

# Bylaws

## Article I: Supremacy

### Section 1

The By-Laws of the Brandeis University Undergraduate Student Union Government (hereinafter referred to as “By-Laws”) shall be enacted and enforced in accordance with the guidelines set forth in the Student Union Constitution and these By-Laws.

## Article II: Union Officers

### Section 1

All Student Union Executive Officers, Senators, Finance Board Members, Justices of the Union Judiciary, and Union Representatives shall be considered “Union Officers.”

### Section 2

Executive Officers and Senators shall publish project reports online prior to every meeting of the Senate. All other Union Officers shall publish reports online upon completion of projects and duties.

### Section 3

Is as follows:

1. Executive Officers shall report before the Senate at least once every two Senate meetings.
2. All other Union Officers shall periodically report before the Senate.

3. The Senate may, by majority vote, mandate that a particular Union Officer report before the Senate.

## **Section 4**

All Union Officers shall hold weekly office hours.

1. Executive Officers shall hold five office hours per week.
2. All Senators, Union Representatives, and Members of the Finance Board shall hold three office hours per week.

## **Section 5**

Student Representatives shall be appointed to University Committees by the Union President, subject to confirmation by the Senate

# **Article III: Finance Board**

## **Section 1**

The Finance Board shall act in accordance with the following guidelines:

1. Each semester, the Finance Board shall elect a Chair whose duties shall be set forth in the Union Constitution. The Finance Board may, by a 2/3 vote, strip the Chair of his/her position for non-performance of his/her duties.
2. The Finance Board shall not act unless a quorum is present. A quorum of the Finance Board shall consist of four members. On an emergency basis, the Finance Board may hear and vote on requests electronically with the participation of 5 or more Board Members.

3. Each member of the Finance Board shall have one vote. Approval of any allocation requires a majority vote. Members of the Finance Board may not cast their votes by proxy.
4. The Finance Board shall meet at least once every 10 academic days while regular classes are in session. The first meeting of the Finance Board shall be convened by the Treasurer. Thereafter all Finance Board meetings shall be scheduled by the Chair.
5. The Finance Board may, by a majority vote, close all or part of its meetings to non-Board Members.
6. The Finance Board may recommend Union Chartered Organizations for decharter in accordance with Article VIII, Section 13(6) of these By-Laws.
7. All Finance Board checks must be signed by the Treasurer or the Union President.

## **Section 2**

There shall be four types of Finance Board Meetings:

1. On or about the end of every semester, the Finance Board shall hold a special meeting called Early Marathon for the allocation of funding for the following semester.
2. On or about the beginning of every semester, the Finance Board shall hold a special meeting called Regular Marathon for the allocation of funding for the present semester.
3. The Finance Board shall hold an Appeal Request (AR) meeting no later than three academic days following the official release of allocation results from Early Marathon or Regular Marathon

4. Club leaders shall have the right to appeal allocations given to their clubs during either Marathon period
5. The Finance Board shall have the right to turn down any appeal prior to an AR meeting
6. The Finance Board shall hold Emergency Request (ER) meetings between the Regular Marathon and Early Marathon of any given semester.
7. ER requests cannot be appealed through the AR process.

### **Section 3**

There shall be established a grievance process for Finance Board allocation decisions.

1. A decision of the Finance Board may be reopened for review and debate if:
  1. A majority of the Finance Board decides in favor of it.
  2. The Organization for whom the request was made requests it, and two members of the Finance Board agree to support the request.
2. The Finance Board may, by a 2/3 vote, prevent any further review of a decision.

### **Section 4**

The Union President may veto any decision of the Finance Board within 5 academic days of the decision. The Finance Board may, by a 2/3 vote, overturn any Presidential veto. The Finance Board vote must take place within 5 academic days of the veto.

### **Section 5**

The Treasurer may, in consultation with the Chair of the Finance Board, empower members of the Finance Board to assist in the entry, collection, completion, and processing of financial requests and other forms.

## **Section 6**

The Finance Board may, by a 2/3 vote of the all those members present and voting, purchase equipment for the use of all Union Organizations. Such purchases may not exceed 10% of the Finance Board's semester budget.

