votes for the most recent election held for the relevant electoral unit.
    - ii. If the candidate with the next highest number of votes declines the position or cannot serve in the position, then the seat shall again be considered vacant and filled as such.
    - iii. Should the above procedure fail to fill the vacancy, the Chair shall announce the existence of the vacancy and an application process to the relevant electoral unit. The Council shall then choose among these applications to fill the vacancy.
      - 1. An "announcement" entails the position's opening being thoroughly publicized across regularly maintained channels

- of publicity.
2. This announcement shall be made subject to Elections & Rules Committee normal announcement procedure as determined by the chair of that committee.
2. College Council Chair and Vice-Chair selections shall take place in the Spring Quarter prior to the start of the term for which the selected Chair and Vice-Chair will serve.
  - a. Any College Council Representative elected in the Spring Quarter for the upcoming term, as certified by the Election & Rules Committee, shall be eligible to serve as Chair or Vice-Chair of College Council.
  - b. An eligible Chair candidate who receives  $\frac{2}{3}$  of a vote by eligible voters is able to accept the position of Chair.
  - c. In the event no or multiple candidate(s) for Chair or Vice Chair receives a  $\frac{2}{3}$  majority, an eligible voter may propose to move for a vote between the candidates with the greatest number of votes to participate in a runoff by secret ballot. However, sufficient attempts at consensus on a candidate should be made.
  - d. The College Council shall select a Chair and Vice-Chair no later than fourteen days after the tabulation of ballots by the Elections & Rules Committee.
  - e. All current and incoming College Council Representatives shall be eligible to vote for the incoming Chair and Vice-Chair.
  - f. Upon accepting the position, the selected College Council Chair shall relinquish the seat within their class electoral unit and the vacancy shall be filled in accordance with §1(b) of this Title. The Vice-Chair shall retain their original seat within their class electoral unit.
  - g. In the event of a vacancy of the Chair, a new Chair shall be elected in the next meeting of College Council.
3. No representative shall be elected from an electoral unit unless they are eligible to vote in that unit. An undergraduate student may only be a member of one electoral unit.
4. To appear on the ballot, candidates must submit a candidacy petition to the Election & Rules Committee, in accordance with that Committee's by-laws, house rules, and other duly announced electoral procedures.
5. Regularly scheduled elections shall be administered by the Election & Rules Committee, in conjunction with the Cabinet and the Center for Leadership and Involvement.
6. In the event of an electoral tie, candidates with tied votes shall appear before the current College Council and the Council shall select one candidate by majority vote.

### **TITLE III: MEETINGS**

1. Unless otherwise specified in these By-Laws or standing rules and precedents, College Council meetings shall be guided by the principles set forth in the 2020 edition of *Robert's Rules of Order Newly Revised* or the most recent edition of *Robert's Rules* as decided by the College Council Parliamentarian or, in the event a parliamentarian is not employed, the Chair of E&R.
2. The College Council shall regularly meet in official sessions throughout the year at publicly announced times and locations. Meetings may be rescheduled or canceled at the discretion of the Chair or by a majority vote of the Council.
3. Quorum to conduct voting business of the Council in synchronous sessions shall consist of more than half the voting membership and the chair, vice chair, or designee of the chair. A fewer

number of members may meet as a Committee of the Whole for discussion and debate, provided the meeting is given public notice.

4. The Council Chair may convene extraordinary meetings of the Council at their discretion, or on the petition of five members of the Council.
5. The time, place, and agenda of all Council meetings shall be made public at least 48 hours before the convening of each meeting. Announcements shall be made at each Council meeting and posted appropriately.
6. The Council shall make all its official minutes, official records, and items of legislation available for public inspection in a timely fashion.
7. The Council shall allow note-taking, photography, and the use of video and audio recording devices at its meetings. If sensitive or potentially endangering information is presented or debated, the use of photography, note-taking, and video and audio recording devices may be prohibited by a two-thirds special rules determination of the Council, in accordance with Title IV of this Article.
8. College Council shall, within one week of the receipt of a Student Government Finance Committee, Sports Club Finance Committee, Community Service Fund, Coalition of Academic Teams, or Program Coordinating Council discretionary funding recommendation, review the funding recommendations from that entity.
  - a. The Chair of each relevant Committee shall send a funding recommendation for approval at least twenty four hours prior to the start of the College Council meeting at which the recommendations will be decided.
  - b. The Council may approve each recommendation, or by majority vote overturn the recommendation and report a new amount, or by majority vote direct the Finance Committee to reconsider its decision. The Vice President of Student Organizations, or their designee, shall be responsible for reporting the Council's decision to the relevant Committee and the Cabinet.
  - c. If a Recognized Student Organization wishes to appeal a discretionary funding recommendation, it must submit an appeal to the relevant Committee Chair, who will distribute the appeal to the College Council for review. The College Council shall adjudicate the appeal within one week of receipt.
9. The Student Government Finance Committee, Program Coordinating Council, Community Service Fund, Coalition of Academic Teams, and Sports Club Finance Committee/Sports Club Fund shall report their Annual Allocations decisions and appeals decisions, in full and as available, no later than the agenda submission deadline—as defined by the College Council Chair—for the College Council meeting in the eighth week of Spring Quarter.
  - a. Annual Allocations decisions shall not be considered final or communicated as final or probable to Recognized Student Organizations until approved by the College Council.
    - i. College Council Representatives shall not review the Annual Allocations decisions for Recognized Student Organizations of which they are members or otherwise have a conflict of interest. They shall adhere to *Robert's Rules* regarding conflicts.

## **TITLE IV: RESOLUTIONS, STATEMENTS, AND MOTIONS**

1. The College Council shall conduct its meetings and business, unless otherwise noted in the

Constitution, Bylaws, or standing rules that the College Council may adopt, through procedure as prescribed by the 2020 edition of *Robert's Rules of Order Newly Revised* or the most recent edition of *Robert's Rules* as decided by the College Council Parliamentary or, in the event a parliamentarian is not employed, the Chair of E&R.

2. The voting business of College Council shall be conducted by resolutions, which shall be the most formal mode of documentation of the Undergraduate Student Government. They shall be used in cases where a specific activity, policy, or affair of the Undergraduate Student Government is meant to affect an actor, tangibly and terminally, especially external actors. All amendments or addendums to the Undergraduate Student Government's governing documents shall also be in the form of a resolution. Motions of impeachment, removal, or censure shall also be resolutions. Motions of impeachment shall be understood as votes by College Council under and as defined by Article VIII §6 of the USG Constitution, and shall not run against bodies whose adjudicatory jurisdiction in their particular sphere is final and officially delegated by the Constitution, Bylaws, or by Resolution under this title, and shall not run against officials not elected or appointed by College Council, but those officials shall be amenable to impeachment by their electing or appointing body. Modifications to impeachment procedure shall not be modifiable by special rules determination, but may be modified by the expedited modification procedure or the written consent of the official in question. Resolutions act as the integral operative tool by which to formalize and coalesce student opinions, needs, and wants; they are dynamic and comprehensive, acting as:
  - a. Official statements of College Council and USG, including but not limited to:
    - i. Official positions on campus and outside issues;
    - ii. Statements of support/rejection of campus policies and other issues;
    - iii. Official appeals and requests of campus administration, campus institutions, RSOs, etc;
    - iv. Official representations of student opinions;
    - v. The use of USG and College Council emblems including but not limited to:
      1. The USG/College Council name;
      2. The USG/College Council insignia;
      3. Other representations of like that indicate support of USG/College Council
  - b. Official approval of initiatives:
    - i. Namely of College Council Representatives, other USG actors, and any falling under the purview of the legislative authority of College Council
      1. This may include reaching out to "upper-level" administration including Deans of the College, the Offices of the President, the Provost, and others
  - c. Appropriation of College Council and USG funds, where appropriate, including but limited to:
    - i. College Council events,
    - ii. Annual Allocation of USG funds,
    - iii. Approval of funding decisions by USG Committees
    - iv. Any and all events using funds under the purview of College Council
  - d. The expansion of USG entities including new communities and other branches.
3. In the event that the College Council wishes to indicate a stance on an issue, but not necessarily take action, a statement shall be issued. A statement is a rhetorical document that offers or

clarifies the voice of Undergraduate Student Government and the undergraduate Student Association but does not seek to affect specific mechanisms of change on an actor unless those specific mechanisms have already been approved in the form of another type of legislation.

