

**BY LAWS OF THE UNDERGRADUATE
STUDENT GOVERNMENT OF THE
UNIVERSITY OF CONNECTICUT**

(Revised January 25, 2012)

BY LAW I

Member Responsibilities

- 1) Responsibilities of Senators to their Constituencies
 - a) All Senators elected from residential districts shall establish and maintain frequent contact with their constituent population and Area Councils.
 - b) Senators elected from residential districts shall be a non-voting member of their respective Area Councils.
 - c) Commuter Senators shall be responsible for maintaining frequent contact with the Commuter population of the University of Connecticut. Senators elected from academic schools and colleges shall establish and maintain frequent contact with the student population of their school or college as well as the Dean, committees within the school or college that would reasonably impact those students and appropriate academic student organizations.
 - d) Senators elected to represent interests of Multiculturalism and Diversity shall similarly establish and maintain frequent contact with the student population and the appropriate cultural centers and student organizations.
 - e) Class Senators shall be responsible for conveying the viewpoints of their respective class standing and shall establish and maintain contact with this student population. All Senators shall publish a written report at the close of each semester of their Student Government related activities, accomplishments, projects and goals that shall be made public and available to their constituents.
- f) All Senators shall make known and describe to their constituents any Undergraduate Student Government positions open to all students.
- g) Senators shall make themselves available and accessible to their constituents.
- 2) Responsibilities of Senators Concerning Senate and Committee Meetings
 - a) Senators shall not be absent and unexcused from more than two Undergraduate Student Senate meetings per academic semester.
 - b) Up to two excused absences from Student Senate meetings per individual per semester shall be distributed at the discretion of the Speaker.
 - c) After two excused absences from Student Senate meetings, further requests for excused absences must be approved by the Executive Committee by a two-thirds vote.
 - d) All Senators shall serve on at least one standing Undergraduate Student Government Committee. Class, Residential, Commuter, and Multi Cultural and Diversity Senators shall serve the Student Affairs committee. Academic Senators shall serve the Academic Affairs committee unless stated otherwise.

- e) Senators must designate which committee they shall serve on at the beginning of each semester.
 - f) Senators from constituencies with more than one Senate representative are required to designate at least one member to serve on either the Recruitment and Retention standing committee or External Affairs standing committee, or both, as long as other committee requirements are met. For constituencies with more than two Senators, the number of Senators designated between Recruitment and Retention and the External Affairs Committee shall be divided amongst the two in a reasonable manner.
 - g) An absence is defined as being 15 minutes late to or as missing a main motion vote in a Senate or Committee Meeting without obtaining consent of the Speaker of the Student Senate or Committee Chairperson respectively.
- 3) Open Office Hours
- a) President and Vice President
 - i) The President and Vice President must each spend at least three hours per week in the Undergraduate Student Government office. These hours must be spread out over at least two days per week.
 - ii) During these hours, the President and Vice President should be available to their constituents and should spend their time dealing with affairs pertinent to the Undergraduate Student Government. Internal meetings may not be counted toward this total.
- iii) A schedule of their office hours shall be kept for the length of their term, plus one year.
- iv) The President and Vice President must post their regularly scheduled office hours to the USG website by the end of the second week of classes each semester and adhere to them throughout the semester.
- 4) Constituent Contact
- a) All Senators of the Undergraduate Student Government shall maintain contact with their constituents in at least one method, including holding open office hours, operating a page on a social media website such as Facebook, or holding regular constituency meetings at their residential or academic buildings.
- 5) Manners of Office and Community Conduct
- a) Senators, Justices, and members of the of the Executive Board shall be required to undergo sexual harassment training from an appropriate university entity or outside consultant with the experience in this field.
 - b) Such training shall take place within four weeks of the fall general elections.
 - c) The Vice President, as the officer charged with the management of office policy, is the person responsible for the planning, management and execution of such training.

BY LAW II

Student Senate Committees

- 1) After the spring general elections, standing Committee Chairs shall retain their positions and all powers associated with those positions until new Committee Chairs are nominated by the President, and confirmed by the Student Senate.
- 2) Membership of the Undergraduate Student Government Student Senate Committees shall consist of appointed Chairs, Senators, and Committee Members.
- 3) Committee Chairpeople may appoint prospective members that are not designated to that committee by a majority vote of the committee unless prohibited in the Bylaws.
- 4) The President, Vice-President, Comptroller, and Justices may serve as ex-officio, non-voting members of all Standing Committees and subcommittees unless otherwise specified.

BY LAW III

Academic Affairs Committee

- 1) The Academic Affairs Committee shall act to positively influence the academic experience on any and all issues of an academic nature for the undergraduate student population.
- 2) The Academic Affairs Committee shall be composed of at least one Senator from each school or college, which shall not preclude the membership of interested residential or multicultural Senators.
- 3) The Academic Affairs Committee shall forge liaisons with university academic organizations and assist in the formation and oversight of undergraduate student academic organizations associated with each school and college.
- 4) The Academic Affairs Committee shall serve as a liaison to the University Senate and its committees.
- 5) The Academic Affairs Committee shall produce a State of Academic Affairs report each semester.
- 6) The Academic Affairs Committee shall be considered a standing Senate committee.