## **Article IV: Duties of Senators**

### **Section 1**

Senators shall attend all meetings of the Senate and committees on which they are assigned, except in extenuating circumstances may miss up to 2 Senate meetings per semester. If a Senator must miss a Senate meeting, s/he must:

1. Notify the President of the Union Senate in advance of the meeting.
2. Receive permission to miss the meeting by the President of the Union Senate.
3. Senators cannot have more than three (3) unexcused absences per semester, after which they will be removed from the Senate.

If this happens, the student who received the second-most votes in the Senate election will be given the opportunity to claim the Senate seat.

If the person with the second-most votes is abstain, the seat will remain vacant for the remainder of the semester.

## **Section 2**

Each semester, the Senate shall elect an Executive Senator as a liaison between the Senate and the Executive Office.

1. The duties of the Executive Senator shall include:
  1. Preparing the agenda for Senate meetings and posting it to the Union Website at least two days before the Senate meeting.
  2. To appoint a Clerk of the Senate, with duties as defined by the Executive Senator.
  3. The Executive Senator shall have the right to deny an individual or group admittance to the Senate agenda. The Executive Senator shall inform the Senate of his/her execution of this right by the next Senate meeting. The Senate can overrule the Executive Senator's decision on this matter by a majority vote.
2. The election procedure for the Executive Senator shall be as follows:
  1. At the penultimate meeting of each semester, the President of the Union Senate shall announce the voting procedures, and willing Senators shall announce their candidacy to the rest of the Senate.
  2. At the final meeting of the semester, the Senate shall enter into executive session to elect the Executive Senator.
  3. All voting shall be by secret ballot with the candidates not present at the time of voting.

## **Section 3**

No individual shall serve in an appointed capacity as a member of the Union Government unless nominated by the Union President and

confirmed by the Senate, except as otherwise provided in these By-laws. The Senate may require, by majority vote, the production of any application, or the presence of any nominee, for such a position.

## **Article V: Senate Meeting Procedure**

### **Section 1**

The Parliamentary rules, as set out in the most recent edition of Robert's Rules of Order, shall govern the conduct of all official meetings of the Student Union Senate, except as may otherwise be provided for in the Union Constitution and these By-Laws.

### **Section 2**

Meetings of the Senate shall be held at least once every ten academic days during the Spring and Fall Semesters.

### **Section 3**

All business and legislation of the Senate must be submitted to the Executive Senator at least three days prior to the Senate meeting.

1. If the Senate determines that an emergency exists, it may, by a 2/3 vote suspend this rule and bring legislation to the floor.
2. Except as stated elsewhere in these By-Laws, only the Union President and members of the Union Senate may submit legislation to the Senate.

### **Section 4**

The Senate shall have the power to enter executive session by majority vote.

1. Unless mentioned in these By-Laws, no business may be voted upon in executive session.
2. The Senate may, by majority vote, move out of executive session.
3. Executive session may be recorded but not broadcast.
4. Unless mentioned in these By-Laws, the contents of executive session may not be discussed with people who were not present for discussion.

## **Section 5**

The following shall be special rules of order:

1. A straw poll vote shall be taken upon the request of one senator.
2. Members of the Senate shall be limited to three minutes per speech, at the discretion of the Chair, except as otherwise provided in these By-Laws.
3. Senators can cast a proxy vote by means of video-chat during the meeting, or by emailing the President of the Senate two hours before the meeting with his/her vote.
  1. Proxy votes can only be accepted for excused absences by the President of the Senate.
  2. Proxy votes are only for amendments, clubs or SMRs which have been discussed at a meeting prior to the vote. This is not applicable to club chartering/recognition votes the day of the meeting.
  3. Proxy votes can be overridden by the discretion of the Executive Senator or a  $\frac{2}{3}$  Senate vote.
4. An amendment shall be adopted without a vote if there are no objections.

## **Section 6**



The order of business of meetings of the Union Senate shall be:

1. Call to Order
2. Roll Call
3. Charters/Recognitions/Decharters
4. Communications
  1. Student Communications
  2. Administrative Communications
  3. University Committee Reports
5. Executive Officer Reports
6. Senate Committee Chair Reports
7. Unfinished Business
8. New business
9. Senator Reports
10. Open Forum

## **Article VI: Senate Committees**

### **Section 1**

Standing Senate Committees shall be established in these By-Laws.