4. A special rules determination shall be used to document and explain the reasons for an invocation of a special rule contained within the Undergraduate Student Government's governing documents, to include any instances where the rules of an official meeting are suspended. Special rules determinations shall not run against the Constitution or these Bylaws, unless specifically noted.
5. In the event that a resolution has been fulfilled, a two-thirds vote of College Council shall indicate that a resolution has been completed. The College Council Chair shall liaison with the staff cadre so that appropriate public notice of the completion of the resolution is public.
6. Unless otherwise specified, all items of legislation may be enacted by a majority vote of the College Council.
7. Resolutions will need to be submitted and read during one College Council meeting and voted on during a separate meeting; the length between these two meetings will be left up to the discretion of the Chair and Vice-Chair of College Council;
8. College Council may override the length between votes with the discretion of the College Council Chairs and approval by a super-majority ( $\frac{2}{3}$ ).
9. Equivalent items of legislation may only be introduced to College Council, for the purposes of voting, twice per quarter.
  - a. Legislation of the same matter as previously introduced motions must be substantially and substantively different to be considered unique and new for the purposes of this By-Law, as determined by the College Council Chair.
  - b. An item of business may be introduced under different types of legislation more than twice per quarter, so long as the item is not introduced more than twice per quarter under one type of legislation, and votes on the item do not fail more than three times across all types of legislation.
  - c. A vote to override a veto shall not count against this limit.
10. The College Council may not enact any legislation that contradicts the Constitution or these By-Laws, unless the legislation intends to amend, add onto, or otherwise alter the governing documents, and is approved with the proper voting threshold. This limitation includes special rules determinations.
11. The College Council may not enact any legislation concerning the selection or powers of officers of Committees, except where otherwise called for in these By-Laws. The Chair of E&R shall determine what legislation is not licit under this section.

## **TITLE V: VOTING PROCEDURES**

1. The Council shall principally hold votes for all items of legislation, first by unanimous consent if so called for, then by roll call vote.
  - a. Except in exigent circumstances where the Council is unable to reasonably meet synchronously to consider a motion before the cause of action becomes obsolete, the Council shall take care to conduct its votes synchronously.
  - b. In the case that a motion must be considered asynchronously, a vote shall be held over electronic mail whereby the responses of individual members shall be noted and included in a memorandum for the record, which shall be attached to the next released

College Council minutes. College Council members shall have no fewer than forty-eight hours to consider and vote on the motion asynchronously.

- i. Votes not cast within the forty-eight hour time period shall be considered abstentions for the purposes of meeting quorum.
  - c. Items of legislation in which the Council considers a matter proposed by another entity within the Undergraduate Student Government are in effect always in the public interest and therefore must be decided at a synchronous College Council meeting.
2. Normally, a vote tally with a listing of how each member voted shall be publicized for each vote taken on any motion and any item of legislation.
  - a. In cases where open debate and public vote totals present an overwhelming danger to the physical safety of individual members, the Council may issue a special rules determination to obscure how individual representatives voted. The tally of the vote on this special rules determination, which may pass by simple majority, shall be made public, along with a summation of relevant date and a reason for issuance. The Council shall include a summary of the special rules determination as a footnote to any relevant measures or items of legislation then passed under the determination.
  - b. Votes on confirmations of Undergraduate Student Government member appointments shall not be listed by member. Deliberation or vote tally publication shall not be subject to restriction in the case of confirmations.

## **TITLE VI: ATTENDANCE, ABSENCES, AND PROXIES**

1. If a member is unable to attend a Council meeting, the member may designate a proxy. If a member designates a proxy and the proxy attends the meeting in place of the member, that member will accrue a partial absence pursuant to §2(a) of this Title.
  - a. A proxy may be any student in the College that is a member of the Undergraduate Student Association.
  - b. The Council member must designate the proxy by notifying the Chair within an appropriate amount of time before the meeting, as determined by the Chair.
  - c. Council members may not serve as proxies for other Council members.
  - d. Members are responsible in full for the actions of their proxies.
2. Each member is allowed two absences per quarter. Should this number be exceeded, the Chair shall, after considering any relevant exigent circumstances, bring a motion to remove the member for neglect of duty, and give them a hearing in accordance with the Constitution. If the motion passes, removing the member, the resulting vacancy shall be filled in accordance with these By-Laws. If the motion fails, the Council should reduce the member's total absences to a total less than two.
3. An absence from a meeting shall cause a member to accrue one absence. Missing a portion of a meeting will cause a member to accrue half an absence, with a ten minute grace period at the beginning and end of the meeting. The use of a proxy at a meeting will accrue half of an absence to the member. Any absence in whole or part or proxy due to attendance at another Undergraduate Student Government meeting accrues no absence.
4. A College Council candidate runs intending to serve for the whole year. However, a Declared Proxy may serve on behalf of a College Council representative who studies abroad, or has some other prolonged justified absence as approved by the College Council Chair, for one quarter during that representative's term of service.



5. Should a candidate intend to study abroad at the time of the announcement of petition availability for the relevant election, that candidate must declare on the ballot the quarter in which they will be studying abroad and name the student who will serve as their Declared Proxy.
  - a. The College Council Chair's proxy is the Vice Chair in the event of a prolonged absence. The Vice Chair is free, although not required, to select a Declared Proxy in that event.
6. A College Council representative who does not designate a Declared Proxy on the ballot for their election automatically vacates the seat. E&R shall determine whether a Declared Proxy has been properly noted on the ballot prior to election, and shall notify the College Council Chair in the event of a seat being automatically vacated under this section.
  - a. If a candidate is elected as a representative, that representative's Declared Proxy will attend all Undergraduate Student Government-related meetings and cast votes on behalf of the representative during the quarter in which the elected representative is studying abroad. This Declared Proxy will be bound to any and all attendance rules that would normally apply to a College Council member. The attendance of the representative who is studying abroad will be gauged by the attendance of the Declared Proxy.
  - b. A Declared Proxy has the power to resign and to vacate their seat. If a Declared Proxy vacates their seat for any reason, the representative for whom the Declared Proxy is proxying shall be contacted to select a replacement. In the event that no replacement can be found, the representative shall forfeit their seat on the College Council. Such a vacancy shall be filled pursuant to these By-Laws.
7. No member of the undergraduate Student Association may run for a College Council seat if the member plans on studying abroad for more than one quarter during the requisite term of service.

## **ARTICLE III: LEADERSHIP AND CABINET**

### **TITLE I: GENERAL**

1. The Cabinet shall be Chaired by the President and shall consist, at minimum, of an Executive Vice President, College Council Chair, College Council Vice-Chair, Vice President of Advocacy, Vice President of Student Affairs, Vice President of Campus Life, Vice President of Student Organizations, and Trustee and Faculty Governance Liaison. All Cabinet members shall be voting members.
2. The Cabinet shall meet on a regular basis throughout the academic year and at a reasonable pace during other times, so long as Committees, working groups, and/or College Council have standing meetings. All Cabinet meetings shall be open to the public.
  - a. Should the Cabinet discuss sensitive materials—as defined by these By-Laws—the Cabinet may enter an Executive Session in which that portion of the meeting is closed to the public.
    - i. Instances of Executive Session shall be notated in their general topic and reason for sensitivity in the agenda of that meeting.
3. Each Vice President shall communicate with their respective active Committees and other officials under their purview on a regular basis during the academic year. The Vice Presidents shall be prepared to discuss the content of these meetings to the Cabinet and College Council

upon request, provided information is not sensitive.

