

# **Rackham Graduate Student Government**

## **Bylaws**

Adopted: 1954  
Last revised: 4 September 2013



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## **Bylaw I**

### **Authority, Rules, and Regulations**

SECTION I.1. SOURCE OF POWER All power under these bylaws is derived directly from the University of Michigan's All Campus Constitution (amended and revised, March 2009), Article 1 (Student Governments on Campus), Section 2 (Governments), Section 3 (Democratically Constituted Governments), and the Compiled Code of the Central Student Government.

SECTION I.2. DEFINITIONS As referenced in these Bylaws, the following terms shall have meaning as defined in this section.

- (a) "All-Campus Constitution" or "Constitution" shall refer to the All Campus Constitution as maintained by the Central Student Government
- (b) "Rackham Graduate Student Government," or "Rackham Student Government," or "RSG," shall refer to the University of Michigan Horace H. Rackham School of Graduate Studies student government established by the Constitution.
- (c) "CSG" or "Central Student Government" shall refer to the University of Michigan Board of Regents recognized central student government.
- (d) "Rackham" shall refer to the University of Michigan Horace H. Rackham School of Graduate Studies.
- (e) "University" shall refer to the University of Michigan.
- (f) "Campus" shall refer to the Ann Arbor campus of the University, to the exclusion of the Flint and Dearborn campuses.
- (g) "Student organization" shall refer to student-led groups recognized by the University's Student Organization Account Services department (hereinafter referred to as "SOAS").
- (h) "Bylaws" shall refer to this document.
- (i) "Graduate Student" or "Student" shall refer to students currently enrolled in Rackham, or are currently enrolled for the following academic semester in Rackham.
- (j) "Student Body" or "Students" shall refer to the students currently enrolled in the Horace H. Rackham School of Graduate Studies within a given academic year.
- (k) "The Board" shall refer to the legislative branch of the Rackham Student Government, consisting of all currently elected RSG representatives as well as the Student Body President, Vice President, and Treasurer.
- (l) "Authorized signer" shall be the president, vice president, or treasurer of RSG.
- (m) "CSG Registered" <https://maizepages.umich.edu/>
- (n) "SAGE" shall refer to the Student Advocates for Graduate Education Coalition founded in part by the Rackham Student Government.

SECTION I.3. RACKHAM GRADUATE STUDENT GOVERNMENT The Rackham Graduate Student Government shall consist of the Board, the executives, and the Board's committees: the budgetary committee, the academic affairs committee, the elections committee, the student life committee, and the legislative affairs committee. RSG shall be the only recognized graduate student government by and within the Rackham Graduate School, the Central Student Government (CSG), and the University.

#### SECTION I.4. AMENDMENTS TO THE BYLAWS

- (a) Any amendment to the Bylaws must be presented to the Board 7 days before its first reading. A second reading may take place no sooner than 6 days after the first reading.
- (b) An amendment to the Bylaws shall not be considered by the Board unless both the standing Bylaw and the proposed Bylaw are presented together to all members of the board at a RSG general meeting where a vote on the proposal is scheduled by the President.
- (c) An amendment to the Bylaws shall not be considered by the Board if the amendment creates a conflict within the Bylaws or a conflict between the bylaws and the Constitution. Such a conflict may be raised as a point of order by any voting member of the Board. Should a conflict be detected following a successful vote by the Board, the President will veto the resolution and thus declare it void.
- (d) Amendments will be adopted with a two-thirds majority vote of the Board present and voting at the 2nd reading. Amendments are in effect 14 days after a passing vote unless otherwise noted in the amendment, with the exception of changes to student fees.
- (e) Any amendment that shall modify student fees must be approved by Student body-wide, majority vote during either a scheduled fall or winter seat election. Fee adjustments approved by the student body will be presented by the President to the Board of Regents of the University of Michigan for their approval. Amendments and their corresponding roll-call votes must be recorded in RSG meeting's official minutes.

SECTION I.5. AVAILABILITY OF THE BYLAWS The Bylaws must be posted on the RSG website. Electronic copies must be made available to any member of the student body upon request.

#### SECTION I.6. CONFLICTS

- (a) Any conflict or ambiguity arising between the Bylaws and the Constitution shall be resolved in favor of the Constitution.
- (b) Any conflict or ambiguity arising between the Bylaws and any other student government code (including CSG) shall be resolved by the Central Student Judiciary on a case by case basis.

## **Bylaw II Powers and Functions**

SECTION II.1. RULES RSG shall create rules and/or sanctions for the governing of students within the Graduate School. Any such rules adopted by RSG shall be presented to the Dean for her review and approval.

SECTION II.2. FEES RSG shall levy fees to Students, as approved by majority vote of the Student body, pursuant to Article I, Section C of the Constitution.

SECTION II.3. APPROPRIATIONS RSG shall keep, manage, and appropriate monies collected under Bylaw [II.2](#) and all other sources of income.

SECTION II.4. SPONSORSHIP RSG shall appropriate funds for programs designed to enhance and improve the Graduate Student community pursuant to the rules contained in these bylaws.

SECTION II.5. LOBBYING RSG shall lobby for the interests of Students within the University and externally to federal, state, and local entities as deemed appropriate by the Board.

SECTION II.6. REPRESENTATION RSG shall represent the interests of the Student Body to all school, university, and external entities.

SECTION II.7. APPOINTMENTS RSG shall be the sole appointer of Student representatives for all committees requesting graduate student views and input.

SECTION II.8. ELECTIONS Each year, RSG shall hold two elections for candidates to serve on the RSG Board. The Board may, by a simple majority vote order additional elections for other purposes. Elections may include referenda.

SECTION II.9. BYLAWS RSG shall maintain these Bylaws in order to exercise their powers and to carry out the functions described herein.

SECTION II.10. SUMMER OPERATIONS RSG shall remain in force throughout the entire calendar year.

SECTION II.11. REFERENDA RSG shall send to the student body such questions as it deems necessary by a majority vote. Such questions can be informational, such as to gauge the general opinion of the student body on a given issue, or binding such that the outcome of the vote will be binding on RSG policy decisions.