The following shall be the standing committees of the Senate:

1. Services Committee
2. Outreach Committee
3. Social Justice Committee
4. Diversity Committee
5. Ways and Means Committee
6. Club Support Committee
7. Dining Services Committee

## 8. COW-G Committee

### **Section 2**

Is as follows:

1. The President of the Union Senate shall, subject to confirmation by the majority of present and voting Senators, appoint all Senate and Non-Senate Chairs of standing committees.
2. All Senate Chairs shall be appointed for a period of one semester
3. All Senate Chairs may be re-appointed
4. Senate Chairs for the Fall semester shall be appointed following inaugurations in the Spring and shall take office prior to summer recess
5. Senate Chairs for the Spring semester shall be appointed in the Fall semester and take office after Finals conclude

### **Section 3**

The rules and procedures of Senate Committees are as follows:

1. The actions of Senate Committees must be in line with the general goals and aims of the Senate. It shall be the responsibility of the Senate Chair of the Committee to ensure that the Committee remains in line with the goals of the Senate.
2. Meetings shall be held weekly and shall be called by the Senate Chair of the Committee and the Non-Senate Chair of the Committee.
3. All decisions made by the Senate Committee Chairs - be it policy, finances, or otherwise - shall not be made without consultation of the Non-Senate Chair of the Committee and the Committee.

4. The Senate Chair of the Committee has the ultimate authority on Committee finances but shall not act without first consulting the Non-Senate Chair of the Committee and the Committee.
5. Each Committee shall be required to report to the Senate at the meeting immediately following the Committee Meeting. The report shall be submitted by the Senate Chair of the Committee. In the absence of the Senate Chair of the Committee, the Non-Senate Chair of the Committee shall submit the report. The absence of both Committee Chairs, the report shall be submitted by a member of the Committee.
6. If the position of Senate Chair of the Committee becomes vacant, all authority delegated to the Senate Chair of the Committee shall fall to the Executive Senator or the President of the Union Senate.
7. Committees shall have the right to use Union resources at the discretion of the Union Secretary.
8. All campus communications prepared by Committees must be approved by the Executive Senator or the President of the Union Senate prior to distribution.
9. In the event that the Senate Chair of the Committee or the Non-Senate Chair of the Committee fails to adhere to these rules and procedures and/or the duties prescribed to the Senate Committee Chairs in these By-Laws, the President of the Union Senate shall have the authority to remove him/her from the chair position.

10. All Senate Committees must produce a report at least once a year detailing the work they have done as a committee and present it at the Senate meeting prior to Spring Inaugurations.
11. All Senate Chairs must take attendance at committee meetings to ensure that Senators are fulfilling committee obligations.

#### **Section 4**

The Services Committee shall address any concerns or issues raised regarding the nature and availability of services provided by the Student Union Senate. These concerns and issues shall include, but not be limited to, the following:

1. The Committee shall organize and run shuttle bus services to Logan Airport, New York City, and Long Island preceding Thanksgiving Break and Spring/Passover Recess.
2. The Committee shall hold an all-you-can eat buffet at the onset of the finals period for both the fall and spring semesters.
3. The Committee shall work to develop new services to address student needs.
4. The Committee shall hold a second semester Activities Fair.
  1. The Fair shall be held within two weeks of the first day of classes of second semester.
  2. Secured Organizations and Union Accredited Organizations should be notified by the Committee in a timely manner during the first semester.
5. The Committee shall be responsible for overseeing a bicycle-renting program. Oversight of this program includes:

1. Selection of bicycle mechanics who are responsible for weekly maintenance of bicycles and repairing bicycles with minor damage.
2. Ensure bicycle mechanics are accountable for fulfilling their responsibilities.
6. Work with Student Activities to keep track of the bicycles and enforce fines from late fees and damages.

## **Section 5**

The Senate Outreach Committee shall be composed of Senators and students who wish to foster a closer relationship between Student Union Officers and the Brandeis University Student Body. The committee will work to connect officers with their constituents, to increase awareness of the role of the Student Union Government, and to publicize and encourage participation in Union projects. In the pursuit of these goals, the Outreach Committee shall:

1. Plan a campus-wide, “meet the officers” event each semester.
2. Maintain Union outreach tools, such as the bulletin board and Union Government publications.
3. Coordinate other events and programs to foster the committee’s goals.