BY LAW IV

Funding Board

- 1) The Funding Board shall be entrusted with the responsibility of appropriating funds to undergraduate student groups in accordance with policies, acts, and regulations set forth by the Undergraduate Student Senate and in accordance with any applicable State laws and University policies.
- 2) All members shall be nominated by the Funding Board Chairperson and confirmed by the Undergraduate Student Senate.
- 3) It shall be the responsibility of the Chairperson to deliver the funding decisions made by the Funding Board to the Student Senate. It shall be the Chairperson's prerogative to choose another member of the Board to deliver the funding decision if for some reason the Chairperson cannot.
- 4) The Chairperson shall advocate for and defend the decision of the Board. In the event that the Funding Board decides to deny a request for funding or fund zero dollars, then the request made by the group must still be made known to the Undergraduate Student Senate for consideration.
- 5) Following action by the Funding Board and Chairperson, the Undergraduate Student Senate shall confirm the funding decisions made by the Funding Board by a majority vote. The Undergraduate Student Senate may overturn or amend funding decision made by the Board or Chairperson by a 2/3 majority.
- 6) Should a funding committee of the Undergraduate Student Government deny any portion of a funding application, the committee chair shall be responsible for communicating the nature and reasons for the denial in writing and make the organization aware of their avenue of appeal through the Appeals Board within 5 business days of the committee's decision. Decisions of the Funding Board must be communicated within 5 business days of approval of funding decisions by the Undergraduate Student Government Senate.
- 7) Any additional necessary funding fewer than ten dollars shall only need the approval of the Chairperson. Any additional necessary funding between ten and fifty dollars must be considered by the Funding Board. Any amount over fifty dollars must be considered by the Funding Board and the Undergraduate Student Senate. All such expenditures shall be reported to Senate in the Chairperson's report.
- 8) The Funding Board shall be considered a standing Senate committee.

BY LAW V

Recruitment and Retention Committee

- 1) It shall be the duty of the Recruitment and Retention Committee to recruit and retain prospective senators, members, work studies and interns.
- 2) The Recruitment and Retention Committee shall develop and maintain mechanisms for fostering freshmen involvement through leadership development, campus awareness, and community participation.
- 3) The Recruitment and Retention Committee shall create and maintain a mentoring program for USG members, with the purpose of helping new members achieve their goals and reach their full potential, as well as fostering positive relationships within the organization.
- 4) The Recruitment and Retention Committee shall assist the Vice President in the planning and execution of membership events such as retreats.
- 5) The Recruitment and Retention Committee shall assist the President, or his or her designate, with USG-sponsored events considered to be primarily focused on recruitment, such as the Involvement Fair.
- 6) The Recruitment and Retention Committee shall be considered a standing Senate committee.

BY LAW VI

Student Affairs Committee

- 1) The Student Affairs Committee shall be charged with addressing all issues related to student welfare and centered around the student life experience, including but not limited to issues of community, safety, diversity and quality of life for all undergraduate students.
- 2) The Student Affairs Committee shall serve as a liaison to the Division of Student Affairs and to the Parking Advisory Committee.
- 3) It shall be the responsibility of the Student Affairs Committee to produce a quality of student life report each semester.
- 4) The Student Affairs Committee shall be responsible for appropriating funds to Area Councils.
- 5) The Student Affairs Chairperson shall retain signature power for all Student Affairs accounts.
- 6) The Student Affairs Committee shall be considered a standing Senate committee.
- 7) Five standing subcommittees shall report to and coordinate with the Student Affairs Committee:
 1. *Residential Affairs*
 - a. The Residential Affairs subcommittee shall primarily address issues of concern solely to resident students.
 - b. At least one Senator from each residential area shall be required to be a member of the subcommittee.
 - c. Senators serving on the Residential Affairs subcommittee shall report on the Area Council that they are responsible for.
 - d. Residential Affairs shall closely coordinate activities with the Residence Hall Association (RHA) and all Area Councils and oversee political operations of Area Councils in conjunction with RHA.
 2. *Transportation and Commuter Affairs*
 - a. The Transportation and Commuter Affairs subcommittee shall primarily address issues regarding transportation for students, including on-campus methods of transport such as buses, as well as parking and other transportation issues, as well as issues of concern to the welfare of undergraduate commuter students and design programs that shall foster commuter involvement in the University.
 - b. All Commuter Senators shall be required to serve on this subcommittee along with any other interested parties.
 - c. The Commuter Affairs subcommittee shall coordinate and support relevant commuter associations and organizations where possible.
 3. *Sustainability*
 - a. The Sustainability subcommittee shall work with all University