4. No Cabinet member shall serve concurrently on multiple Cabinet Positions.

## **TITLE II: INTERNAL BUDGET**

1. The Vice President for Student Organizations (VPSO), no later than the first College Council meeting of Spring Quarter, shall promulgate a timeline for the completion of all annual allocation decisions for the following Student Organizations committees:
  - a. Student Government Finance Committee (SGFC)
  - b. Program Coordinating Council (PCC)
  - c. Coalition on Academic Teams (CAT)
  - d. Sports Club Finance Committee/Sports Club Fund (SCFC/SCF)
  - e. Community Service Fund (CSF)
2. The timeline promulgated by the VPSO shall include, at a minimum: the due date for applications to each specified committee, the days on which committees will deliberate and hear presentations from RSOs, the days on which committees will provide preliminary budget allocations to RSOs, the days on which committees will hear appeals, and the day that the VPSO will present the consolidated annual allocation to College Council or the days on which the VPSO will present committee-specific annual allocations to College Council.
3. The Cabinet shall present a proposed budget for approval for the following academic year to the College Council no later than the fifth week of Spring Quarter, or before the first day of Annual Allocations deliberations as determined by the VPSO's calendar, whichever is earlier.
  - a. The Cabinet shall request formal budget requests from each Undergraduate Student Government unit, which should detail how each unit expended their budget in the present term, how much each unit is requesting for the upcoming term, and their plan or justification for spending their total requested budget.
    - i. For all Student Organizations committees, the Cabinet shall request from each member Recognized Student Organization, with the assistance of the relevant Committee Chair, the following information in lieu of a budget request:
      1. The budget requests for the current academic term, submitted the prior Spring Quarter.
      2. A ledger of all expenditures and encumbrments for the current term.
      3. The anticipated amount of budget rollover from the current term to the upcoming term.
      4. Additional context for the present term's and future term's budget and funding requirements, including but not limited to any new, large one-time, or higher expenses in the upcoming term, any major areas of historical underfunding, or any other additional information that would assist the Cabinet in setting Student Organization committees budgets.
  - b. The Cabinet shall allow each unit at least four business days from the time of announcing the proposed budget to submit an appeal for their unit, based on prior criteria determined by the Cabinet.
  - c. The Cabinet may earmark anticipated rollover funds among Undergraduate Student Government units in setting the following year's budget. Any such earmarks shall encumber those funds in the present term.
4. The Cabinet shall maintain a discretionary budget for the efficient and expeditious availability

of funds for units, projects, programming, administrative expenses, or other costs throughout the academic year.

- a. At the start of each term, the Cabinet shall approve and publish its discretionary funding criteria to provide derivative expenditure authority to qualified individuals. For example, the Cabinet may decide to require that all discretionary expenditure be approved by the whole Cabinet, or the Cabinet may authorize the President or another individual the authority to make certain expenditure decisions without explicit approval.
  - i. At minimum, the Cabinet shall require all expenditures to be tracked within twelve hours of encumbrment or disbursement, and shared on request from any Undergraduate Student Government member.
- b. Every Undergraduate Student Government entity shall have the right to request discretionary funding at any time during the present term by submitting a written funding request with their Vice President.
  - i. The Cabinet shall make a decision on a funding request no later than seven days upon the receipt of the funding request.
  - ii. The Cabinet shall not approve a funding decision without specific information about the proposed use of funds and nature of expenditure.
- c. No earlier than the eighth week of Winter Quarter, the Cabinet may initiate an internal transfer of funds from Undergraduate Student Government units for the purpose of budget reallocation, according to the following procedures.
  - i. The Cabinet shall only transfer funds internally for a specific expenditure or earmark.
  - ii. The Cabinet shall take care to prioritize transferring funds internally for a use that is of a similar spirit to the funds' originating unit, before transferring funds for a uniquely different purpose or use.
  - iii. The Cabinet shall not transfer funds internally without first requesting a memorandum of anticipated fiscal impact from the originating unit's leader and University advisor, as applicable.
    1. The Cabinet may approve by majority vote a transfer that has the approval of the originating unit's leader and advisor, as applicable; or that has not received an impact statement within three business days of request submission; or that is assessed in the memorandum of anticipated fiscal impact to have no financial trade-off, including situations in which the unit has no anticipated expenditure of the relevant funds.
    2. The Cabinet may approve by two-thirds vote and majority College Council approval a transfer that does not have the approval of the originating unit's leader.
  - iv. This clause shall not prohibit the transfer of discretionary funds to an Undergraduate Student Government unit at any time in the year. It shall also not prohibit collaboration between Undergraduate Student Government entities on jointly funded projects, programs, or initiatives throughout the year.
- d. All unused and unencumbered USG unit balances on the first day of the ninth week of Spring Quarter shall automatically be available for discretionary use or rollover earmark.

### **TITLE III: STAFF CADRE**

1. Undergraduate Student Government shall maintain a cadre of student staff throughout the year to provide logistical support to its operations. Unless otherwise specified, all staff services shall be available to all Undergraduate Student Government units. Staff services shall be available to E&R, but paid staff may not be members of E&R.
2. The Standing Staff positions of the Undergraduate Student Government may include:
  - a. Communications Analysts, who shall take meeting minutes at official or internal Undergraduate Student Government meetings and publicize meeting details and other content for accessible public digest.
    - i. In the event that a Communications Analyst is not available to take meeting minutes at an official meeting of an Undergraduate Student Government organization, the Chair of the pursuant body is responsible for the procurement of minutes, and must designate a member of the pursuant body to take minutes.
  - b. Historians, who shall apolitically maintain Undergraduate Student Government archives in collaboration with the Special Collections Research Center, fulfill Freedom of Information Act requests, and complete historical research tasks.
    - i. Historians shall ordinarily be funded by the Office of Career Advancement.
  - c. Graphic Designers, who shall produce graphics and reports for internal and external Undergraduate Student Government materials.
  - d. Social Media Managers, who shall maintain Undergraduate Student Government social media channels.
  - e. Website Managers, who shall maintain the Undergraduate Student Government website.
  - f. Parliamentarians, who shall ensure compliance with Undergraduate Student Government governing documents and assist College Council and Cabinet leadership with maintaining order and proper procedure at meetings.
    - i. Parliamentarians shall be hired at the discretion of the College Council Chair, in consultation with the Executive Vice President.
    - ii. In the event that a Parliamentarian is not hired, the Vice-Chair or designee shall act as the Parliamentarian.
  - g. Student Organization Community Service Program Analysts, who shall provide necessary support to USG community service initiatives in collaboration with the Community Service Fund and other relevant stakeholders.
    - i. The Student Organization Community Service Program Analyst shall only be funded if such funding is available through the Office of Career Advancement.
    - ii. The Community Service Fund Chair may concurrently hold the position of Student Organization Community Service Program Analyst, in consultation with the University Community Service Center.
  - h. Above positions may be merged, or have responsibilities divided, at the discretion of the Executive Vice President.
  - i. Further positions which may be created as needed with the approval of the College Council by two thirds vote.
3. The Executive Vice President shall ensure all necessary Standing Staff positions are posted on Handshake as soon as is feasible during or prior to the Autumn Quarter. The Executive Vice President, or their designee, shall regularly maintain Handshake positions for vacant positions.

All staff cadre positions shall be posted on Handshake, except in cases where the Office of Career Advancement gathers applications directly or a current staff member wishes to retain their position.