### **Bylaw III Infrastructure**

#### **SECTION III.1. COMMITTEE DESCRIPTIONS**

**(a) BUDGETARY COMMITTEE (BC)**

Composition           7 or more members

Required Members:   Treasurer (Chair)

President

Vice President

4 current Board members, 1 from each division

Such additional board members as the Vice-president may slate. The total size of the committee may not exceed ten members.

- (i) Quorum: A minimum of five members must be present (in person or electronically) for the committee to conduct business. In the event that there are ten members on the committee, quorum shall instead be set at six.
- (ii) Representatives on the Budgetary Committee: In addition to the three executives, the Budgetary Committee is required to have at least one member from each of the four Rackham divisions. No graduate program within a division can be represented more than once, excluding the graduate student body executives, without 2/3rds approval of the board. In the event that there is no sitting representative from a division, or the member or members from that division cannot serve, the Vice-President may nominate a board member from a graduate program that is already represented on the Committee.
- (iii) In the event the Budgetary Committee is unable to attain a quorum for a meeting, and the business before the committee is pressing, the Treasurer will notify the President and the Board shall assume the Budgetary Committee's duties and powers detailed in [III.1.a.iv](#) of these Bylaws to resolve the committee's pending time-sensitive business.
- (iv) The Budgetary Committee is responsible for receiving, reviewing, and authorizing all funding requests from Student organizations by majority vote. Student Groups requesting funding may request to present their proposal to the Committee.
- (v) The Budgetary Committee, with the action power described in [III.1.a.iv](#) of the Bylaws, is required to maintain minutes. These minutes shall include the individual voting records of all members for all funding requests. Minutes shall be taken by the treasurer and kept on the RSG website.. Minutes shall be presented to the Board consistent with the general rules for committee minutes as provided for in these bylaws.
- (vi) The Budgetary Committee may hold its fiscal deliberations electronically. In such a case, all committee members will be required to participate in the discussion in a timely manner. Individuals that do not contribute to a discussion, without the approval of the Treasurer shall automatically relinquish their vote on the pending matter(s). Repeated lack of participation shall be cause for removal from the Committee by the Board. Unless otherwise specified by the Treasurer, a timely manner shall be considered to be 5 business days.

- (vii) Student organizations granted funding by the Board shall be required to produce itemized receipts and an Event Report to the Treasurer *prior* to receiving funds.
  - (viii) All rules contained in these bylaws as well as in the allocation email from the RSG Treasurer must be adhered to in order to receive reimbursements. Article VIII specifically addresses organization funding requests.
  - (ix) Five percent (5%) of the estimated yearly budget shall at all times be kept in reserve for emergency costs. These funds shall not be considered available for funding Student organizations. Use of this reserve shall only be authorized by a majority vote of the Board and the concurrence of both the Treasurer and the President.
  - (x) Within 3 business days of a funding decision, the Treasurer or his/her designee shall notify the requesting organization of the committee's decision, including its rationale and any stipulations provided by the committee. The requesting organization shall also be notified of its option to appeal the committee's funding decision to the Board. Appeals must be submitted electronically to the President no later than 5 business days after the committee's original decision is emailed and no less than 7 business days before the requesting organization's proposed event is scheduled to commence.
  - (xi) Funding limit. In the instance where the Budgetary Committee votes to allocate over \$1,000 to an organization or event, the funding request and the committee's vote will be presented to the Board at the next regularly scheduled Board meeting. The Board will be given an opportunity to ask questions regarding the event and the funding process. Members of the Board may, by a simple majority vote deny the budgetary committee's allocation. In the event that an allocation is denied by the Board, the committee will re-convene to reconsider its allocation in light of the Board's vote and its directives to the committee.
- (b) STUDENT LIFE COMMITTEE (SLC)
- |                   |                         |
|-------------------|-------------------------|
| Composition       | Open Enrollment         |
| Required Members: | 4 current Board members |
- (i) The Student Life Committee shall address all non-academic needs and concerns of the Student Body. Additionally, the committee shall serve to help unite the Student body through the hosting of large communal events designed to stimulate student social interaction. Specific attention shall be given to creating/hosting events that are inter-departmental, that strive to create a welcoming atmosphere for minority groups and that help to unite both central and northern sub-campus locations.
  - (ii) The Student Life Committee shall be required to host at least three major Student social events per winter and fall semesters. One major social event during the spring and summer months shall be held, funding permitting.
  - (iii) The Community Outreach and Social Action Subcommittee. SLC shall maintain a standing sub-committee that shall work collaboratively with the full student life committee, other RSG committees, as well as non-RSG related service organizations in order to provide a diverse array of volunteer opportunities to the



graduate student body, with focus on providing service to the greater Ann Arbor citizenry.

(c) ACADEMIC AFFAIRS COMMITTEE (AAC)

Composition            Open Enrollment

Required Members:    3 current Board members

- (i) The Academic Affairs Committee shall address academic & programmatic needs of the Student body to the Rackham Administration. These issues shall include, but are not limited to, financial aid, fellowships, grants, awards, summer funding, and academic policies.

(d) ELECTIONS COMMITTEE (EC)

Composition            4 or more members

Required Members:    Vice President or Treasurer (Chair)\* (The Vice President shall chair the committee in the fall term. The Treasurer shall chair the committee in the Winter term.)  
4 current Board members (1 from each Division)  
1 Election Director

- (i) The Elections Committee shall provide active advisement and procedural help to the Election Director, aiding him/her in running a smooth and timely election each fall and winter term.
- (ii) The Elections Committee shall receive and be copied on any and all elections related correspondence to ensure transparency between the Elections Director and the committee.
- (iii) The Elections Committee shall propose any changes to RSG's election policy no later than 4 weeks prior to a given election.
- (iv) The Elections Committee shall assist the executives in the solicitation for and the selection of an election director.
- (v) In the event that any member of the Elections Committee decides to run for election, a replacement shall be appointed by the President, with the approval of the Board.

(e) LEGISLATIVE AFFAIRS COMMITTEE (LAC)

Composition            Open Enrollment

Required Members:    President (must be chair or co-chair)  
Vice President  
4 current Board members

- (i) The Legislative Affairs Committee will collaborate with external advocacy organizations such as the Student Advocates for Graduate Education (SAGE) coalition, the Michigan Association of Graduate and Professional Students (MAGPS), and the National Association of Graduate and Professional Students (NAGPS) to promote the legislative agenda of the student body.
- (ii) The Legislative Affairs Committee will work with the City of Ann Arbor and Washtenaw County to promote the local interests of the Student Body.