- departments concerned with sustainability and environmental issues, as well as environmentally conscious student organizations, to promote and raise awareness for the environment, conservation of resources, and responsible consumption on campus.
 - b. The Sustainability subcommittee shall work with the Vice President to ensure that the Undergraduate Student Government office operates in the most environmentally-conscious manner realistically possible.
 - c. The Sustainability subcommittee shall advocate for campus policy changes and initiatives, with the purpose of creating a more sustainable campus and student body.
4. *Health and Wellness*
- a. The Health and Wellness subcommittee shall work with Dining Services, the Department of Recreational Services, and other University departments and student organizations concerned with the physical and mental health of the student body.
 - b. The Health and Wellness subcommittee shall advocate for policies and initiatives on campus that provide options for students to make healthy decisions, including food choices and exercise.
5. *Multicultural and Diversity Affairs*
- a. The Multicultural and Diversity Affairs subcommittee shall work with all cultural centers, cultural and diversity groups, and other related organizations to promote and raise awareness for multiculturalism and diversity across campus, as well as advocate for the same constituency.
 - b. All Multicultural and Diversity Senators shall serve on the Multicultural and Diversity Affairs subcommittee.
 - c. The Multicultural and Diversity Affairs subcommittee Chair shall be appointed by the Student Affairs Chair and confirmed by a majority vote of the Student Affairs Committee.
- 8) The Student Affairs Chair shall appoint chairpersons for each of the five subcommittees.
 - 9) The Student Affairs subcommittees shall hold their own meetings and retain their own memberships.
 - 10) The Student Affairs Chair and the subcommittee chairs shall meet regularly to coordinate initiatives within the committee and with the rest of the Undergraduate Student Government.

BY LAW VII

External Affairs Committee

- 1) The External Affairs Chairperson shall serve as the Chief Advisor to the President regarding issues outside the University campus, including all local, state, and national matters.
- 2) The External Affairs Chairperson shall design and coordinate the implementation of a state legislative agenda, receiving guidance and direction from the President and the Executive Committee and the External Affairs Committee members, this agenda shall be presented to Senate and upon a 2/3s confirmation this legislative agenda shall be enacted and the External Affairs Chair shall then proceed and act on behalf of the Undergraduate Student Government for advancing the goals of the agenda.
- 3) The External Affairs Chairperson shall work to reflect student opinion in Town of Mansfield affairs, especially on any development that impacts the University community.
- 4) The External Affairs Chairperson shall be charged with attending the Town-University Relations Committee meetings, sending a Deputy in his/her place if he/she cannot attend.
- 5) The External Affairs Chairperson may appoint one Deputy External Affairs Vice Chair for State Relations, and one Deputy External Affairs Vice Chair for Local Relations, while also able to appoint a Committee to assist in the fulfillment and conduct of his or her duties and responsibilities.
- 6) The External Affairs Committee shall be considered a standing Senate committee.

BY LAW VIII

Recess Committee

- 1) A Recess Committee shall be appointed by the Student Senate to represent the interests of the Undergraduate Student Body during the winter and summer breaks.
- 2) The Recess Committee shall consist of at least three members.
- 3) The Recess Committee shall have the authority to open the mail addressed to the Undergraduate Student Government and to mail proposed legislation to the members of the Senate for a vote by proxy.
- 4) Any Senator may submit legislation to the Recess Committee for distribution to the Senate as a whole. A response of greater than 50% of the currently-seated Senate shall constitute quorum for a vote by proxy.
- 5) The Chairperson of the Recess Committee shall be appointed by the Student Senate at the last meeting before the recess of the Senate. In the event that the President, Vice President, Speaker of the Senate, or Comptroller of the Undergraduate Student Government is a member of the committee, the ranking officer shall automatically be the Chairperson without Senate needing to appoint them as a Chairperson.
- 6) The Chairperson shall conduct the meetings of the Recess Committee.
- 7) The Chairperson of the Recess Committee shall make a report to the Senate at the first meeting of each semester.
- 8) The Recess Committee shall meet at least once every month during the winter and summer breaks.
- 9) The Summer Recess Committee shall assist the Judiciary in coordinating and organizing the fall elections.
- 10) The Recess Committee shall be considered a non-standing, secondary Senate committee.