## **Section 6**

The Social Justice Committee shall be composed of Senators and other interested students who will work together in the interest of Social Justice. The Committee shall investigate, publicize, and act upon student concerns. It shall serve to reflect and represent students’ convictions to one another, the administration, and the community at

large in expression of our University's sense of and commitment to Social Justice.

## **Section 7**

The Diversity Committee shall coordinate events, promote institutional change, and work to encourage interaction and connections among the different groups that make up the student body. Through these efforts, the Committee will work to give underrepresented groups a voice on campus, and to help organize efforts improving co-existence, civil rights, and civil liberties at Brandeis.

1. The Committee shall undertake at least one major project per semester.
2. The Committee shall hold an event to address issues of diversity at least once a year.

## **Section 8**

The Ways and Means Committee's purpose is to enhance the efficiency of the Senate and to streamline the legislative process. The Committee will strive to assist people bringing business before the Senate on how to adhere to the rules and guidelines set forth in the Union Constitution and these By-Laws. This committee shall act in accordance with the following:

1. The Committee shall only be open to members of the Senate. There shall be no Non-Senate Chair.
2. Only members of the Union Senate are permitted to attend Committee meetings. At the discretion of the Chair or the

majority of present Committee members, those who are not Student Union Senators may attend.

3. Prior to each meeting of the Senate, the Ways and Means Committee shall meet to review the agenda and business to come before the Senate.
4. The Committee Chair is ultimately responsible for contacting those students and/or club leaders who submitted legislation so that any issues addressed at the committee meeting are resolved prior to the Senate meeting. The Chair may delegate responsibility as s/he deems appropriate.
5. The Committee Chair shall compile a recommendation to the Senate no less than one day prior to each meeting, discussing the findings of the Committee.
6. The Committee may advise persons bringing legislation and other business before the Senate on how to conform such business to the rules of the Senate.
7. Neither the Committee nor its members may require that persons bringing business before the Senate make modifications to that business.
8. The Chair retains the right to prevent legislation or other business from reaching the floor but must notify the Senate of the reasons. By a 2/3 vote, the Senate may bring said business to the floor.

## **Section 9**

The Club Support Committee (hereinafter referred to as the “Committee”) shall serve the clubs of the Brandeis campus by educating club leaders and their memberships on resources available and beneficial to clubs and organizations of the Brandeis Student Union. Additionally, the Committee shall serve as an outlet for club advocacy related issues between clubs and the Union Government and/or the Administration of Brandeis University. The Committee shall provide services related to, but not limited to, the following:

1. Human, material, and financial resources of the Brandeis Student Union, the Brandeis University, and the greater Brandeis University community. It shall provide this service by proactively engaging with and directly meeting with Union Accredited Organizations.
2. The Committee shall train its membership, who represent and do the work of the Committee under the direction of the committee chair.
3. The Committee shall hold a regular forum for club leaders, in an effort to educate club leaders of the resources available to them.
4. The Club Support Committee will be responsible for contacting and requesting testimony from any and all groups that the prospective new group may have duality of purpose with.

## **Section 10**

The Dining Services Committee shall coordinate with the University Dining Committee in representing the Union when dealing with dining services and other dining-related affairs including but not limited to



food quality, dining location hours, service quality, food offerings, meal plans, and availability of healthy food options.

1. The Committee shall assign a senator to every dining location on-campus to act as a liaison with the manager and gather student feedback about that location.
2. The Committee Chair shall meet with a representative from Dining Services at the end of every semester to report general student concerns in the area of dining. Following this meeting, the Chair must compile a dining report.
3. The Committee will identify at least one significant change desired by the student body every semester and campaign for it.
4. The Committee will gather relevant student feedback through a campus-wide poll on dining affairs at least once every year. This information may be received through another organization's poll as long as a section is dedicated to dining affairs. This information shall be used to determine any major problems that the Committee needs to address

## **Section 11**

The COWG Committee shall be responsible for working with COWG (Campus Operations Working Group) and University Services to restore Brandeis Facilities to their original beauty.

1. The Committee shall work with the Executive Board to meet with University Administrators and advocate for improvements to campus facilities.
2. All Quad Senators are required to serve on the committee.