- (iii) The Legislative Affairs Committee will work with the State and Federal Governments, as well as other entities beyond the University to promote the interests of the Student Body.

### SECTION III.2. COMMITTEE COMPOSITION AND POWERS

- (a) The Vice President will, with the advice and consent of the President and Treasurer, nominate members of the Board to sit on RSG's various committees by the 2<sup>nd</sup> meeting of each semester.
- (b) Each committee shall have a single chair or co-chairs.
- (c) Chairs are voted on in committee with the exception of the Budgetary Committee and the Legislative Committee and will be presented to the Board for Confirmation by its (the Board's) 3<sup>rd</sup> meeting each semester.
- (d) Committees with open enrollment may include any number of non-RSG members or Associate Members at the discretion of the committee chair, the vice president, the president, or with the approval of the Board.
- (e) No committee shall act on issues outside of its stipulated responsibilities described herein without prior authorization from the Board, or as directed by the President or Vice-President.
- (f) Committees may be created on a temporary basis for special projects by either the President through an executive order, or by a majority resolution as approved by the Board. A resolution or executive order that creates an ad-hoc committee must specify the committee's charge, composition, lifespan, chair, operating procedures, and privileges (financial, etc).

### SECTION III.3. COMMITTEE RESPONSIBILITIES

#### (a) MEETINGS

- (i) Committees shall meet at least bi-weekly and at the discretion of the chair.
- (ii) The chair of each committee shall establish the time and location of each meeting, providing at least 48 hours' notice to committee members, and provide an electronic copy of the committee's preliminary agenda to committee members and upon a written request, to members of the student body.

#### (b) MINUTES

- (i) Each committee chair shall ensure that minutes are recorded for each meeting. These minutes will be sent to the committee's members within 5 days of the meeting for review and approval.
- (ii) Each committee chair will submit approved minutes to the Board within 2 days of approval by the committee.
- (iii) Minutes will be presented in a format provided by the Vice President.
- (iv) Minutes will include meeting attendance as well as an accurate record of the committee's deliberations, decisions, and future plans.

(c) ORAL REPORTS

- (i) Each committee chair shall be required to report any and all committee activities to the Board at each general meeting.
- (ii) The chair of each committee shall be responsible for maintaining a written record of meeting attendance. Attendance is required and must be emailed to the Vice President within one week the meeting
- (iii) The chair(s) of each committee may appoint a vice-chair from within the committee's membership. The selection / election of a vice chair will be reported to the Board. A vice chair shall be responsible for taking minutes and for chairing in the elected chair's absence as well as for any other tasks so delegated by the chair.

(d) BUDGET

- (i) Each committee must present to the Treasurer a budget no later than the second regular meeting of the term. Committee chair(s) will take the lead in forming these budgets under the guidance of the Vice President.

SECTION III.4. RECALL OF COMMITTEE MEMBERS

- (a) Any committee member including the chair may be removed from their position on the committee by a majority vote of the Board in the event of:
  - (i) The accumulation of 2 unexcused absences in a given academic term. Absences may be excused by the chair when requested in writing.
  - (ii) Failure to report committee activities to the Board for two consecutive meetings (where committee activities have occurred).
  - (iii) A motion by another member or chair of the committee, and a majority vote in favor by the Board.
- (b) Any committee member including the chair who is up for recall by majority vote shall be given an opportunity to address the Board. Following this speaking opportunity, the Board will vote by secret ballot. The ballots will be counted by the executive officers.
- (c) The President may, with the consent of either the Vice President or the Treasurer temporarily remove a committee member or chair. Temporary removal shall be voided upon the next regularly scheduled meeting of the Board.

**Bylaw IV**  
**Executive Officers**

SECTION IV.1. OFFICERS' POWERS AND FUNCTIONS

- (a) PRESIDENT: The president shall:
  - (i) Be the chief executive officer of RSG, President of the Graduate Student Body, and shall preside at Board meetings with the power to vote.

- (ii) Be authorized to speak on behalf of the RSG Board, its committees, and the graduate student body at large.
- (iii) Be an authorized signer on all RSG accounts.
- (iv) Be an ex-officio voting member of all RSG committees.
- (v) Set the time, dates, and frequency for all general Board meetings, set the general Board meeting agendas, and chair general Board meetings.
- (vi) Set the time, dates, and frequency for all executive Board meetings, set the executive Board meeting agendas, and chair the executive board meetings.
- (vii) Maintain an updated roster and attendance record for the Board's elected and appointed members.
- (viii) Provide voting members with excused absences as deemed necessary and appropriate, subject to appeal by the Board.
- (ix) Vacate a representative's seat upon the accumulation of three (3) unexcused absences.
- (x) Provide ultimate oversight and management of RSG's paid staff members.
- (xi) Create, Charge, and oversee Ad-Hoc committees for specific projects and interests.
- (xii) In the event of either the vice president or treasurer being recalled/removed and/or unable to fulfill his/her duties as described in these bylaws, nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.
- (xiii) Represent the Student body as a voting member of the Rackham Executive Board, the governing administrative body of the Graduate School.
- (xiv) Chair the Legislative Affairs Committee
- (xv) Be an ex-officio voting member of all RSG committees
- (xvi) Be the University of Michigan's official delegate to the Student Advocates for Graduate Education.
- (xvii) Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new president.
- (xviii) Present a report either orally or in writing to the Board at each meeting detailing his/her presidential activities.
- (xix) Appoint members of the graduate student body to university committees as appropriate.
- (xx) Appoint members of the graduate student body to vacant seats on the Board subject to confirmation by the same.

(b) VICE PRESIDENT The Vice President shall:

- (i) Be the chief operating officer of RSG, Vice President of the Graduate Student Body, and shall be a member of the Board meetings with the power to vote.
- (ii) Be an authorized signer on all RSG accounts.