BY LAW IX

Appeals Board

- 1) An Appeals Board shall be responsible for hearing all appeals brought forth by a student organization or Area Council after receiving notice of the Funding Board or Student Affairs Committee's decision on the application. In the event that the entire application was never considered by the committee due to either the Committee's or Committee Chair's refusal to accept the application, a registered student organization or area council may submit an appeal through this process.
- 2) The Appeals Board may also hear appeals from parties within the Undergraduate Student Government.
- 3) The Appeals Board shall consist of the Comptroller and two members of the Judiciary. These judicial seats shall be filled on a rotating basis as decided by the Chief Justice. No member of the Appeals Board may serve or have served on the committee which considered the original application, with the exception of the Comptroller so as to ensure continuity of the Undergraduate Student Government financial operations.
- 4) The Appeals Board may only hear appeals based on one or more of the following grounds:
 - a. Procedural: The party in question did not follow applicable guidelines, the Undergraduate Student Government Constitution, or parliamentary procedure and this failure to properly follow procedure significantly affected the final outcome.
 - b. Interpretive: One party wishes to challenge another party's interpretation of guidelines or policies.
 - c. Discriminative: One party believes as though it was unfairly treated as a result of, but not limited to, its mission, viewpoint, composition of its membership, or biases of individual or multiple members of the Undergraduate Student Government.
 - d. Decisions made solely because of insufficient funds are not subject to an appeal.
- 5) The Comptroller shall act as chairperson of this committee and run the organization according to all applicable guidelines and governing documents. In the absence of the Comptroller, the Vice-President shall serve in the Comptroller's place.
- 6) Any party requesting an appeal must submit the appeal to the Comptroller within five business days of receipt of the decision of governing entity.
- 7) The appeal hearing shall take place at the first Judiciary meeting subsequent to receipt of the organization's appeal unless there is less than 48 hours until said meeting. All appeals must be heard within five business days of a party requesting an appeal.
- 8) A majority shall decide the decision made by the Appeals Board, with the Comptroller acting as the deciding vote if necessary.
- 9) The Appeals Board may rule on an appeal in the following ways:

- a) Fund the amount requested in full.
 - b) Remand the application to the originating committee for reconsideration.
 - c) Fund a portion of the requested amount.
 - d) Deny the appeal.
- 10) Funding for appeals upheld by the Appeals Board shall be appropriated from funds allocated to the committee from which the appeal originated. If there are insufficient funds in the originating committee's budget to fulfill the Appeals Board decision then the Appeal is denied due to lack of funds.
- 11) Decisions and their rationale by the Appeals Board shall be made in writing and provided to the representative of the organization, committee chairperson, the Speaker of the Senate, and the Comptroller. A record of the decisions of the Appeals Board shall be maintained in perpetuity by the Office of the Comptroller.
- 12) The verdict made by the Appeals Board shall be the final decision made on the application submitted by the organization. Subsequent appeals cannot be made on the same application.
- 13) The Appeals Board shall be considered a non-standing, secondary committee to the Senate.
- 14) The process by which the Appeals Board uses during its hearings shall be as follows:
- a) Opening Statements
 - i. The party who brought forth the grievance may address the Appeals Board with an opening statement for three minutes. This party shall be referred to as the "Plaintiff".
 - ii. The Chairperson or responsible party for the alleged grievance may then address the Appeals Board with an opening statement for three minutes. This party shall be referred to as the "Defendant"
 - b) Presentation of the Plaintiff
 - i. The Plaintiff shall present their appeal in detail and submit any evidence of their claim to the Appeals Board. This shall not exceed ten minutes.
 - c) Presentation of the Defendant
 - i. The Defendant shall present the counterargument for no more than ten minutes.
 - d) Rebuttal
 - i. The Plaintiff shall then be able to present a rebuttal for no more than three minutes.
 - ii. The Defendant shall then present a rebuttal for no more than three minutes.
 - e) Appeals Board Questions
 - i. Upon completion of the arguments, the Appeals Board may ask questions of either party.
 - f) Closing Statements
 - i. The Plaintiff may address the Appeals Board with a closing statement for two minutes.
 - ii. The Defendant may then address the Appeals Board with a closing statement for two minutes.
 - g) Deliberation
 - i. Deliberation shall be closed. The Appeals Board shall deliberate using all available information concerning the appeal.
 - ii. The Appeals Board shall come to a majority decision and issue a written opinion within twenty-four hours. The written opinion shall be provided to the student organization, committee chairperson, Speaker of the Senate, and Comptroller.

- iii. The Appeals Board has three options for its decision: fund the request completely, remand the request to the original committee, or deny the appeal. If the appeal is denied, subsequent appeals cannot be made for the same application.

BY LAW X

Elections Oversight Committee

- 1) The Elections Oversight Committee shall be entrusted with the responsibility of overseeing Undergraduate Student Government elections policy.
- 2) The Elections Oversight Committee is charged with the following:
 - i Read and revise all policies governing elections to the Undergraduate Student Government.
 - ii Shall work to introduce revised elections policies that are consistent with their findings to the Undergraduate Senate.
 - iii Shall work to bring any and all violations of election policy to the Judiciary and/or the Undergraduate Student Senate.
- 3) The Elections Oversight Committee shall be reconvened prior to every spring election of the Undergraduate Student Government at a minimum.
- 4) The Chair shall be chosen from the Undergraduate Student Government based on the recommendation of the Executive Committee and confirmed by a 2/3 majority vote of the Student Senate no later than the last Senate of the fall semester.
- 5) The Chair must then nominate four other members from the Undergraduate Student Government to Senate for approval no later than the last Senate of the fall semester.
- 6) The Chair of the Elections Oversight Committee shall be required to submit any and all election guidelines to the Senate for approval on or before the Senate meeting prior to elections paperwork being available for that semester.
- 7) No member of the committee is eligible to run in elections of the Undergraduate Student Government in the same semester that they serve on the Elections Oversight Committee.
- 8) The Elections Oversight Committee shall conduct all official votes and deliberations in closed session. However, in accordance with Undergraduate Student Government policy, the Elections Oversight Committee may accept written recommendations from outside the Committee.
- 9) To ensure transparency in election policy, the Committee shall keep approved minutes when in both open and closed sessions. These minutes must be submitted to the Undergraduate Student Government Bookkeeper and made available upon request in the Undergraduate Student Government office.
- 10) It shall be the responsibility of the Chair or a designee decided by the Chair and confirmed by Senate to coordinate with the Recess Committee over the summer to ensure that any considerations that occur after the spring elections are ready for the fall elections.
- 11) The Elections Oversight Committee shall be considered a non-standing, secondary committee to the Senate.