## **Article VII: Counseling and Advisory Service Organizations**

### **Section 1**

Organizations listed in Article VII, Section 3 of these by-laws shall be known as Counseling and Advisory Service (CAS) Organizations

### **Section 2**

In order for a group to become a CAS Organization, it must meet all of the following criteria:

1. The organization must perform counseling and/or advisory service to the Brandeis Community, which by its very nature causes membership to be restrictive and unavoidably selective.
2. Member training must be necessary to participate in the organization.
3. Members cannot profit financially in any manner from organization activity.

### **Section 3**

The following organizations are CAS Organizations, and are permitted to obtain Charter from the Senate:

1. Brandeis Counseling and Rape Crisis Hotline (x6TALK)
2. Queer Resource Center (QRC)
3. Peers Education on Responsible Choices (PERC)
4. Students Talking About Relationships (STAR)
5. Student Sexuality Information Service (SSIS)

### **Section 4**

Should the Senate hold a vote concerning the eligibility of a CAS Organization, the Executive Senator must notify a member of the Executive Board of said organization at least four academic days before the vote.

## **Article VIII: Union Accredited Organizations**

### **Section 1**

The Senate shall, by a majority vote for recognition and a 2/3 vote for chartering, have the discretionary power to charter/recognize (hereinafter referred to as “accredit”) two types of Union Organizations:

1. Chartered Organizations
2. Recognized Organizations
3. Chartered and Recognized Organizations shall be collectively known as Union Accredited Organizations (UAO).

### **Section 2**

In order to be accredited as a Chartered Organization, an organization must abide by the following criteria:

1. Be open to all members of the Brandeis community.
2. Not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation and ideology, veteran status or any other category protected by law.

3. Not charge its members fees or dues or frequently engage in cost prohibitive activities without an attempt to offset costs through fundraising or allocated monies.
4. Not duplicate the purpose or goals of an existing UAO. If the prospective UAO's operations, impact, and student appeal would substantively be the same as that of an existing UAO, then it should not be chartered. A group has duality of purpose if it has duality of operations, impact, and appeal. Collectively, this standard is called Duality of Purpose.
  1. Duality of Operations: If the new UAO would create similar activities and/or offer Brandeis students substantially similar experiences/opportunities to an existing UAO (example of duality: two martial arts groups that both focus on karate)
  2. Duality of Impact: If the prospective UAO and an existing UAO would have substantially similar on-campus effects (example of duality: two groups that advocate for "greening" the campus). A UAO's impact beyond Brandeis University, in and of itself, will not factor into determining duality of purpose but may be an indicator of differing student appeal.
  3. Duality of Appeal: If the prospective UAO and an existing UAO would appeal to the same pool of prospective members (example of lack of duality: two political groups advocating opposite or different sides of the same issue or issues)
  4. The National or International affiliation of an existing or the prospective UAO will have no bearing in determining duality of purpose between groups. All UAOs, whether or not they have non-Brandeis affiliations, will all be treated

equally to one another regarding duality of purpose.  
Differing National or International affiliation in and of itself is not a substantial difference in terms of duality of purpose between groups.

5. Not be a fraternity or sorority.

### **Section 3**

In order to be accredited as a Recognized Organization, an organization must:

1. Not be a fraternity or a sorority.
2. Not duplicate the purpose or goals of another currently Recognized or Chartered Organization
3. Not contain a discriminatory provision against any persons
4. Show that they are geared toward a particular interest, initiative, theme or activity, and must be organized, efficient and beneficial to the student body.

### **Section 4**

Any organization that wishes to be accredited as a Chartered Organization must submit:

1. A proposed constitution which includes:
  1. Name
  2. Purpose
  3. Officers - including their method of selection
  4. Membership criteria
  5. Meeting procedures
  6. Amendment procedures
  7. Statement of non-exclusivity
2. The signatures of 15 Union members who wish to join the organization.