- (iii) Take minutes at regular Board meetings.
- (iv) Coordinate the activities of RSG committees, including collecting and publishing committee meeting minutes.
- (v) Provide management for RSG's paid staff.
- (vi) Provide management for RSG's directors.
- (vii) Be an ex-officio voting member of all RSG committees.
- (viii) Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.
- (ix) Be an ex-officio voting member of all RSG committees
- (x) Be an official delegate to the Student Advocates for Graduate Education
- (xi) If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting. Assume all the powers of the president in the event that the president is unable to fulfill his/her duties as described in these bylaws and/or is recalled/removed.
- (xii) Manage RSG's communications activities including appointment, subject to Board approval, of a newsletter editor, serving as editor for all communications emails, and manage RSG's social media presence including Facebook and Twitter.
- (xiii) When chairing the Board meeting, appoint a temporary secretary to take minutes from among the present Board members if the treasurer is unavailable. If the vice president assumes chairing duties, the treasurer shall take the minutes.
- (xiv) Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new vice president.

(c) TREASURER: The Treasurer shall:

- (i) Be the chief financial officer of RSG with oversight authority of all RSG accounts and financial transactions.
- (ii) Be an authorized signer on all RSG accounts.
- (iii) Chair the Budgetary Committee
- (iv) Be an ex-officio voting member of all RSG committees
- (v) Recommend to the Board a salary, consistent with the bylaws, for all RSG paid staff members.
- (vi) Prepare a budget with the advice and consent of the President by the 3<sup>rd</sup> Board meeting of each semester for adoption. Failure by the Board to adopt the treasurer's proposed budget after the 5<sup>th</sup> meeting of a given semester shall constitute automatic approval.
- (vii) Disburse funds appropriated by the Budgetary Committee and the Board as provided for in the Bylaws.
- (viii) Compile an RSG budget at the beginning of each academic term including committee budgets, representative project budgets, executive discretionary accounts, and other potential expenses.
- (ix) Compile an RSG Funding report at the end of each term.

- (x) Manage the approved RSG budget.
- (xi) Report at every general Board meeting the current state of the RSG budget and all RSG accounts, including pending credits and debits.
- (xii) If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting.
- (xiii) Have the authority to interpret the spirit and intent of funding articles of these bylaws and to implement the same subject to approval by the President.
- (xiv) Complete a full funding report at the close of the fall, winter, and spring/summer semesters for which s/he was appointed detailing all expenditures. This report shall be submitted to the Board and published to the Student body.
- (xv) Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new treasurer.
- (xvi) Present a report either orally or in writing to the Board at each meeting detailing his/her Treasurer activities.
- (xvii) The treasurer is responsible for producing a detailed Budget for each fall, winter, and spring/summer term, presented to the Board no later than the 4<sup>th</sup> week of the academic term. Budgets shall be approved by a majority vote of the Board and shall be posted on the RSG website, and hardcopies shall be made available to any interested Student.
- (xviii) The Treasurer will produce a detailed spending report at the conclusion of each academic term. This report will include all funds budgeted and expended as well as all submitted event evaluation forms. The Board will review the report and approve it if correct by the 3rd week of the following semester. Approved funding reports will be placed on the RSG website and made available to any interested Student.

**SECTION IV.2. OFFICERS' TERMS** Newly elected officers begin their terms with the commencement of the new semester. The president and vice president shall assume their duties on the first day of classes of the spring semester. The treasurer shall assume his/her duties on January 1<sup>st</sup>.

### **Bylaw V Directors**

**Directors.** The following positions are appointed by the President and confirmed by the Board for a set term, as provided for by the President. Directors report directly to the Executive Board, under the general supervision of the Vice President. All actions made by the directors contained in this article of the bylaws may be vetoed by a majority vote of the executive board or a 2/3rds majority of the Board unless otherwise noted.

**SECTION V.1. EVENTS DIRECTOR** The Events Director shall:

- (a) Be responsible for event calendaring, ensuring that RSG's calendar of sponsored events is manageable given the number of seated representatives, as well as other external time commitments, including federal holidays and academic breaks.

- (b) Be responsible for event planning, by developing a process for committee chairs and representatives to develop their events and to present them for approval to the RSG board in a timely manner. This process should be developed in concert with the Treasurer and the Vice President who will have oversight respectively of the financial and communications aspects of the proposed events. Once approved by the executive board, the Events Director will meet with each of RSG's committees to implement the new process.
- (c) Be responsible for coordinating and responding to requests from student groups to co-host events, whether in person or by email.
- (d) Be responsible for compiling and calendaring a list of events to be held at the beginning of each semester and present this document to the RSG Board by the second meeting of the semester.
- (e) Review all RSG sponsored events within 14 calendar days of an RSG sponsored event's conclusion. The Events Director will work with the event's planner(s) to construct a written report to the executives and the Board of the event which will, at a minimum, contain the following:
  - (i) A detailed 'How To' guide for future chairs or representatives on how to hold the event.
  - (ii) A detailed financial accounting showing both what was budgeted and what was actually spent.
  - (iii) Recommendations as to what went well and what could be improved upon should the event be held again.
  - (iv) Recommendations as to if the event should be hosted again by RSG or if there is a more appropriate host.
- (f) Be an ex-officio co-chair of the following RSG Committees: Academic Affairs, Community Outreach and Social Action, Legislative Affairs and Student Life.
- (g) Have approval authority for all RSG sponsored events. Prior to an event being sponsored by RSG, the Events Director will review the proposal and will either approve or reject the event plan. Events may be rejected for any of the following reasons: incomplete proposal, overlap with other RSG events, lack of person power to successfully run the event or any other reason approved by another executive.
- (h) Have the power to modify event plans as necessary to ensure that RSG's overarching theme(s) and messages are being delivered.
- (i) Report to the Executive Board.
- (j) Vacancy of this position due to resignation or removal will be filled by the President by or at the next regularly scheduled RSG Board meeting.