BY LAW XI

Nomination Committee

- 1) The Nomination Committee is tasked with the assignment of collecting information from parties interested in filling the positions of the Judiciary and nominating parties that meet the expected qualifications of said position to the Student Senate.
- 2) The Nomination Committee shall be made up of no less than three and no greater than five members.
- 3) Membership within the Committee is required to have at least two currently sitting Senators at any time as well as one currently sitting Justice to serve in an ex-officio capacity, membership beyond this may include any interested party.
 - a. The Justice on this Committee may be on a rotating basis as decided by the Chief Justice and serves to help guide the Committee in the values and knowledge expected of a Justice.
 - b. The Justice does not count as a full member for the purpose of the minimum and maximum of the Committee and may not vote at any time.
- 4) The membership of the Nominating Committee shall be appointed by the Speaker with confirmation by the Senate.
- 5) This Committee is to be formed no later than the third Senate of the Fall Semester and appointments to the Nominating Committee done on an as needed basis in order to fulfill its membership requirements.
- 6) The Chairperson of the Nominating Committee shall be the first member appointed by the Speaker and confirmed by the Senate.
- 7) The Committee shall meet on an as needed basis in order to fulfill their charge of filling open Judiciary positions.
- 8) It is not permitted for any person seeking appointment to a Judiciary position to also sit on the Nomination Committee at the time of their Nomination.
- 9) The Nomination Committee shall be considered a non-standing, secondary committee to the Senate.

BY LAW XII

Legislation of the Undergraduate Student Government

- 1) The Senate of the Undergraduate Student Government shall use four primary types of legislation: Acts, Resolutions, Statements of Position, and Commendations.
 - a) Acts are intended to deal with internal concerns of the Student Senate. They shall remain in effect until repealed.
 - b) Resolutions are intended to address a specific issue. They may contain both information and mandates for the Senate to take action. Resolutions shall be valid for two years from the date of their passage, or until they are revoked.
 - c) Statements of Position are intended to address immediate concerns of the Senate. Statements of position shall not bind the Senate to any particular course of action, and shall be considered expired at the end of the session.
 - d) Commendations are intended to recognize an individual or organization for special acts of service to the University community.
- 2) All legislation must include a plan of action for implementation where appropriate.
- 3) All legislation must record author(s), legislative type, and date and time of passage. Legislation may also include sponsors.
- 4) The Senate may, by 2/3 vote, repeal any legislation previously enacted.
- 5) It shall be considered a personal privilege of a Senator to request a roll call vote on any motion or legislation requiring a vote, and shall be considered without a need for a second or a vote.

BY LAW XIII

**Legislation Addressing the University
Administration**

- 1) All decisions of the Undergraduate Student Government which address the University administration shall be reported to the administrative offices of the University affected by the legislation. A representative of the Undergraduate Student Government shall notify the appropriate University administration within seventy-two hours of passage. The Speaker shall determine the most appropriate party to act as the representative at the time that the legislation is passed.
- 2) When the President of the University or his/her representative raises objections, it shall be the responsibility of that person to submit a written statement of objection in order to further act on the matter at the following meeting of the Student Senate.

BY LAW XIV

Procedure for Filing a Case to the Judiciary

- 1) All cases must be brought to the Judiciary must be typewritten and contain the following:
 - a) The name of the Petitioner(s),
 - b) The name of the Defendant(s),
 - c) The nature of the complaint,
 - d) The dated signature of the Petitioner(s),
 - e) The date of submission of the complaint.
- 2) A physical copy of the complaint must be placed in each Justice's mailbox.
- 3) An additional electronic copy must be placed in the Chief Justice's mailbox.