3. The signatures of 135 Union members who support the chartering of the organization.
4. The signatures of 135 Union members who support the chartering of the organization.
5. A non-binding statement of what their first two semester's prospective operations and impact would be.
6. Attain a Senator's signature verifying that the proposed constitution and required signatures conform to these By- Laws.
7. Attend a meeting of the Club Support Committee to discuss the merits of their organization and to discuss preparation for accreditation.
8. Hold an organizational meeting, attended by at least ten Union members who wish to join the organization and the senator who signed the club's constitution, whereby the senator will gauge general interest for the club on campus. This must occur prior to the Senate meeting at which the leaders will present the organization.
9. The Senate may consider a proposed UAO that has failed to obtain the required number of signatures in the event that the very nature of the organization precludes it from obtaining the required number of signatures. In order to consider such an organization, the proposed organization must submit a letter explaining how the nature of the organization precludes it from obtaining the required number of signatures. At the discretion of

the Executive Senator, such an organization may be added to the agenda for accreditation consideration.

10. Prospective UAO's must attend Senate meetings in order to be recognized and/or chartered. Clubs must present their reasons for being a recognized and/or chartered UAO, and must then step outside so that Senate can vote.

## **Section 5**

An organization that wishes to be accredited as a Recognized Organization must abide by the guidelines set forth under Article VIII, Section 4 of these By-Laws with the exception that 10 member signatures and no supporter signatures are required.

## **Section 6**

The privileges of UAOs shall include:

1. The privilege to use University facilities and Union resources.
2. Chartered Organizations may request funding from the Union Finance Board.

Section 7 No UAO may:

1. Spend Union Activity Fee monies on a non-Union member in lieu of a member of the Undergraduate Student Union
2. Pay salaries, wages, or stipends to Brandeis students unless approved otherwise at the discretion of the Treasurer.

## **Section 8**

UAOs are responsible for the following:

1. Including on their myBrandeis Club Space the following information:

1. A description of the Organization.
2. Up-to-date contact information for the Organization.
3. An up-to-date copy of the Organization's Constitution in the designated file space. Any changes to the Constitution must be uploaded within 5 academic days of the change.
2. Submitting a copy of the Organization's Constitution to the Union Secretary upon request.
3. Complying with yearly renewal requirements, as is prescribed by the Student Union Secretary.
4. Complying with the Student Union Advertising Policy, as is prescribed by the Student Union Secretary.

## **Section 9**

All officers of a UAO must be undergraduate or Transitional Year Program students attending Brandeis University.

## **Section 10**

Any changes to the name and/or purpose of a UAO must be approved by a majority vote of the Senate, with 3 members of the Organization present at the Senate meeting where the change is presented.

## **Section 11**

The Senate may, by a two-thirds vote, change the status of an existing UAO from "Chartered" to "Recognized".

## **Section 12**

After being recognized by the Senate, a Recognized Organization may:

1. Prior to 13 academic weeks, the Organization must obtain signatures in the manner set forth under Article VIII, Section 5, of these By-Laws.



2. After 13 academic weeks, expedite the accreditation process and appear before the Senate to be accredited a Chartered Organization, if it resubmits its constitution and with the names, signatures, class years, phone numbers, and e-mail addresses of at least 10 Union members wishing to join the organization and to commit to active involvement after accreditation and the 25 signatures from Union members who wish to show their support of the organization becoming a Chartered Organization on campus. Both of these lists must be submitted on forms provided in the Student Union Office.

### **Section 13**

All organizations must report to the Senate within 10 academic weeks of being accredited. If the Senate is not satisfied with the progress of the new club within those first 10 weeks, the Senate reserves the right to revoke accreditation status upon a two-thirds vote.

The Senate shall have the power to revoke the accreditation of a UAO by a 2/3 vote under any of the following conditions:

1. If a UAO fails to follow any of the mandates and prohibitions of Sections 7, 8, 9, 10, or 13. This may be appealed to the Union Judiciary.
2. If a UAO is shown to have been dishonest or purposefully misleading during their accreditation process. This may be appealed to the Union Judiciary.

3. If a UAO fails to follow their constitutional purpose to the best of their abilities given their resources and extenuating circumstances. This may be appealed to the Union Judiciary.