- a. At minimum, the Executive Vice President shall ensure that there is at least one Communications Manager on staff by the third week of Autumn Quarter, who should be available to take minutes at weekly College Council meetings.
4. The Cabinet may authorize the creation of additional staff cadre positions by majority vote. The College Council may authorize additional Standing Staff positions by two thirds vote.
5. The base pay rate of hourly Undergraduate Student Government staff shall be fifteen dollars per hour, which can be increased as needed at the discretion of the Cabinet. Staff cadre shall not be granted signing bonuses.
  - a. Staff may receive a one dollar per hour pay raise upon the completion of the equivalent of three full academic quarters, excluding Summer Quarter.
    - i. Generally, except in exigent circumstances, staff cadre positions are maintained in the Autumn, Winter, and Spring Quarters.
  - b. No Undergraduate Student Government staff member shall be paid more than twenty one dollars per hour.
  - c. Pay scales shall not apply to student staff who receive grants from the Office of Career Advancement, such as through the Metcalf Internship Program.
6. Before the conclusion of their term, the outgoing Executive Vice President may extend to any staff members who are in good standing the offer to return to their position, according to the pay scale specified in this Title, for the following academic year.
7. The Cabinet shall prioritize the hiring of work study eligible students.
8. The Executive Vice President shall maintain a regular relationship with the Office of Career Advancement to maximize the amount of external funding received for staff and other relevant paid positions in Undergraduate Student Government.
9. The Executive Vice President, or their designee, shall take care to review and approve the weekly hours of hourly staff employees on Workday, and shall not improperly disseminate sensitive Workday information, in line with expectations communicated by the Center for Leadership and Involvement.
10. No member of the Elections & Rules Committee shall be a member of the Staff Cadre and the aforementioned committee during the same academic year, unless as approved by the College Council by two-thirds public vote. This shall not restrict the E&R secretary, who is not considered a part of the USG staff cadre, as they are not paid and are subject to E&R regulations supplementary to these by-laws, but is considered a special staff category.

## **TITLE IV: MISCELLANEOUS**

1. The President shall be responsible for creating the agendas and organizing planning and attendance for meetings with the University President, University Provost, Dean of the College, and Dean of Students in the College, unless otherwise designated to another individual.
  - a. The President shall take care to invite a wide variety of Undergraduate Student Government members from the Cabinet, Committees, College Council, and elsewhere, as well as, with discretion, non-members, to maximize reasonable student exposure to principal administrators. The President shall balance maximizing student exposure with protecting Undergraduate Student Government relationships with

- administrators.
- b. Only individuals properly declared to administrators, as determined by the meeting organizer, prior to a meeting, shall be allowed to attend that meeting.
  2. The Trustee and Faculty Governance Liaison shall communicate to the Cabinet and College Council any agendas or meeting themes for the Student Perspective Series with the Board of Trustees. The Trustee and Faculty Governance Liaison shall receive the advice of the Cabinet before finalizing student attendees to Student Perspective Series meetings.
  3. The Cabinet may determine a planned training program for Undergraduate Student Government members. The College Council Chair and Vice Chair may also prepare training materials for new and returning College Council members. The President may assign various Undergraduate Student Government leaders with the responsibility of designing and implementing training according to the approved plan.
    - a. When possible, the Cabinet may plan an orientation session with all Undergraduate Student Government members no later than the sixth week of Autumn Quarter to advise members on governing documents and procedures.
    - b. The College Council Chair or their designee may plan College Council retreats or socials during the academic year.
    - c. Academic years and academic quarters, for the purposes of these by-laws, shall not include summer quarter
  4. The President, or their designee, shall ensure that the Undergraduate Student Government Office remains in tidy, accessible, and functional order throughout the academic year, except in cases during which the Office is declared closed for renovations or maintenance.
    - a. The President or their designee shall take care to ensure the Undergraduate Student Government Office is secured, sensitive materials are not accessible to unauthorized individuals, and office materials are replenished as necessary.
    - b. Unauthorized Undergraduate Student Government members, as determined by the Student Advocates or Caseworker on duty, shall not be allowed to enter the Office during Student Advocate's Office time, except as a client.
    - c. Undergraduate Student Government members shall not occupy the Office outside of Reynolds Club building hours.
      - i. The President shall refer any instances of reports of building hours violations to the College Council for investigation and action.

## **ARTICLE IV: COMMITTEES**

### **TITLE I: GENERAL**

1. Membership of all Committees shall be open to all members of the undergraduate Student Association, with exceptions in these By-Laws.
2. Ex-officio members of all Undergraduate Student Government Committees shall not vote in those Committees, with the exception of E&R, whose ex-officio members shall conduct themselves by consensus.
3. A Committee Chair and all Committee members must be members of the undergraduate Student Association. Chairs shall not vote, unless in order to break a tie or exercise a proxy.
4. All Committees should keep official records of their proceedings, deliberations, operations, votes, contact with administrators, attendance of members, and other key matters in accordance

with these By-Laws and directives from E&R.

5. When possible, the time, location, and agenda of all committee meetings shall be made public in the same fashion as College Council meetings, according to the Constitution and directives from E&R.
6. The Executive Vice President may, upon the request of the relevant Committee Chairs or Vice Presidents, detail hired Communications Managers for Committee minutes and other recordkeeping capacities. They may detail other staff upon Committee request, in line with staff capacity and approved work schedules. If no staff are available, Committee Chair's shall ensure that minutes are taken by a member of their committee.
7. A "Committee," as referred to in these By-Laws, delineates one of the thirteen standing permanent committees listed in the Undergraduate Student Government Constitution, also respecting any that has been established, removed, or modified since the adoption of the Constitution. E&R and its subcommittees are the only committees with final adjudicatory jurisdiction over its chosen subject area and officially delegated by the Constitution, Bylaws, or Resolution, as noted in Article VI §8 of the USG Constitution.
8. Committees shall be selected and have duties as defined in these By-Laws. For committees whose duties are not specified by these By-Laws, each committee should maintain its own set of by-laws subordinate to the general Undergraduate Student Government By-Laws and the Undergraduate Student Government Constitution. Contradiction between these By-Laws and the Constitution, and interpretation of these by-laws, shall be done by E&R. Article 3 §4 of the USG Constitution shall be determined by E&R as to relevant by-laws or committees.
9. Committees may contain Subcommittees, which need not overlap with the primary Committee in terms of membership, save for the mandatory inclusion of the chair of the committee as chair of the subcommittee, in accordance with the Constitution. Subcommittees may be created at the discretion of the chair of the committee, and may only be created for a purpose that the committee's charge covers. E&R shall determine whether a subcommittee has a purpose within the charge of the relevant committee.
10. Committees, upon the approval of the President, Executive Vice President, relevant Vice President, and College Council, and in accordance with the Constitution, may appoint Vice-Chairs.
11. Co-Chairs may only be appointed to Committee leadership if the two Chair candidates apply for the position of Chair together, without the request of the Cabinet.
12. Committee Chairs shall meet and communicate regularly with their Vice-Chairs or Subcommittee Chairs.
13. Additional non-Committee units, like the Emergency Fund but not the Student Advocate's Office, shall be constituted under this Article.
14. Unless otherwise specified in these By-Laws, each Committee Chair shall be selected by a consensus of the President-Elect, Executive Vice President-Elect, and the relevant Vice President-Elect.
  - a. Applications for Committee Chairs shall be created by the President-Elect, Executive Vice President-Elect, and relevant Vice President-Elect, and shall be disseminated to the student body no later than the seventh week of Spring Quarter.
  - b. Committee Chair nominations shall be submitted to the College Council for a vote no later than the ninth week of Spring Quarter.
    - i. If consensus between the Vice President-Elect, the President-Elect, and the Executive Vice President-Elect is not reached, then each may submit their own

nominee to the College Council, and the College Council shall vote between those Chairs.