BY LAW XV

Budget Allocations

- 1) Each semester, the Senate shall consider and enact a preliminary budget for the following semester. The preliminary budget for the fall semester shall be proposed by the Comptroller of the previous spring semester while the preliminary budget for the spring semester shall be proposed by the Comptroller of the previous fall semester. The Senate must approve the preliminary budget by the last Senate meeting of the semester.
- 2) During each semester, the Senate shall consider and enact a finalized budget for that semester. The finalized budget for the fall semester and spring semester shall be proposed by the Comptroller. The Senate must approve the finalized budget by the third Senate of each semester.
- 3) The Undergraduate Student Government Comptroller may transfer an amount not to exceed two-hundred fifty dollars between line items of a budget. This authority shall be limited to four transfers per semester for each budget. Each such transfer shall be reported to the Student Senate.
- 4) There shall be an Undergraduate Student Government Bookkeeper's Office headed by the Bookkeeper which shall keep the accounts of the Undergraduate Student Government. Such accounts shall be kept in accord with the directives and regulations of the State Comptroller.
- 5) The Bookkeeper shall notify the Comptroller, and the Funding Board without delay of any financial transaction significantly at variance with approved procedures. Any disbursement of the Undergraduate Student Government funds without an appropriation shall be deemed significantly at variance with approved procedure.
- 6) The Comptroller shall advise the Senate of any instance in which budgetary legislation shall cause the Senate's appropriations to exceed student activities fee revenues.
- 7) The Comptroller shall ascertain any changes in student residency in order to keep Student Affairs funding and the election districts up-to-date. These figures shall be examined concurrently with the Judiciary at the beginning of every fall semester.
- 8) The veto of the Comptroller shall remain in effect after his/her succession by requiring that the funding initiative that was vetoed shall need re-approval by the newly elected Senate for its execution, regardless of the succeeding Comptroller's willingness or refusal to sign.

BY LAW XVI

Oath of Office

- 1) The Oath of Office shall be administered to each member at the member's first meeting of the Student Senate.
- 2) The Oath for Senators shall read:

I, (state your name), do solemnly promise to uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. I promise that I shall consistently and faithfully earn the vote of the constituents whom I have been elected to serve and represent. Finally, I shall maintain a vigilant eye on the welfare of the entire student government, that we may all diligently work together to successfully advocate for, represent, and serve the entire student body.
- 3) The Oath for the President shall read:

I, (state your name), do solemnly promise to uphold and defend the Constitution, By Laws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As President, I promise to execute all duties and responsibilities vested in me, and shall faithfully champion the general interests and concerns of the student body, by whom I have been granted this authority.
- 4) The Oath for the Vice President shall read:

I, (state your name), do solemnly promise to uphold the Constitution, By Laws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Vice President, I promise to execute all duties and responsibilities vested in me, and shall work diligently to ensure the successful and efficient operation of the administration to which I have been elected.
- 5) The Oath for the Comptroller shall read:

I, (state your name), do solemnly promise to uphold the Constitution, By Laws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Comptroller, I promise to execute all duties and responsibilities vested in me, and shall work diligently to make ethically sound financial decisions to the very best of my abilities.
- 6) The Oath for the Justices shall read:

I, (state your name), do solemnly promise to uphold the Constitution, By Laws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Justice, I promise to execute all duties and responsibilities vested in me, and shall wisely and cautiously adjudicate any and all matters that challenge the ethical and lawful foundation on which our government is based.
- 7) The Oath for Committee Chairs shall read:

I, (state your name), do solemnly promise to uphold and defend the Constitution, By Laws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As an executive member, I promise to execute all duties and responsibilities vested in me, and shall

faithfully champion the general interests and concerns of the student body.

- 8) The Oath of Office may be read on an individual basis should there not be a large number of members required to take the Oath of Office in order to expedite business at the Chief Justice's discretion. If the Oath

is taken in such a manner a representative from the Legislative and a separate representative from the Executive are required to be present to act as witnesses.

BY LAW XVII

Election Policies for the Undergraduate Student Government

- 1) Election districts shall be reapportioned each year prior to the holding of the fall elections.
- 2) For the purpose of Academic Senate seats, each of the following shall be considered a division in and of itself: Academic Center for Exploratory Students, Agriculture (School and College separately), Business, Education, Engineering, Fine Arts, Liberal Arts & Sciences, Nursing, and Pharmacy.
- 3) For the purpose of Residential Senate Seats, each of the following shall be considered a residential area: Alumni, Buckley, Busby Suites, Charter Oak Apartments, East, Garrigus Suites, Hilltop Apartments, Hilltop Dorms, Husky Village, Mansfield Apartments, McMahon, Graduate Residences, North, Northwest, Shippee, South, Towers, and West.
- 4) The Judiciary shall publicize the timeline and details for spring elections no later than March 1 and for fall elections no later than the first day of classes of the fall semester.
- 5) All candidates shall be required to submit a petition signed by a predetermined number of degree-seeking, undergraduate students at Storrs. The Judiciary shall determine the appropriate number of signatures corresponding to each position annually.
- 6) In the case of a tie election in any Undergraduate Student Government election, a run off election is to be held in the Constituency of the tied election. This must be done under the parameter of the Undergraduate Student Government Constitution and the guidance of the Judiciary.
- 7) The Undergraduate Student Government must publicize the deadline to submit all necessary paperwork to run in any Undergraduate Student Government Senate election at least one week before said deadline and have that paperwork readily available throughout that time.
- 8) Senators may run for election to executive positions. Should a senator be elected to an executive position, she or he forfeits membership in the Senate. Likewise, Justices may run for election to Executive or Senator positions, but shall forfeit their membership in the Judiciary if elected to an Executive or Senator position.
- 9) No person shall run for or win election to two elected positions in any single election.
- 10) No vote cast that is the result of coercion via physical force or authority of position shall count in an Undergraduate Student Government election or referendum.
- 11) No vote cast via falsification of information shall be taken into account in an Undergraduate Student Government election or referendum.
- 12) Justices shall not be permitted to campaign for a candidate running for an elected office