## SECTION V.2. ELECTIONS DIRECTOR

- (a) **ELIGIBILITY:** The election director shall be a currently enrolled University student. The director may run for office during their . The director should, however, be a current Board member who is not up for reelection.
- (b) **APPOINTMENT:** The President shall appoint the election director no later than 39 days in advance of any general election.
- (c) **SALARY:** If the Elections Director is not an RSG board member, a salary of \$300 shall be paid for services rendered. Under extraordinary circumstances, the Board, with the recommendation of the Elections Committee, the Treasurer, and the President may approve a salary bonus for the ED of up to a maximum of \$200. All monies will be paid upon successful (as determined by the Board) completion of a given election cycle.
- (d) **DUTIES:** The Election Director Shall:
  - (i) Report weekly to the president with updates on candidates and election progress.
  - (ii) Report the current status of the elections including preparations, advertising, candidate applications, and the like to the Board at least once a week upon his/her confirmation by the Board and until the election is completed, as determined by the President.
  - (iii) Work with the Elections Committee to advertise the election to the student body including the ability to run for any open Board positions as encouraging maximum voter turnout.
  - (iv) Consult the Office of the Registrar to verify current enrollment numbers to determine the list of eligible voters and candidates. Once a year, this list should be used to apportion representative seats to the four Rackham divisions.
  - (v) Email all eligible graduate students to seek candidates for representative and executive seats open in the election. This email should be sent multiple times and the first such email should be sent no later than 3 weeks prior to the start of the election.
  - (vi) No later than 5 p.m. 5 days prior to the start of the election, candidates must, via email to the ED, indicate their intention to run. The ED shall consult the Office of the Registrar to verify current enrollment status and Divisional membership of candidates.
  - (vii) Collect all candidate names and usernames and will submit them to the voting website no later than 3 days prior to the election, at which point a sample official ballot will be posted for public viewing.
  - (viii) Be available during the full voting period and answer all questions received from candidates and members of the Board. When answered electronically, the elections committee should be carbon copied on all responses.
  - (ix) Notify the Board and all candidates of election results no later than 5 business days after vote counts have been completed. These results will be posted on the RSG website within 24 hours of notice to the Board being presented.



- (x) Award seats on the RSG Board to the candidates that receive the highest vote counts. No candidate shall win a seat if he receives less than 2 eligible votes.
  - (xi) Ensure that in the event of a tie for a seat, the candidates will present themselves at the following RSG Board meeting. The Board will break the tie with a majority vote.
- (e) REMOVAL: The Executive Board may remove the ED for failure to perform duties, as determined by a majority vote. Should the ED be removed, any promised salary shall be forfeited. The President will then appoint a new election director. Should the ED be removed from office within two weeks of the election, the President or his designee will fulfill the remaining roles of the Election Director without financial compensation. The treasurer will reallocate any forfeited salary accordingly.

## **Bylaw VI**

### **Board Elections**

SECTION VI.1. ELECTIONS RSG general elections shall be held in November and March on dates determined by CSG. The Board may, by a simple majority vote, move the date of the elections within the prescribed months. The Board may also vote to extend the length of the elections by a simple majority vote. RSG's elections including candidacy eligibility and timelines shall be subject solely to the provisions contained in these bylaws.

SECTION VI.2. BOARD COMPOSITION The Board shall consist of currently enrolled Students as follows:

- (a) Representation for the Board shall be divided among the four major Divisions defined by Rackham:
  - (i) Biological and Health Sciences
  - (ii) Physical Sciences and Engineering
  - (iii) Social and Behavioral Sciences
  - (iv) Humanities and the Arts
- (b) There shall be one representative for each 400 Students or major fraction thereof presently enrolled in each of the Divisions. A major fraction thereof shall mean that the remainder is greater than 200 Students after the number of Students in the Division is divided by 400. Each Division must receive at least one representative, regardless of size.
  - (i) The basis for deciding a Student's appropriate Division by his/her current area of study for the purposes of election shall be determined by Rackham. Current Division listings, as of March 1, 2012 are as follows:

#### DIVISION I - BIOLOGICAL AND HEALTH SCIENCES

Acute Care Nursing  
 Bioinformatics  
 Biological Chemistry  
 Biostatistics

Cancer Biology  
 Cell and Developmental Biology  
 Cellular and Molecular Biology  
 Cellular Biotechnology  
 Chemical Biology  
 Clinical Research  
 Clinical Research Des and Statistical Analysis  
 Community Health Nursing  
 Dental Hygiene  
 Ecology and Evolutionary Biology  
 Endodontics  
 Environmental Health Sciences  
 Environmental Justice  
 Epidemiological Science  
 Epidemiology  
 Genetic Counseling  
 Gerontological Nursing  
 Health and Health Care Research  
 Human Genetics  
 Immunology  
 Industrial Ecology  
 Industrial Health  
 Kinesiology  
 Landscape Architecture  
 Medical Scientist Training Practice  
 Medical Surgical Nursing  
 Medicinal Chemistry  
 Microbiology and Immunology  
 Molecular and Cellular Pathology  
 Molecular and Integrative Physiology  
 Molecular, Cellular and Developmental Biology  
 Natural Resources and Environment  
 Neuroscience  
 Nursing  
 Nursing Business and Health Systems  
 Nutritional Science  
 Oral and Maxillofacial Pathology  
 Oral Health Sciences  
 Orthodontics  
 Parent-Child Nursing  
 Pediatric Dentistry  
 Periodontics  
 Pharmaceutical Sciences  
 Pharmacology  
 Physiology  
 Program in Biomedical Sciences  
 Prosthodontics  
 Psychiatric Mental Health Nursing

Restorative Dentistry  
Social and Administrative Sciences  
Spatial Analysis  
Toxicology

DIVISION II - PHYSICAL SCIENCES AND ENGINEERING

Aerospace Engineering  
Aerospace Science  
Applied and Interdisciplinary Mathematics  
Applied Physics  
Applied Statistics  
Astronomy and Astrophysics  
Atmospheric and Space Science  
Atmospheric, Oceanic and Space Sciences  
Biomedical Engineering  
Biophysics  
Chemical Engineering  
Chemistry  
Civil Engineering  
Complex Systems  
Computer Science and Engineering  
Construction Engineering and Management  
Design Science  
Earth and Environmental Sciences  
Electrical Engineering  
Electrical Engineering-Systems  
Environmental Engineering  
Financial Engineering  
Geology  
Industrial and Operations Engineering  
Macromolecular Science and Engineering  
Materials Science and Engineering  
Mathematics  
Mechanical Engineering  
Naval Architecture and Marine Engineering  
Nuclear Engineering and Radiological Sciences  
Nuclear Science  
Physics  
Plasma Science and Engineering  
Science, Technology and Public Policy  
Science, Technology, and Society  
Scientific Computing  
Space and Planetary Physics  
Statistics