- c. Current and incoming College Council Representatives are eligible to vote on Committee Chair confirmations.
15. Unless otherwise specified in this Article, each Committee Chair and the relevant Vice President shall be responsible for specifying the application content and timeline, and the number of Committee members appointed.
- a. The incoming President-Elect and Executive Vice President-Elect may decide, with the advice of the Vice President-Elects, to disseminate Committee member applications with Committee Chair applications in the Spring Quarter, so long as Committee members are not confirmed without the consent of the selected incoming Committee Chairs.
  - b. All normal Committee member confirmations shall occur no later than the sixth week of Autumn Quarter, with the exception of the Committee on Academic Teams and the Program Coordinating Council, which shall occur no later than the first week of Spring Quarter, E&R, which is subject to its own procedure, and the Sports Club Finance Committee, which shall allow though not require the Senior Associate Athletic Director for Recreation and Fitness or substantive equivalent to appoint no more than two voting members but shall be subject to the normal appointment timeline. No member of E&R may be appointed without the advice and consent of the chair of E&R.
  - c. Additional rounds of committee member applications and confirmations can be disseminated by the Executive Vice President with the advice and consent of the President and relevant Committee Chair(s).
16. College Council shall receive and review all selected Committee Chair and member application materials, except for the Sexual Assault Awareness and Prevention Committee's application materials, and those with access restrictions requested by specific applicants and approved by the Executive Vice President.

## **TITLE II: STUDENT GOVERNMENT FINANCE COMMITTEE**

- 1. The Student Government Finance Committee (SGFC or Finance Committee) shall review requests from Recognized Student Organizations (RSOs) for the allocation of funds allotted to Undergraduate Student Government from Campus and Student Life, and shall make recommendations accordingly.
- 2. The Finance Committee shall consist of nine university students plus a non-voting Chair. Two of these students shall be selected by the College Council Chair for service on SGFC; the rest should be selected among the general student body via application. All selections should be completed with the advice and consent of the Center for Leadership and Involvement.
  - a. In the event that the College Council fails to meet its quota of elected representatives, it may vote by two-thirds majority to seat a constituent in lieu of an elected representative.
  - b. A Committee Vice-Chair shall be appointed in the Autumn Quarter by the Committee Chair. The College Council or the Finance Committee may overturn the Chair's appointment by a two thirds majority.
  - c. One Center for Leadership and Involvement advisor shall serve as an advisor to the



Committee.

- d. The term for all members of the Finance Committee shall be for one academic year.
3. Vacancies on the Finance Committee shall be filled at the following College Council meeting in the manner in which that SGFC member was selected.
  - a. A vacancy shall occur when a member of the Finance Committee has three unexcused absences in a quarter, voluntarily resigned, has been removed by the College Council, or no longer holds the qualifications of membership.
  - b. An unexcused absence shall be defined as failure to arrive at the meeting within thirty minutes of its start time with no designated proxy or leaving at a time earlier than the scheduled end of the meeting with no designated proxy.
4. The Chair of the Finance Committee shall be appointed by the President, Executive Vice President, and the Vice President of Student Organizations, with the advice and consent of the College Council, by the end of the preceding Spring Quarter.
5. The Vice-Chair shall keep their status as a full voting member of the Finance Committee. In the absence of the Chair, the Vice-Chair, or the Vice President of Student Organizations, shall fulfill the duties of the Chair as Acting Chair. While acting as Chair, the Vice-Chair or the Vice President of Student Organizations shall not have a vote on the Finance Committee. The Chair may delegate any of the Chair's duties to the Vice-Chair.
6. The mission of the Finance Committee shall be to fund activities, whether individual or ongoing, that furthers the purpose of its allocation, which includes, but is not limited to the following:
  - a. Improving student life on campus by providing opportunities for participation in artistic, social, intellectual, educational, cultural, or informational activities of diverse types and varying magnitudes;
  - b. Providing activities that collectively appeal to all students from the College within the University, and that collectively reach the broadest range of interests and viewpoints that is practically feasible;
  - c. Enabling activities and organizations to serve students as vehicles through which students can seek support, identity, and personal expression;
  - d. Providing activities which further the spirit of the College as a community of ideas.
7. The Finance Committee shall recommend funds to RSOs for activities sponsored by one or more RSOs based on consideration by the Finance Committee of the following factors:
  - a. The extent of the expected artistic, social, intellectual, educational, cultural or informational contribution to be made directly or indirectly to the College as a community by the activity;
  - b. The number of student participants or spectators expected to benefit directly from the activity;
  - c. The cost of the activity per student expected to benefit directly by the activity, and whether such cost is consistent with the cost per student of similar activities funded by the Finance Committee;
  - d. The extent to which funds are likely to be available for the activity from other sources, whether they be College or non-College sources;
  - e. Any other constitutional factor that the Finance Committee deems appropriate.
8. The Finance Committee shall not allocate funds to directly contribute to any active political party or election campaign. The Finance Committee shall not allocate funds for an event or

publication whose purpose is to promote any candidate for office within or without the College.

9. The Finance Committee shall consider budgets for the funding of speakers without consideration of the point of view of the speaker, provided that an open question and answer session will follow the speech, and considering that the event is in accordance with all other Finance Committee policies.
10. All Finance Committee recommendations must be approved by the College Council, according to the timeline set forth by the Vice President of Student Organizations.
11. SGFC shall have the power to regularly conduct audits and reviews, on behalf of the College Council, of any budgets funded by SGFC.
12. SGFC shall not have the power to revoke the recognition, privileges, or funding benefits of any RSO, however, SGFC may formally request that the College Council revoke funding privileges of an RSO. SGFC may also request that the Center for Leadership and Involvement revoke recognition of an RSO.
13. RSOs shall have the right to speak in the defense of their budgets or their actions, and shall also have the right to appeal any decision made by SGFC, be it a funding recommendation or another action taken, to the College Council, and shall also be entitled to be notified of these rights. These rights shall not be conferred to Undergraduate Student Government members who serve on the board or are a member of the RSO in question, according to Article I of the Constitution. E&R shall determine whether a USG member is a member or on the board of the RSO in question, and shall determine conflicts of interest and relevant mitigation procedures for all of USG, which it shall codify in directives as needed.
14. SGFC shall establish and codify, by statute, the procedures and protocols for funding RSOs, and this shall be called the SGFC Funding Guidelines.
15. SGFC will operate from the Cost Guide in determining allocation amounts – however, SGFC may choose to deviate from these guidelines should there be mitigating and extenuating circumstances.
16. Quorum to make funding recommendations shall be four members, plus the Chair, or five members with one acting as Chair.
  - a. For the purposes of quorum, a student shall count as a member only if they have been appointed in the manner described in these By-Laws.
17. Annual Allocations shall annually review requests for funds from Recognized Student Organizations and make recommendations accordingly.
18. The incumbent SGFC shall be responsible for Annual Allocations, and shall be chaired by the incumbent Chair of SGFC. Should a vacancy occur among the members of the Student Government Finance Committee during this period, the vacancy shall be filled in accordance with the procedures outlined in this Title.
19. The SGFC shall have the power to allocate up to seventy percent of the amount allocated to its budget for the following academic year, unless a waiver is issued by College Council or the Cabinet earmarks rollover to SGFC, both of which can be allocated at a rate of one hundred percent.
20. All SGFC recommendations regarding Annual Allocations must be approved by the College Council, according to the timeline set forth by these By-Laws, the Constitution, and the Vice President of Student Organizations.
21. SGFC shall operate from the SGFC Guidelines in determining allocation amounts, except in exigent circumstances as determined by the Chair and the Vice President of Student

Organizations.