## **Article IX: Financial Activities**

Section 1 Funding requests to the Senate must meet certain conditions:

1. The request for funding must be submitted at the Senate meeting prior to the meeting at which the vote shall be taken. 1. If the Senate determines that an emergency exists, it may by a 2/3 vote, suspend this rule, and allow the funding request to be voted on at the first meeting.
2. Voting on the funding will require a simple majority to pass.
3. The Senate is allowed to change the dollar value of the request, and this will not require any additional meetings to vote on the entire measure.
4. A reimbursement or preauthorization check relating to an event must be requested no later than the date submitted on the Senate Money Resolution. If funds are not requested within two weeks of the event the Senate Money Resolution becomes null and void, and the Senate shall have no obligation to pass a similar money resolution.
5. For money resolutions not relating to an event, a timeline must be presented with the request. If two weeks pass after the money should have been requested, as dictated by the timeline, the

Senate Money Resolution shall become null and void, and the Senate shall have no obligation to pass any similar money resolution. Prior to submission, all Senate Money Resolutions must be accompanied by proof of cost for the items to be purchased or services to be obtained. This rule can be overridden by a majority vote of present members.

6. Prior to the disbursement of any funds resulting from a Senate Money resolution, the Treasurer must be provided with proof of cost for the items purchased or services obtained.
7. If the actual cost of any item or service obtained with funds from the Senate Money Resolution differs significantly from projected cost, the Treasurer shall make a report of the discrepancy to the Senate at the next regular meeting.
8. Only Union Officers, University Committees, and Senate Committees are permitted to submit Senate Money Resolutions.
9. All Senate Money Resolutions must be used for Student Union Government projects and/or operations.

## **Section 2**

All money left in the Senate discretionary budget at the end of each and every fiscal semester shall be reallocated to the following fiscal semester's Senate discretionary. When these funds are discovered and appropriately calculated, the Union Treasurer must submit an outline of said values to the Union Senate to be approved and officially transferred. The Senate must make every attempt to allocate unspent

money and/or spend all money in their budget and reserves the right to reallocate to subsequent budgets only as a last resort.

### **Section 3**

The Union Treasurer shall set a date at the penultimate Senate meeting of each semester by which all allocated funds from the Senate Discretionary must be requested from the Treasurer by its recipients. Unless a deadline is set by the Senate on the specific Senate Money Resolution, all Senate Discretionary allocations remaining unclaimed by the recipients after this date shall be considered unspent for the semester.

### **Section 4**

All financial allocations from the Executive Office discretionary budget during any given week shall be reported to the Senate at the following Senate meeting.

## **Article X: Union Election Procedure**

### **Section 1**

At least ten academic days prior to the start of balloting, the Chief of Elections shall communicate to the Union the timeline for elections and shall promulgate the rules and procedures for that election period. At the start of balloting, the Chief of Elections shall communicate to the Union the commencement of an election and shall promulgate appropriate voting instructions.

### **Section 2**

Candidates for office must attend a mandatory candidates meeting and indicate their intent to run for office in accordance with the rules set by the Chief of Elections.

1. Candidates who cannot attend the mandatory candidates meeting may make alternative arrangements at the discretion of the Chief of Elections.
2. Candidacies are not valid until accepted by the Chief of Elections.

### **Section 3**

Candidates shall be allowed to campaign for at least five academic days prior to the start of balloting.

### **Section 4**

Candidates must abide by the following “fair elections” rules:

1. No money may be spent on a campaign by a candidate or his/her supporters.
2. No libelous or slanderous statements may be made by a candidate or his/her supporters.
3. No vote may be obtained through a mobile voting station operated by a candidate or his/her supporters.
  1. A mobile voting station shall be defined as any portable device with access to the Student Union voting system.
  2. Elections Commissioners may be permitted to operate mobile voting stations during balloting at the discretion of the Chief of Elections.

### **Section 5**

Failure to observe the provisions of this article or any other provision of the Student Union Constitution and these By-Laws may result in forfeiture of candidacy at the discretion of the Chief of Elections.

## **Section 6**

Should a candidate be disqualified during balloting, the election shall be voided and a new election for that position shall be held. Should a candidate be disqualified after balloting has been completed, a new election for that position shall be held if the disqualification affects the outcome of the ballot.

## **Section 7**

The Chief of Elections and all Elections Commissioners shall not:

1. Release any information pertaining to ongoing elections results, including vote tallies, to parties not involved in overseeing the Election.
2. Provide any advantages to one candidate over another candidate.

# **Article XI: Special Union Programs**

## **Section 1**

The David Alexander '79 Memorial Award for Social Consciousness and Activism in the Brandeis community was established in 1980 by the Senate in honor of former Senate Secretary, Parliamentarian, and social activist David Alexander who died in a tragic auto accident in January 1980.