DIVISION III- SOCIAL AND BEHAVIORAL SCIENCES

Anthropology  
Anthropology and History  
Applied Economics  
Asian Studies: China

Asian Studies: Japan  
 Business Administration  
 Cognitive Science and Cognitive Neuroscience  
 Communication  
 Culture and Cognition  
 Economics Education  
 Education and Psychology  
 Educational Studies  
 Greek and Roman History  
 Health Behavior and Health Education  
 Health Service Organizations and Policy  
 Health Services Research  
 Higher Education  
 History  
 History and Women's Studies  
 Information  
 Latin America and Caribbean Studies  
 Lesbian/Gay/Bisexual/Transgender Queer Studies  
 Modern Middle Eastern and North African Studies  
 Political Science  
 Psychology  
 Psychology & Women's Studies  
 Public Administration  
 Public Policy  
 Public Policy and Economics  
 Public Policy and Political Science  
 Public Policy and Sociology  
 Real Estate Development  
 Russian and East European Studies  
 Russian, East European and Eurasian Studies  
 Social Work and Social Science  
 Sociology  
 South Asian Studies  
 Southeast Asian Studies  
 Survey Methodology  
 Urban and Regional Planning  
 Urban, Technological, and Environmental Planning  
 Women's Studies and Sociology

#### DIVISION IV - HUMANITIES AND THE ARTS

African American Diasporic Studies  
 African Studies  
 Afroamerican and African Studies  
 American Culture  
 Arabic Studies  
 Architecture  
 Art  
 Asian Languages and Cultures

Classical Art and Archaeology  
 Classical Studies  
 Classical Studies-Greek  
 Classical Studies-Latin  
 Comparative Literature  
 Creative Writing  
 Dance  
 English & Women's Studies  
 English and Education  
 English Language and Literature  
 Film Studies  
 Germanic Language and Literature  
 History of Art  
 Judaic Studies  
 Linguistics  
 Media Arts  
 Medieval & Early Modern Studies  
 Museum Studies  
 Music Composition  
 Music Composition and Theory  
 Music Conducting  
 Music Performance  
 Music Theory  
 Music Theory Pedagogy  
 Music: Music Education  
 Music: Musicology  
 Near Eastern Studies  
 Philosophy  
 Romance Language and Literature French  
 Romance Language and Literature Italian  
 Romance Language and Literature Spanish  
 Screen Arts and Cultures  
 Slavic Language and Literature  
 Women's Studies  
 Independent Interdependent Degree Program

- (c) A president, who shall be President of the Graduate Student Body of the University of Michigan, along with a vice president, each with full voting rights.
- (d) A treasurer, who shall act as the principal financial officer for RSG and chair of the Budgetary Committee, with full voting rights.

#### SECTION VI.3. TERMS

- (a) Two elections shall be held each year. One shall be held during November, and the other shall be held during March. Officers and Representatives shall hold their elected seats for one-year terms. One half of the seats apportioned to each division shall be elected in the Fall with the other half being elected in the Winter.

- (b) The President and Vice President of the Graduate Student Body shall be elected by the student body on a single ticket during the Winter election.
- (c) The Treasurer shall be nominated by the President and Vice President from and among the current and former RSG membership after the fall election has concluded. The treasurer will assume office for a one-year term upon confirmation by the new Board. A 2/3 majority of the board, including the President and Vice President is required to confirm the treasurer.
- (d) Each representative's one-year term shall begin with the following semester. March electees shall assume office beginning the spring semester. November electees shall assume office beginning the winter semester. Upon election, and prior to taking office as an elected representative, all representatives elect shall be considered associate members.

#### SECTION VI.4. FILLING OF ELECTED SEATS

- (a) For any given Division with multiple vacancies during an election cycle, the candidate with the most votes is awarded the first seat. The candidate with the second highest vote total receives the second seat, and so forth.
- (b) In the event of a voting tie between two candidates for one seat, the *newly* constituted Board shall vote at the first general Board meeting of the new term. In the event of a Board voting tie, the votes of representatives of the Divisional candidates in question shall decide. In the event of a Divisional voting tie, the winner will be determined by the president at the first regularly scheduled General Board meeting after the election results were determined.
- (c) President/vice president: The executive officer positions shall be filled together on a single ticket. They shall be elected by general Student body vote in the winter term. In the event of a tie, the *newly* constituted Board shall vote to determine the winner at the first general meeting of the spring/summer term. In the event of a Board voting tie, the treasurer shall determine the winner.

#### SECTION VI.5. PETITIONS, AMENDMENTS, BALLOT QUESTIONS, AND REFERENDA

- (a) Binding Questions including fee change proposals, bylaw amendments put to the student body or certain other ballot questions may be submitted to the Student body during a general election for campus vote. The Board must approve all such items by majority vote no later than 14 days prior to the general election. Questions to be placed on a general election ballot may not be approved during a first reading.
- (b) Non-binding Questions may be put to the student body through any process as approved by the Board. These may include but are not limited to distribution through an electronic newsletter or in tandem with an election.

### **Bylaw VII Membership Rights and Responsibilities**

SECTION VII.1. RSG BOARD The RSG Board shall serve as the legislative branch of the graduate student government. The Board shall be chaired by the President and vice-

chaired by the Vice-President. All elected representatives in good standing shall have a vote on the Board. The Board shall consider issues of import to the graduate student body and shall offer its input and directives as it sees fit.

## Membership

### (a) Elected Members

- (i) Elected Members are all Board members who have been elected by the student body during a regular or special election or nominated by the President and confirmed by the Board to fill a vacancy.
- (ii) Elected Members include the president, vice president, and the treasurer.
- (iii) Only Elected Members may vote on official business during Board meetings.
- (iv) Each Elected Member must be a member of at least one RSG committee as defined in these bylaws. Failure to maintain active committee membership shall be cause for the President to vacate a representative's seat.
- (v) Each Elected Member must plan, execute, or attend at least two non-meeting RSG events each academic term (fall, winter, and spring/summer). Failure to plan, execute, or attend at least two non-meeting RSG events per term shall be cause for the President to vacate a representative's seat.