22. Summer SGFC shall allocate funds not to exceed three percent of the estimated total available for the current year, in accordance with the guidelines of the Finance Committee.
  - a. The SGFC shall also receive two-thirds of the aggregate of those funds remaining in all Undergraduate Student Government accounts at the end of the prior fiscal year to disburse during the Summer Quarter, unless otherwise earmarked by the Cabinet prior to the start of Summer Quarter.
    - i. Outlays made from this rollover shall not count towards the funds SGFC may spend in the summer from the total budget available in the current fiscal year
  - b. Any remaining funds from the current fiscal year budget shall be returned to SGFC.
23. The summer SGFC shall operate from the SGFC Guidelines in determining allocation amounts, except in exigent circumstances as determined by the Chair and the Vice President of Student Organizations.

### **TITLE III: COMMITTEE ON RECOGNIZED STUDENT ORGANIZATIONS**

1. The Committee on Recognized Student Organizations (CORSO) shall consist of five members, plus an appointed Chair. Four members shall be chosen by the Vice President of Student Organizations and the appointed Chair via an application process, with approval from the Center for Leadership and Involvement, and they shall be confirmed by College Council. The College Council shall select one of their members to serve on the committee with the approval of the appointed Chair. One Center for Leadership and Involvement staff member shall serve as an advisor to the Committee.
  - a. At the Chair's discretion, up to two additional members may be appointed from either the College Council or the Student Association. These members must be approved in the same manner as prescribed above.
  - b. Prior to the next academic year, the incoming President, Executive Vice President, and Vice President of Student Organizations, in consultation with the incoming Chair, must appoint up to four members to be seated in the Spring, with the approval of the College Council. Applications will be solicited no later than the 9th week of Spring Quarter.
2. Vacancies on CORSO shall be filled at the following College Council meeting in the manner in which that CORSO member was selected.
  - a. A vacancy shall occur when a member of CORSO has three unexcused absences, voluntarily resigned, has been removed by the College Council, or no longer holds the qualifications of membership.
  - b. An unexcused absence will be defined as failure to arrive at the meeting within thirty minutes of its start time with no designated proxy, or leaving at a time earlier than the scheduled end of the meeting with no designated proxy.
3. The Chair of CORSO shall be appointed by the President, Executive Vice President, and the Vice President of Student Organizations, in consultation with the Center for Leadership and Involvement and the confirmation of the College Council.
4. CORSO's official duties include, but are not limited to:
  - a. Assessing the resource needs of Recognized Student Organizations (RSOs) in the University;

- b. Facilitating communications between the Center for Leadership and Involvement and RSOs;
  - c. Providing quarterly development opportunities for RSOs;
  - d. Fielding RSO complaints;
  - e. Reviewing applications for prospective RSOs;
  - f. Providing Office Hours for prospective and current RSOs;
  - g. and Giving out the RSO Awards and Student Leader Recognition and Access awards.
- 5. Upon recommendation from CORSO and in consultation with the Vice President of Student Organizations, the Director of the Center for Leadership and Involvement shall grant or withdraw RSO recognition to student groups.

## **ARTICLE V: POLICY PROCEDURES**

### **TITLE I: ADMINISTRATIVE CONTACT**

- 1. The Executive Vice President, with the assistance, advice, and consent of the Cabinet, shall ensure that communication between members of the Undergraduate Student Government and university administrators is efficient, direct, and streamlined.
  - a. Via the issue area-relevant Vice Presidents, the Executive Vice President shall take care to ensure that relevant points of contact are made clear and available to relevant administrators.
- 2. Any member, in coordination with the relevant Vice President and other Undergraduate Student Government leaders, as necessary, may contact an administrator for the purposes of general inquiries or the acquisition of unique and timely information unknown to Undergraduate Student Government. Members should not contact an administrator for the purposes of advocating for a policy or other action without the advice and consent of the College Council, in accordance with Title II of this Article.
- 3. This Title shall in no way serve to compartmentalize or prevent due contact between Undergraduate Student Government members and administrators.
- 4. Members of the Undergraduate Student Government shall not advocate, except when approved by the Cabinet in exigent circumstances, for a change in policy or other action without prior consent of the College Council and other relevant actors per these By-Laws, in accordance with Article II of the Constitution.
- 5. Recognizing that administrators may spontaneously inquire, during meetings and through other mediums, the advice or position on a matter of policy of Undergraduate Student Government, its members, and the undergraduate Student Association, members shall take care to abide by the following guidance:
  - a. Delay the provision of a response until such time as proper review by College Council and other relevant stakeholders is able to and has occurred.
  - b. In cases where the interests of Undergraduate Student Government and the undergraduate Student Association would be significantly undermined without an immediate response, such as because the administrator would not accept or substantively incorporate into their immediate policy actions student input, members may provide a tentative and conditional response to the administrator, adhering to the spirit of §4 of this Title.
  - c. In all cases, members shall utilize their best knowledge and understanding of items of

legislation passed by the College Council, the Advocacy Agenda, and other discussions of their Committees and other Undergraduate Student Government entities, as applicable, in discussing matters of policy with administrators.

## **TITLE II: INTERNAL APPROVAL**

1. At the beginning of the academic year, if the President and Executive Vice President deem it valuable in consultation with the College Council Chair, Cabinet may initiate a deliberative process to compile an Advocacy Agenda consisting of the policy priorities of the Cabinet, College Council, and Committees. Such an Advocacy Agenda may be used to streamline and communicate large-scale policy platforms and initiatives of USG to administrators and the broad university community.
2. Policy projects or initiatives may be assigned to a Home Committee, which shall be notified and their approval sought for any policy changes in their policy area.
3. The President may delegate policy priorities of USG, including those listed in an active Advocacy Agenda, and proposed priorities thereafter, to the priority's relevant Home Committee, consulting the Cabinet.
4. Special staff categories, including those in SAO, in regulation, issued either by the College Council or USG committee, may not have their bylaws within the USG bylaws edited or other subsidiary bylaws edited, as determined by those staff in writing, without the written advice and consent of those staff or completion of the expedited modification procedure in which the College Council votes an identical change to the requisite bylaws. College Council, Cabinet, or another body of Undergraduate Student Government can override the determination of E&R on the validity of its composition of the *Election Code* or *House Rule* and rewrite them, but must do so over five non-consecutive academic quarters not including summer quarter, known as the expedited modification procedure.
5. The College Council shall consider and vote on any final proposal, including the opportunity for the President to veto the proposal, and for the College Council to overturn that veto, in accordance with the Constitution. If the proposal passes, the execution of its content may be delegated to the Home Committee from whence it was submitted. That Home Committee shall carry out the policy, with the policy of delegation of responsibilities at its discretion and in accordance with these By-Laws and guidance from the Cabinet.

## **TITLE III: CONFIDENTIALITY**

1. When publicity of communications between USG members would create circumstances contrary to USG's mission of improving the student experience, USG members shall mark such communications with either "[sensitive]" or "[extremely sensitive]".
  - a. Communications shall be marked [sensitive] if publicizing their content would harm USG's ability to enact and advocate for policy to improve the student experience. The content of communications marked [sensitive] should not be shared with any non-USG members, excluding Center for Leadership and Involvement staff but including administrators, until the concern that brought about the [sensitive] marking is considered resolved by the individual who marked the communication as such.

- b. Communications shall be marked [extremely sensitive] if publicizing their content would pose concerns about any individual's privacy and/or safety. The content of communications marked [extremely sensitive] should not be shared with anyone who did not receive the given piece of communication, including Center for Leadership and Involvement staff, administrators, and other USG members, unless given express permission to share the information with specifically delineated individuals by the individual to whom sharing the information poses a concern.
          - i. Any individual shall be free to request that a piece of communication be termed [extremely sensitive], and the sensitivity of that information shall be respected by all relevant communicators.
          - ii. Applications to the Sexual Assault Awareness and Prevention Committee are automatically considered [extremely sensitive].
2. USG members shall respect the confidentiality of any information shared by administrators when confidentiality of the communicated information is requested by those administrators.
3. USG members shall respect the confidentiality of any information shared with them in confidence by members of the student body, including fellow USG members, and not use such information in any official USG communications.