1. The Senate shall announce to the community by the first week in March that it is accepting nominations for this award.

2. Nominations may be made to the Dean of Student Life until the deadline set by the Union Executive Office.
  1. Any member of the Brandeis Student Union may make a nomination.
  2. Nominations must be typed and state the name of the nominee, the name of the nominator, and explanation of the qualifications of the nominee.
  3. If a member of the Union Executive Office is a nominee, s/he may not participate in the voting process.
3. After receiving all nominations the Union Executive Office shall meet to determine by majority vote the recipient of the award.
4. All nominees must be graduating seniors who meet the following criteria:
  1. The award is based on a student's actions on any social problem or set of societal problems, be they environmental, political, social, cultural, etc. These actions must have had a significant impact on the Brandeis community.
  2. The services rendered by the student during his/her time at Brandeis ought to have been services provided directly to the Brandeis community. This award is not for social consciousness and activism outside the university.

## **Section 2**

The Senate shall each year, through the appointment of an editor, produce and publish a Course Evaluation Guide (CEG). The editor may share his/her stipend with as many assistants as s/he feels are necessary.

1. The Union President shall, in consultation with the most recent CEG editor, select the editor.

2. The appointment must be confirmed by a majority vote of the Senate.
3. The selection process shall consist of applications and interviews.
  1. The Union President shall make applications available by the second week in February.
4. The duties of the CEG editor shall be:
  1. To compile summaries of the comments of the course evaluations.
  2. To compile numerical statistics with the assistance of the office of the Dean of Arts and Sciences.
  3. To arrange for all facets of publication of the CEG.
5. The CEG editor(s) shall be granted a total stipend of \$1,750 and shall increase every year by a rate equal to the percentage change in tuition (C.O.L.A.). Forty percent of the total stipend shall be paid during the last week of the spring semester. The rest shall be paid upon the publication of the CEG.
6. The CEG must be readily available to all undergraduates by the Friday before the new students arrive for the fall semester.
  1. Each working day that the CEG is not available to students past this deadline, \$100 will be deducted from the editor's total salary, at the discretion of the Union President.

### **Section 3**

There shall exist the Student Union Office for Student Rights and Advocacy (OSRA). The OSRA shall serve the student body by providing advisory services for students involved in, and as a student



oversight body for, the University's conduct and education system and academic policy disputes.

1. The OSRA shall provide services including, but not limited to, the following: individual student advisory services, policy initiatives, administrative oversight, and general student body education
2. The OSRA shall be run by the Director, who shall be nominated to the Senate annually by the members of the Office, and confirmed by a majority vote of the Senate.
3. The Director shall report to the Senate no less than once a month on the activities of the OSRA. The Senate can mandate the Director to report at a particular Senate meeting by a majority vote.
4. The OSRA shall establish a structure and set of guidelines to instruct the Director on the selection of a staff, their responsibilities, and office practices.
5. The OSRA shall produce an annual and public report on the activities of the office and a review of University policies and practices in the fields of student conduct and academic policies. This report shall be made available to the student body prior to the last academic day of each academic year.
6. The Union President, at his/her discretion, may appoint the Director of the OSRA to the Union Executive Office. As a member of the Executive Office the Director of the OSRA may be assigned additional responsibilities by the President. A majority

vote of the Senate is needed for the Director to be confirmed to the Union Executive Office. The Director of the OSRA may be removed from the Executive Office, by the Senate, through the mandated removal procedures.

7. The Director of the OSRA may be impeached from his/her position on the OSRA through the impeachment procedures detailed in the Constitution. The Director may not be removed in any way except impeachment by the Union, or removal initiated internally by the OSRA, following office guidelines.

## **Article XII: Amendments**

### **Section 1**

Amendments to these By-Laws may be made by a two-thirds vote of the Senate.

### **Section 2**

Amendments to these By-Laws shall identify all relevant existing wording of these By-Laws, and clearly state the proposed new wording.

### **Section 3**

Amendments shall be presented to the Senate in writing and read at the meeting prior to the voting.

### **Section 4**

Upon the passage of any amendment to these By-Laws, the Student Union Secretary shall make, without the need for further approval, any and all non-substantive changes to these By-Laws as are necessary to

integrate the amendment properly. All such changes must be reported to the Senate upon implementation.