### (b) Associate Members

- (i) Associate Members are all non-elected members who show a continued interest in RSG proceedings.
  - 1. Individuals may become an RSG Associate Member by attending 3 consecutive Board meetings or by attending 3 consecutive committee meetings.
- (iii) An Associate Member may only vote as a member of an RSG committee.
- (iv) Associate Members may participate in Board discussions and debates.
- (v) Associate Membership shall expire at the next regularly scheduled election as defined in the All Campus Constitution.
- (vi) Associate Members are limited to a single term. Exceptions must be requested in writing and approved by the Board.

### (c) Appointed Members

- (vi) Appointed members are all non-elected members of RSG that have been jointly nominated by the President or Vice President and confirmed by a majority vote of the Board to serve in a specific leadership role for RSG.
- (vi) With the exception of the RSG Treasurer, appointed Members will not be given a vote on the Board.
- (vi) The President and Vice President may notify members of the Graduate Student Body of any vacancy in an appointed position.

### (d) Student Body

- (i) Members of the student body not included in sections a, b, or c above shall be allowed and encouraged to attend RSG Board and committee meetings and to provide information to the Board and its committees when requested. These members will not be allowed to participate in RSG debates or discussions without the permission of an Elected Member.

#### SECTION VII.2. BOARD OBLIGATIONS

- (a) Attendance: All RSG members are required to attend general meetings. After the accumulations of three (3) unexcused absences, the member is immediately recalled. Elected Members must also attend a minimum of two RSG sponsored events each semester.
- (b) Excused absence: Any RSG member may receive an excused absence from the president provided permission is requested at least 48 hours prior to the general meeting, or within five (5) days subsequent to the absence for reasons deemed appropriate by the president.

#### SECTION VII.3. OPERATING PROCEDURES

- (a) Board meetings shall be held weekly during the academic year (September–April) and bi-weekly during the summer months. Board meeting dates shall be determined by the President prior to the start of a term after consulting with the membership of the board.
- (b) No funds may be appropriated by the RSG board to purchase food or beverages for RSG members in conjunction with regularly scheduled board meetings.
- (c) The Board's Agenda will generally include the following items:
  - (i) Call to Order
  - (ii) Approval of Agenda
  - (iii) Approval of Previous Minutes
  - (iv) Officer Reports
  - (v) Director Reports
  - (vi) Guest Speakers / Discussion
  - (vii) Funding Request Appeals
  - (viii) Committee Announcements
  - (ix) Old Business
  - (x) New Business
  - (xi) Open Discussion
  - (xii) Adjournment
- (d) All Board agendas and their supporting documents will be published on the RSG Website in a timely manner.



- (e) The Board may adopt additional operating procedures on a term-by-term basis. All such operating procedures shall expire at the end of the term in which they were adopted. Operating procedures may be adopted by a super-majority vote of the Board at any point.
- (f) Quorum: Quorum shall consist of half of all non-vacant voting seats, rounded up.
- (g) Roll call: Each general meeting shall commence with a roll call attendance conducted by the Vice President. This attendance report will be included in the meeting's minutes.
- (h) Minutes: Minutes shall be approved electronically or at the next General Board meeting. Minutes shall be posted on the RSG website (by the Vice President) for all Board members at least 72 hours in advance of the next General Board meeting.
- (i) In accordance with the Constitution, no RSG member shall receive monetary compensation from RSG for services rendered.
- (j) Board meetings shall be open to the Student body.

### **Bylaw VIII Recall and Appointment Power**

**SECTION VIII.1. RECALL** For conduct deemed inappropriate by members of the Board, a recall vote may be initiated against another representative and/or officer. A board member shall be considered recalled after a seconded motion and 3/4 majority vote of the Board.

#### **SECTION VIII.2. APPOINTMENTS TO VACATED SEATS**

- (a) **BOARD MEMBERS:** In the event of a vacancy due to recall, election to an officer position, graduation, resignation, or any other reason, the President may canvass the Student body via email to invite interested Students to serve as Representatives for the remainder of the term. Any Associate (non-voting, but regularly participating) Member in the same Division as the vacated seat shall be included in the President's nomination considerations. The President shall nominate a graduate student to fill the vacancy. If the nominated student is enrolled in the same division as the vacant seat, a simple majority vote of the Board shall be required to confirm the nomination. In the event that the nominated student is enrolled in a different Rackham division than the vacant seat, a 2/3rds majority vote shall be required to confirm the nomination. The appointed representative shall only serve out the remainder of the previous representative's term.
- (b) **EXECUTIVE OFFICERS:**
  - (i) **PRESIDENT:** If the president cannot fulfill his/her duties as described in these bylaws or is recalled, the vice president shall assume presidential duties.
  - (ii) **VICE PRESIDENT:** If the vice president cannot fulfill his/her duties as described in these bylaws or is recalled, the president shall nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.

- (iii) TREASURER: If the treasurer cannot fulfill his/her duties as described in these bylaws or is recalled, the president and vice president shall nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.

## **Bylaw IX Funding**

### **SECTION IX.1. FUNDING GUIDELINES**

- (a) The Board and its Budgetary Committee will consider funding requests student organizations. Requests for event funding will be reviewed on a first-come, first-served basis. Groups may be requested to make a presentation to the Budgetary Committee, at the discretion of the treasurer.
- (b) The Budgetary Committee will not consider retroactive funding requests.
- (c) The Budgetary Committee will not consider funding requests submitted fewer than twenty one (21) days prior to an event. This restriction may be waived by the Treasurer on a case-by-case basis.
- (d) All monies appropriated for a funding request will be for specific items originally listed in a submitted budget. Where budget items are originally approved but have less or no expense actually incurred, excess appropriated funds will be forfeited. Funds cannot be reallocated to budget items not previously approved by the Board. The requesting organization may request a reallocation from the Treasurer within the appropriated monies. Re-allocations will be reported to the Budgetary Committee and to the Board and should only be approved in the spirit of the committee's original funding rationale.
- (e) The guidelines contained in the following four clauses will be used by the RSG Budgetary Committee and the Board in making decisions about funding requests. Each request will ultimately be considered on its individual merits.
- (f) The following are likely to be funded:
  - (i) Cultural events
  - (ii) Proposals that are well written with a detailed budget, including expenses and expected/secured income
  - (iii) Events which are public and held on campus
  - (iv) Community service events involving or benefiting graduate students
  - (v) Projects that may need start-up funds but which will become self-sustaining in a short period of time
  - (vi) Events that involve more than 100 graduate students and/or have at least 25% graduate student participation
  - (vii) Programs designed to enhance quality of life for the Student body.
- (g) The following are not likely to be funded:

- (i) Parties
  - (ii) Events not open or easily accessible to the entire UM community
  - (iii) Publications which do not positively impact the UM community
  - (iv) Events that, in our judgment, should be receiving funds from some other obvious, appropriate source
  - (v) Club sports
  - (vi) Proposals from social fraternities or sororities
  - (vii) Proposals from lobbyists
  - (viii) Capital goods
  - (ix) Activities exclusive to the membership of one organization
  - (x) Film and photo development/photographers/videographers
  - (xi) Loans
  - (xii) Political lobbying
- (h) The following may require additional information prior to consideration:
- (i) Honoraria
  - (ii) Travel
  - (iii) Requests from the Central Student Government.
  - (iv) Guest Speakers (biographies, prior speaking engagements)
- (i) The following will not be funded:
- (i) Alcohol
  - (ii) Drugs
  - (iii) Medication
  - (iv) Charitable contributions
  - (v) Projects / Activities in which students are receiving course credit for completion
  - (vi) Human resources (coaches, secretaries, employees)
  - (vii) Late fees/penalties of any type
  - (viii) Proposals with non-itemized budgets
  - (ix) Plaques/trophies/prizes
  - (x) Scholarships/stipends/awards
  - (xi) Events intended for participation by the entire graduate student body if that event is scheduled for a day that is identified as a major holiday on the calendar of University sanctioned holidays.

## SECTION IX.2. ORGANIZATION FUNDING REPORTS

- (a) Upon a Board or Budgetary Committee decision to fund a group, the treasurer will send an email to the group's contact person that designates the date 30 days after the event takes place by which a report and receipts are due. A detailed event report, provided by the treasurer in that email, must include the number of students in attendance, the percentage of graduate students attending, a summary of how the event went, as well as a financial breakdown. Organizations failing to meet this deadline will forfeit any appropriated funds and will be excluded from requesting/receiving RSG funding until at least the end of the current semester pending any appeal to the Board. This exclusion may be extended by a majority vote of the Budgetary Committee. Under circumstances beyond an organization's control, the treasurer may extend this deadline provided groups send timely and reasonable requests for such an extension.
- (b) The funded organization must provide itemized receipts verifying that the allocated fund were used appropriately and in accordance with the budgetary committee's allocation decision as well as any approved reallocation requests. In the case where an itemized receipt isn't available, proof must be provided and is subject to the Treasurer's discretion.
- (c) Per Bylaw [IX.1.d](#), items in funding reports not approved by the Budgetary Committee or approved by the Treasurer in a reallocation request will not be reimbursed.

## **Bylaw X Resolutions**

### SECTION X.1. RESOLUTION TYPES

- (a) A sense of the Board (SB) shall be an official statement on behalf of the student body as articulated by the Board.
- (b) A Board Resolution (BR) shall be an official policy declaration of the student body as articulated by the Board. Board resolutions shall be binding on all officers, members, and committees of RSG for matters pertaining to RSG internal business. In the case where the subject of a BR is external to RSG, The President shall transmit the approved BR to the Dean for her review and approval as well as such other officers, offices, or entities as directed by the resolution or as appropriate.

### SECTION X.2. FORMAT

- (a) Every RSG resolution shall contain the following:
  - (i) A title.
  - (ii) A unique resolution number.
  - (iii) A set of descriptive clauses, explaining the rationale for the resolution and providing support for any operative clauses contained within the resolution.
  - (iv) A minimum of one operative clause directing action in the case of a BR or stating an opinion in the case of a SB.

1. The first operative clause in a BR shall have a format "Therefore be it resolved by the Rackham Student Government on behalf of the student body of the Horace H. Rackham Graduate school that"
  2. The first operative clause in a SR shall have a format "Therefore, on behalf of the student body of the Horace H. Rackham Graduate school and articulated by its elected representatives, it is the sense of the Board that"
- (vii) The signature upon final vote of the Vice President or his/her designee to the vote count and that the process to consider a resolution as outlined in this article and in Roberts Rules of Order was followed.
- (viii) The signature of the President approving or vetoing the final passage of the resolution.

### SECTION X.3. VOTING

- (a) All voting members of the Board shall be able to vote on RSG Resolutions.
- (b) The President, when chairing deliberations of a resolution shall only vote on the final passage thereof to make or break a tie vote.
- (c) The Vice President, will retain his/her full vote on the final passage of a resolution, regardless of if chairing the Board.
- (d) The Treasurer, will retain his/her full vote on the final passage of a resolution, regardless of if chairing the Board.

### SECTION X.4. STUDENT BODY INPUT

- (a) Upon a motion, second, and majority vote by the Board any resolution may be postponed to a time certain to allow for formal input from the student body.
- (b) Unless waved by a 2/3rds majority of the Board, a vote to adopt a BR will be out of order unless a public hearing on the BR has been advertised and conducted.

### SECTION X.5. PUBLIC HEARINGS

- (a) Board resolutions serve as official statements of policy and as such require input from the student body.
- (b) Prior to the second reading of a BR, notice shall be posted to the RSG website as well as to the student body via each department / program's graduate coordinators, and via an email to the graduate student body that a resolution shall be coming to a vote. The notice shall include the title of the resolution, a short description of the resolution including objective pros and cons, and the date / location of the meeting where the Board will consider the resolution.

#### SECTION X.6. EXECUTIVE VETO

- (a) Resolutions not approved by the President within 1 week of passage by the Board shall be in full force and approved. Resolutions vetoed by the President shall be presented to the Board at its next regularly scheduled meeting. The resolution shall be accompanied by a memo indicating the rationale for the veto. Upon a motion, second, and 2/3rds majority vote of the Board, the veto shall be overridden and the resolution shall be in full force.

#### SECTION X.7. PUBLICATION

- (a) Upon the final adoption and approval of a resolution, a signed version of shall be posted to the RSG website and included in the Board's minutes.
- (b) Copies of the approved resolution should also be transmitted to the Michigan Daily, the Michigan Voice, CSG, and members of the Student Body (upon request).