## **ARTICLE VI: ELECTIONS, APPOINTMENTS, VACANCIES, AND REMOVALS**

### **TITLE I: ELECTIONS**

1. The powers and duties of the Election & Rules Committee (E&R) shall be limited to those enumerated within the Constitution, these By-Laws, the Election Code, and their subsidiary House Rules or other subsidiary documentation. Unless otherwise specified in the Constitution or these By-Laws, this Article shall serve as the preeminent authority governing elections.
2. E&R shall have six members who serve terms of the remaining duration of the academic year, one calendar year, or two calendar years. Members of E&R shall be nominated by the Cabinet and confirmed by College Council.
  - a. The Executive Vice President shall solicit applications for vacant E&R positions no less than four weeks before an upcoming election, unless any segment of that period occurs prior to the first day of Autumn Quarter. Further, the Executive Vice President shall consult and obtain the approval of the Chair of E&R regarding both the appointment of new members and the opening of applications for E&R.
  - b. The Executive Vice President, and then the College Council Chair or Vice Chair, shall serve as Acting Members of E&R should the committee have fewer than three members at any time.
  - c. If the Executive Vice President, College Council Chair, or College Council Vice Chair intend or do vie for candidacy in an election, or otherwise be directly involved in an ongoing campaign for Undergraduate Student Government office, then they shall not serve on the Elections & Rules Committee in this manner. Instead E&R shall designate members of Undergraduate Student Government or the Undergraduate Student Association to fill any remaining vacancies.

- d. The Executive Vice President shall make all nominees' applications available unaltered to the College Council one week prior to the Council's intended vote to confirm E&R members.
  - e. E&R applicants shall present themselves to the College Council prior to a vote on their confirmation at a College Council meeting. In the event that E&R nominees are not present in person, save for exigent circumstances as decided by the Chair of College Council, they shall not be considered confirmed by College Council until their presence at a College Council meeting has been recorded. This shall not apply to members being reappointed or their terms extended.
    - i. Upon acceptance of their positions at the College Council meeting at which they are present, all members of E&R shall at that meeting sign neutrality agreements for the elections, which shall be kept on file by the Center for Leadership and Involvement until the end of their terms.
    - ii. It is incumbent on the Chair of E&R to ensure that neutrality agreements are signed in the event of a member's term being lengthened to cover elections not specified in the neutrality agreement and ensure that they are received by the Executive Vice President and held until the end of their terms.
  - f. The College Council may not adjourn the final meeting of Winter Quarter unless the E&R committee has been fully constituted or has otherwise exhausted consideration of all available applicants. The Chair of E&R may require in writing to the Chair of College Council, at the close of any given quarter, that the above procedure apply, pursuant to the normal mechanism in these by-laws within *Bylaws* Article IV Title I §4-5.
- 3. Any member of the undergraduate Student Association is eligible to serve on E&R, though when seating E&R, the College Council reserves the right to inquire about an applicant's expected graduation date and opportunities which may inhibit service on E&R during the term for which they have applied.
  - 4. Members of E&R shall choose one of their number to serve as Chair of the E&R Committee. The Chair shall not vote except to break ties. All proxies shall run through the chair of E&R, and all members not present at a scheduled E&R meeting shall notify the chair of E&R, who shall vote their proxies subject to members' policy guidance, subject to the *House Rules* Title I §F.
  - 5. All E&R meetings will be open to the public and the time and location of each meeting shall be made available in advance of the meeting, save for when the committee itself, under its own procedures as it shall determine, be closed and confidential. A Communications Manager shall be detailed by the Executive Vice President to maintain minutes, but those minutes may or may not include notes when E&R meetings are confidential to the public, pursuant to various regulations under the *House Rules* Title I §E. E&R minutes and decisions may not include the names of the members attached, in any way, to the way that they voted.
  - 6. E&R may recruit volunteers to aid the committee in its operations. Volunteers shall not have speaking or voting rights in E&R proceedings. All subcommittee members and volunteers shall not count toward the four member and chair limit on the size of E&R. Subcommittees of E&R may, at the discretion of the chair of E&R, overlap membership with E&R. A subcommittee of E&R, subject to Article III §6 of the USG Constitution, shall exercise all powers within Article VIII §6 of the USG Constitution not exercised by College Council, as well as review

complaints against RSOs, and mediate disputes between RSOs. The chair of E&R may create subcommittees within E&R's issue area at discretion. Subcommittee members of E&R shall be appointed and removed at the discretion of the chair of E&R. The chair of E&R shall chair any and all subcommittees of E&R.

7. If any member of E&R chooses to run for election or support a candidate for office, this member shall inform the Chair of E&R and the Executive Vice President, and shall then resign from the Committee.
8. In the event of a vacancy on E&R, the method of appointing E&R members normally shall be used to fill vacancies.
9. E&R, per the Constitution and these By-Laws, shall adjudicate all allegations of election violations and shall attempt to handle all cases speedily and efficiently.
10. A voter is entitled to vote only for candidates from the electoral unit in which they reside, as defined in these By-Laws.
11. Voters shall be allowed to select write-in candidates, and space for the names of such candidates shall be reserved on the ballot.
12. At least one representative of each candidate or candidate team has the right to view the counting of votes.
  - a. With the exception of College Council members with predefined electoral units in these By-Laws, the constituency of all elected Undergraduate Student Government officials shall be the entire undergraduate Student Association.
13. In the event of an electoral tie, candidates with tied votes shall appear before the current College Council and the Council shall select one candidate by majority vote. Such a meeting of the College Council shall be chaired by the Chair of E&R.
14. College Council, in accordance with Article VI §8 of the Undergraduate Student Government Constitution, may amend or overhaul the *Elections Code* of E&R at any time by a three-fourths majority subject to the expedited modification procedure as within these *By-Laws*. The Chair of College Council must communicate any amendments to the *Election Code* of E&R under this section with both the Chair of E&R and the Executive Vice President no later than three business days after the passage of such an amendment by email.
  - a. Any amendment to the *Elections Code* by the Elections and Rules Committee in accordance with §14 of this article must be approved by a simple majority of College Council.
  - b. Should such a notice process not take place, E&R shall have the power to hold invalid such changes as applied to the *Election Code*.
15. The Elections and Rules Committee shall not have the power to reject, suspend, or otherwise impede any act of referenda initiated approved by College Council that:
  - a. Contains the full text of the act of referendum that has been certified by College Council to be in compliance with Article VII, § 6(b) of the *Elections Code* in accordance with § 6(b)(ii) of the same article; and
  - b. Contains a ballot summary of the text of the act of referendum that has been certified by College Council to be in compliance with Article VII, § 12 of the *Elections Code* in accordance with § 12(b) of the same article.
  - c. E&R shall, shall refer potential violations of the *Elections Code* that would result in the removal or invalidation of a referendum item to College Council. College Council, upon receipt of this referral, shall determine whether to grant a case-specific



exception to E&R that would allow the Committee to reject, suspend, or otherwise impede any act of referenda.

- i. Nothing in this section shall be construed as limiting E&R's power to hear and adjudge disputes. Though E&R may continue to hear and adjudicate disputes, the sanctions or remedies the Committee can grant during the course of this adjudication are—assuming College Council does not grant a case-specific exception—limited by this section.
16. No vote or procedure of College Council, Cabinet, or other body of Undergraduate Student Government can override the determination of E&R relating to election disputes, as noted in Article VI §8.
17. The *Election Code* shall be made available by E&R for public inspection.