in the Undergraduate Student Government, with the exception of campaigning for themselves should they be running for a position, unless they resign their position as Justice. Justices running for an elected position in the Undergraduate Student Government shall not be permitted to be involved in the elections process with regards to any situation in which the Justice could be reasonably seen to have a conflict of interest.

- 13) Neither the President, nor the Vice President, nor the Comptroller shall be permitted to campaign for a candidate running for an elected office in the Undergraduate Student Government, with the exception of campaigning for themselves or for a Presidential/Vice Presidential ticket they are on, unless they resign from their respective office. Likewise, if they are running for an elected office, they are not permitted to participate in the elections process.
- 14) All other members of the Undergraduate Student Government shall not represent themselves as such, verbally, through use of paraphernalia, or any other means thereof, should they choose to campaign on behalf of a candidate other than themselves, or their ticket in the case of President/Vice President.
- 15) Other than items explicitly funded by the Undergraduate Student Government for personal campaign use and specifically labeled for such use (e.g. campaign flyers/photo copies), all items funded to promote the organization of the Undergraduate Student Government or its functions shall not be used for promoting personal campaigns.
- 16) Any member of the Undergraduate Student Government shall not be permitted to participate in the elections process if they are running for office or campaigning for another candidate in that election.
- 17) Each student may write in one candidate per ballot position in any Undergraduate Student Government election.
- 18) After the general elections, standing Committee and subcommittee Chairs shall retain their positions and all the powers associated with those positions until new Committee Chairs are nominated by the President and confirmed by the Senate.
- 19) Potential and confirmed candidates shall be held to the elections policies previously passed through the Senate by the Elections Oversight Committee.

BY LAW XVIII

Impeachment Procedures

Definitions:

Herein, the hearing at which the Judiciary determines whether or not to bring Articles of Impeachment before the Senate shall be called "the impeachment hearing,"

Procedures:

- 1) Any undergraduate student may file a petition for impeachment, following the guidelines for submission of cases given By Law VI.
- 2) The Judiciary shall hear impeachment cases on a case-by-case basis.
- 3) The Chief Justice shall preside over each impeachment hearing. This hearing shall include no fewer than three other justices.
- 4) The petitioner shall act as the plaintiff at the impeachment hearing. The accused shall act as the defendant. At the impeachment hearing, the plaintiff shall present the case for impeachment in no more than five minutes. The defendant shall have the opportunity to rebut the arguments of the plaintiff for no more than five minutes. This shall be followed by a question and answer session led by the panel that is not to exceed ten minutes in length.
- 6) In its decision, the Judiciary may use any information available, including but not limited to the information presented at the impeachment hearing. The Judiciary shall

render the decision within 48 hours of the impeachment hearing. As per the Undergraduate Student Government Constitution, Articles of Impeachment may only be brought before Senate in the event that a majority of the Judiciary approves. In the event that the Judiciary sees fit to bring Articles of Impeachment to the Senate, the Articles shall be brought to the next Senate meeting.

7) Court Procedure

- a) "Petitioner" shall refer to one person designated by the complainant mentioned in the original complaint.
- b) "Defendant" shall refer to either Petitioner or Respondent.
- c) The procedure for Judiciary hearings shall be as follows:
- d) Petitioner has two minutes to present an opening overview. During this time, petitioner may not be interrupted.
- e) Defendant has two minutes to present an opening overview. During this time, Defendant may not be interrupted.
- f) The evidentiary presentation begins. Each participant, starting with the Petitioner, may present any evidence relevant to the hearing or call any witnesses. Each participant may challenge the validity of any evidence or cross-examine any witnesses.
- g) Total time used by each participant (including presentation of evidence, direct examination of witnesses, cross

examination of opposing witnesses, challenging opposing evidence) may not exceed fifteen minutes. During this time, Justices may interrupt participants at any time.

- h) Petitioner has five minutes to sum up. During this time, Petitioner may not introduce new evidence or make any new arguments. Except for violations of

this rule, Petitioner may not be interrupted during this time.

- i) Defendant has five minutes to sum up. During this time, Respondent may not introduce new evidence or make any new arguments. Except for violations of this rule, Defendant may not be interrupted during this time.

BY LAW XIX

Extended Speaking Rights

- 1) Chairpersons, Vice Chairpersons, and up to five appointed Executive Officers shall have full speaking privileges in the Undergraduate Student Senate.
- 2) The President shall grant and revoke these speaking privileges at any time.

BY LAW XX

Programs

Definitions:

- a. Programs shall be defined as: a set of services created under the discretion of Undergraduate Student Government for undergraduate students at the University of Connecticut that shall be beneficial to the University of Connecticut community.
 - b. Programs are supervised by the Undergraduate Student Government.
 - c. Programs can be established with a request from the Undergraduate Student Government through the Executive Committee.
 - d. Programs function as an outreach service of the Undergraduate Student Government.
- and financial planning and decision-making within the program.
- b. Programs shall be run by an Executive Director
 - i. The Executive Director shall handle all operations of the program.
 - ii. The Executive Director shall report directly to the supervisor designee.
 - iii. The Executive Director shall meet with the supervisor on a regular, set basis, recommended to be once per week.
 - c. Programs shall also consist of a Board of Directors; these Directors must include, but are not limited to, an Assistant Director and a Financial Director.
 - i. The Assistant Director shall act as Executive Director when the Executive Director is unable to fulfill his duties.
 - ii. The Financial Director is responsible for the finances of the program.
 - iii. The Financial Director must maintain communication with the Comptroller of the Undergraduate Student Government so that the Undergraduate Student Government is well aware of the financial situation of the group.

1. Organizational Structure

- a. Programs shall be overseen by a designee appointed by the President of the Undergraduate Student Government.
 - i. This designee shall be the direct liaison between the program and the Undergraduate Student Government.
 - ii. This designee shall aid the Executive Director in organization

- iv. The Financial Director must report a financial statement to the Comptroller at least twice a semester.
 - v. Other directors may be appointed at the discretion of the Executive Director and the designee in the Undergraduate Student Government in conjunction in order to benefit the program as a whole.
 - vi. Programs shall individually have the right to recruit general members and volunteers to the group and retain members of the group.
2. Financial Process
- a. Programs shall be allocated a set amount of money each semester in the Undergraduate Student Government budget under a new heading titled "Programs".
 - i. The set budget for "Programs" shall be distributed into individual sub-lines titled after each individual program.
 - ii. The allocated funds must be approved by the Undergraduate Student Government Senate within the budget presented to the Senate by the Comptroller per constitutional guidelines.
 - b. The program's Board of Directors shall then budget these allocated funds to best benefit the program, and return the proposed budget to the Executive Committee of the Undergraduate Student Government for approval.
 - i. If approved, the budget shall be the blueprint for future expenditures.
 - ii. If declined, the budget shall be reevaluated and agreed upon by both the Executive Committee of the Undergraduate Student Government and the Board of Directors of the program.
 - c. The Comptroller and the supervisor must be informed of expenditures above \$150 prior to use of funds.
 - d. The executive director or financial director shall inform the supervisor of the budgetary status of the program by the 30th of each month, August-May.
 - e. The supervisor or executive director shall deliver a formal report of each program including budget updates to the Executive Committee of the Undergraduate Student Government by the 15th of each month.
 - f. The financial director must report all financial transactions and processes for any program-associated account to the supervisor so that the supervisor is apprised of all financial activity within the program.
3. Operational Activity
- a. The Board of Directors is charged with running the operations of the program.
 - b. The program may access the Undergraduate Student Government resources to promote and advertise the program, including but not limited to the USG website and the Recruitment and Retention Committee.
4. Undergraduate Student Government Program Relationship
- a. Programs shall individually create guidelines specifically applying to the

program itself that spell out specific procedures and policies internally within the program.

- b. If an Executive Director has conflict with the Supervisor, a request for review can be filed with the Undergraduate Student Government President to evaluate the matter.
 - i. The Undergraduate Student Government President shall appoint a special to evaluate the matter and make recommendations to the Executive Committee.
 - ii. The Executive Committee shall have authority to make corrective measure to resolve the situation.
- c. If the supervisor believes that conduct from the Executive Director and/or

members is detrimental to the program of the Undergraduate Student Government, the supervisor can file a written request with the Undergraduate Student Government President to evaluate the matter.

- i. The Undergraduate Student Government President shall appoint a special task force to evaluate the matter and make recommendation to the Executive committee.
 - ii. The Executive Committee shall have authority to make corrective measures to resolve the situation
- d. Any internal program guideline changes or program by-law changes must be reported dually to both the Board of Directors and the Executive Committee.

BY LAW XXI

Code of Conduct

- 1) All members shall be held to high standards of impartiality when it comes to decisions involving the financial involvement of the Undergraduate Student Government with any organization that they may hold an officer seat on, have personal connection with, or have a direct personal benefit returned to them in the process.
- 2) All members are held to complete the responsibilities inherent in their respective position as laid out by the Constitution, By Laws, or respective document that gives the position its purpose.
- 3) Abuse or misuse of the power of any position for personal benefit or malign intent shall be strictly prohibited.
- 4) Malfeasance of duties in their dereliction, completion or the manner in which they are completed shall be strictly prohibited.