## **TITLE II: APPOINTMENTS AND VACANCIES**

1. Appointed positions, including but not limited to Committee Chairs, shall have application processes that open the given position to the segment of the general student body relevant to the given position, with specifications regarding class year, experience level, or other relevant quality being permissible. Selections for appointed positions shall be chosen by the Cabinet, delegating final decisions to the relevant Vice President (or in the case of there being no particular relevant Vice President, the President), and promptly delivered to the College Council.
  - a. The requirement for an open general application can be waived with the consent of the Cabinet and College Council in the event that a given appointment must be selected on a compressed timeline, except for E&R.
  - b. While committee members are technically appointed, any procedures outlined in Article IV or committee-specific By-Laws or substantive equivalents that contradict the procedures set forth in this Article shall take precedence over those in this Article.
2. All positional appointments must be approved by the College Council in a timely manner following their selection to take effect. If the College Council declines to approve an appointment, the Cabinet shall deliberate and select a new nominee.
3. Unless specified elsewhere in these By-Laws or in the Undergraduate Student Government Constitution, a vacancy in an unelected USG position shall be filled by the same mechanism by which appointed members are selected and confirmed.
4. Prior to the beginning of Autumn Quarter elections, as determined by the E&R chair, if there is any vacancy in an elected USG office, then the vacant seat shall be filled by a Special Election for vacant seat in conjunction with the Autumn Quarter election held for first year representatives.
5. Following the end of Spring Quarter, If there is a vacancy in the office of President, it shall be filled by the Executive Vice President.
6. If there is a vacancy in an elected position after the beginning of Autumn Quarter but prior to the beginning of the general autumn elections process as determined by the chair of E&R, a special election shall be held to fill the elected post.
7. If, after Autumn Elections and not within four weeks of Spring Elections, a vacancy occurs in an elected post, the following procedures shall be followed. Any and all votes in College Council, for the purposes of filling vacancies, shall be chaired by the Chair of E&R.
  - a. If there is a vacancy in the office of Executive Vice President, it shall be filled by one of the four Vice Presidents. If more than one Vice President wishes to fill the

role, the interested Vice Presidents shall appear before the current College Council and the Council shall select one candidate by majority vote.

- b. If there is a vacancy in the office of College Council Chair, it shall be filled by election from College Council.
- c. If there is a vacancy in one of the offices of the four Vice Presidents, it shall be filled by one of the Chairs of their assigned Committees. If more than one relevant Committee Chair wishes to fill the role, the interested Committee Chairs shall appear before the College Council and the Council shall select one candidate by majority vote.
  - i. If no eligible Committee Chair wishes to seek the relevant Vice Presidency, a general application shall be issued to all USG members not serving in the Cabinet, as well as the College Council Vice Chair.
- d. If there is a vacancy in the office of Trustee and Faculty Governance Liaison, a general application shall be issued to all USG members not currently serving in the Cabinet, as well as the College Council Vice Chair. Cabinet shall then select a nominee among the applicants, and the selected nominee shall be confirmed by College Council to be seated. In the event that Cabinet's nominee is declined by College Council, Cabinet shall submit a second nominee to College Council. If this nomination is also declined, the interested applicants shall appear before the College Council and the Council shall select one candidate by majority vote.
- e. If there is a vacancy in the office of College Council Vice Chair, it shall be filled by a current College Council Representative, via a vote in College Council.
- f. If there is a vacancy in a Committee Chair position, it shall be filled by a member of the committee with the vacancy. The application process for this position among the remaining members of the Committee shall then follow the same procedure as selecting Committee Chairs in the regular application cycle.
- g. If multiple vacancies in Cabinet positions exist at once, the above processes shall take effect until all fillable positions are filled. If after automatic promotion processes occur, multiple vacancies in Cabinet positions still exist at once, which cannot be resolved by executing the above outlined procedures due to positional vacancies, a special determination shall be made by the remaining Cabinet-level officials as to how to resolve the vacancies, which must be approved by the College Council. If the College Council declines the submitted mechanism, application materials for all remaining vacant positions shall be distributed to all USG members. After a week of open applications, remaining Cabinet members shall nominate applicants to fill the vacancies, who then must be confirmed by College Council to take office.
- h. If the Cabinet unanimously votes that it best serves the interests of USG to leave the position vacant for the remainder of the vacant position's term, then a given position may remain unfilled for the rest of the term instead of resolution of the above processes.

### **TITLE III: TERMS AND LEAVES OF ABSENCE**

- 1. Undergraduate Student Government members shall take office upon certification of their election or confirmation by the College Council, but not before the completion of their predecessor's term. They shall serve until the last day of the Spring Quarter.
- 2. Members of the Undergraduate Student Government Cabinet agree to serve in their position of

leadership for the whole year, although absences are permissible in exigent circumstances.

- a. If a Cabinet member intends to spend a large portion of their term away from their duties, such as in the case of a Cabinet member studying abroad, they must inform the College Council and Cabinet of this intention at the earliest opportunity.
  - b. If a member of the Cabinet does not or cannot fulfill their duties for an extended period of time without notifying and clearing their absence with the rest of the Cabinet, the member shall be removed from their position, without the opportunity to return to their position when they are again able to fulfill their duties. Their position shall then become vacant and filled accordingly.
    - i. Members of the Cabinet removed from their position due to an inability to discharge their duties may be directly appointed to a position of lower responsibility by the Cabinet, if such a position is available and the Cabinet determines the member suitable for the position.
  - c. Any member may resign their position at any time by notifying via memorandum the President and the Executive Vice President. The vacancy shall be filled accordingly.
    - i. If a USG member states their intention to resign and is unresponsive to communications for more than ten days following their statement of intention, the member will automatically be considered resigned.
3. A Committee Chair who cannot fulfill their duties during their term may seek a leave of absence, but must make arrangements such that the position be temporarily filled and their responsibilities be handled. These arrangements shall be made in consultation with and with the consent of the relevant Vice President.
  - a. A Committee Chair may not spend more than quarter away from their duties without the approval of the Cabinet at large.
  - b. If a Committee Chair leaves their position vacant for more than three weeks by neglecting committee responsibilities without the consent of their relevant Vice President, they may be removed from office by a two thirds vote of the College Council.
  - c. No Committee Chair shall be removed from their position due to an inability to fulfill their duties during the Summer Quarter.
  - d. Any Committee Chair may resign their position at any time by notifying via memorandum the relevant Vice President and the Executive Vice President. The vacancy shall be filled accordingly.
4. Any regular appointed member of the Undergraduate Student Government not enumerated elsewhere in this Article may seek a leave of absence or resign their position for any reason and at any time.
  - a. A regular appointed member may apply for a leave of absence to any relevant Committee Chairs and Vice Presidents, or the Executive Vice President. The relevant Committee Chairs and Vice Presidents may approve or reject, with the advice and consent of the Cabinet, a leave of absence for a specific amount of time and for a specific reason.
  - b. In the case of an approved leave of absence, the Cabinet shall, upon petition from the returning member or the conclusion of the predefined term of absence, review and vote on whether the individual may return to their position when they are again able to fulfill their duties.
  - c. A temporary vacancy resulting from a leave of absence may be filled upon request by the relevant Committee Chairs and Vice Presidents, subject to the confirmation of

the College Council.

5. Disputes regarding removal, what constitutes fulfillment of duties, temporary absences, or other concerns relevant to terms and leaves of absences, or concerns and interpretations about special staff categories shall be adjudicated by E&R. Disputes and complaints under this section shall be governed by the *Election Code* and *House Rules* as administered by E&R. Any meetings of the College Council to administer this section shall be chaired by the chair of E&R.

## **ARTICLE VII: AMENDMENTS**

1. The College Council may amend these By-Laws by resolution with a two-thirds vote.
2. In no case may these By-Laws be amended to contradict the Undergraduate Student Government Constitution.