



Undergraduate Student Government Operating Bylaws

Amended February 12, 2002
Amended January 21, 2003
Amended April 8, 2003
Amended April, 2005
Amended April, 2009

ARTICLE I: Purpose

Section A

The Operating Bylaws are the standing rules governing the operation and meetings of the Undergraduate Student Government.

Section B

These Bylaws, upon ratification, are inferior only to the USG Constitution, and superior to the latest version of Robert's Rules of Order, and all legislation passed by the USG General Assembly.

ARTICLE II: Meetings

Section A

The Undergraduate Student Government shall operate under the latest version of Robert's Rules of Order. They may be suspended by the presiding officer if there is no objection from more than one-third of the General Assembly present or by a two-thirds vote. No other provision within these Bylaws may be suspended.

Section B

The USG General Assembly shall be in session from the first week of classes to the last full week of classes in the Fall and Spring semesters. No USG meeting can be held on non-class days.

Section C

In the absence of the USG General Assembly, the Executive Committee may act in its place. This includes but not limited to areas of funding and recognition of student organizations or the formulating of legislation. Actions made by the Executive Committee must be reported and approved at the next regularly scheduled General Assembly meeting.

Section D

The Speaker of the Assembly of the USG shall preside at all USG General Assembly meetings. In the absence of the Speaker of the Assembly the President shall preside. In the absence of the President, the Vice President of Student Life shall preside over the meeting. If none of these are present, the first order of the Assembly shall be to elect a presiding officer for the meeting.

Section E

The presiding officer shall vote only in the case of a tied vote.

Section F

Quorum for General Assembly meetings shall consist of two-thirds the total voting membership of USG. A vote reflecting the absence of quorum constitutes a call for quorum. If quorum is not present, the General Assembly meeting will proceed, but all voting procedures will be suspended until such time quorum is present.

Section G

All General Assembly voting is limited to elected members of the USG.



Section H

In accordance with Article X, Section C of the USG Constitution and Article V, Section C of these Bylaws, only elected and appointed members of USG may introduce legislation.

Section I

Caucus and Committee chairmen are free to establish rules for running respective caucuses/committees, as limited by the Bylaws and Constitution.

Section J

Member-elects not currently in USG are required to attend all remaining USG meetings related to their respective position, but shall not have voting power.

ARTICLE III: Agendas

Section A

The General Assembly Agenda shall be formulated at the discretion of the Executive Committee. Amendments to this agenda may be made by any elected or appointed member during the General Assembly meetings with one-third consent of voting members of the General Assembly, provided the agenda amendment is not disallowed by the USG Constitution or Bylaws.

Section B

The USG Secretary has the responsibility to publish an agenda for each General Assembly meeting. This includes but not limited to the distribution of the agenda in paper form at the meeting and through other means of communication.

Section C

Any items that a member wishes to have on the Agenda must be submitted to the Secretary at least one class day prior to the meeting.

1. The Agenda must include copies of any new pieces of legislation. Legislation introduced at a prior meeting may be included in the Agenda. Amendments may not be included unless requested by one of the amendment's sponsors. A list of vacancies to be filled shall also be included.
2. Any items or legislation submitted late will be brought up for discussion only. Votes on legislation may not be taken until the next regularly scheduled General Assembly meeting. This rule may be suspended by a two-thirds vote by the General Assembly.

ARTICLE IV: Attendance Review

Section A

After three absences the member of the Assembly will be brought up for Attendance Review.

Section B

An Attendance Review is a procedure where the member up for review is required to explain to the Judicial Board the reasons for the absences. The member will be notified by the Friday prior to the date scheduled for the review.

Section C

The Attendance Review will be presided over by the Parliamentarian/Chief Judicial Officer of the Undergraduate Student Government. After the member gives their statement, they must leave the room and the Judicial Board then has the opportunity to debate possible disciplinary action, including the following possible sanctions:

1. Removal of voting rights
2. Probationary period
3. Removal from the Assembly

**Section D**

If the probationary period is selected, the representative will be automatically dismissed from the Assembly if they accrue an additional unexcused absence or two excused absences during this period.

Section E

The decision of the Judicial Board may be appealed to the General Assembly; this appeal must be given to the Secretary, in writing, within one week following the Judicial Board meeting in which the review was held. The decision of the General Assembly is final.

Section F

If the Executive Committee feels the punishment was extreme, they may recommend action to the Judicial Board. The Assembly must approve any reduction of the punishment by the Judicial Board, by majority vote. The vote of the General Assembly in this case is final, no additional appeals will be granted.

Section G

Once removed, the representative must wait a period of two weeks before returning to the Assembly to apply for a position; the Executive Committee may consider special exemptions.

ARTICLE V: Legislation**Section A**

There shall be two types of legislation:

1. A Bill is any piece of legislation that deals with a subject or issue USG directly controls (e.g. allocation of USG funds, amending bylaws, creation of officers, etc.).
2. A Resolution is a piece of legislation that deals with a subject or issue USG does not directly control (e.g. any legislation stating a problem or grievance to the University administration, to a major organization not under USG, etc.).

Section B

The Parliamentarian will prescribe a format for legislation. Adopted formats should include the following:

1. An individualized, sequential file coding.
2. A listing of author(s), committee(s), and sponsor(s).
3. The long title for the legislation
4. A series of logically sound clauses providing background information and indicating reasons for the legislation.
5. A series of affirmations of the General Assembly, indicating actions to be taken.

Section C

All members of the General Assembly have the right to edit the legislation for grammar and spelling, without the changing the intent of the legislation, with the approval of the author, without the need for corresponding motions of parliamentary procedure.

Section D

The USG President, Executive Committee, standing committees, ad-hoc committees, or any two elected USG representatives may sponsor legislation.

Section E

Any legislation pertaining to the USG Constitution or bylaws shall be introduced to the General Assembly, tabled, and placed on Old Business for the next regularly scheduled meeting.

**Section F**

The USG President or a member that has been designated by the General Assembly shall be charged with informing University administration of all passed resolutions.

Section G

There shall be exactly five distinct voting methods used by the USG General Assembly. They are listed below in order of greatest precedence to lowest precedence:

1. Roll call vote
2. Secret ballot
3. Hand vote
4. Voice vote
5. Acclamation (unanimous consent)

The presiding officer of the General Assembly normally determines the manner of voting. However, if a member calls for a greater precedent method of voting for an individual question, that method will be used. A three quarter vote of the General Assembly is required to choose a voting method with lower precedence than otherwise required.

Section H

A Representative or officer shall decline to vote, in committee or on the floor, on any matter when the person believes that the voting on such a matter would be a conflict of interest.

ARTICLE VI: Caucuses**Section A**

Caucuses are made up of all members elected from a like constituency.

Section B

Only elected members may be officially associated with caucuses and may act as a representative for the caucus.

Section C

Additional rules regarding the rights and responsibilities of caucuses may be established by additional legislation.

ARTICLE VII: Committees**Section A**

The USG President shall serve as an ex-officio and voting member of all standing and ad-hoc Committees. The President may establish ad-hoc committees and commissions as deemed beneficial.

Section B

The General Assembly may also establish temporary and ad-hoc committees from time to time. All standing committees may establish sub-committees.

Section C

Standing committees will meet before every session of the General Assembly, if possible, in a place and time designated by the committee chair.

Section D

The budgets of the Executive Committee and Established Committees are established by the passage of the USG Budget Bill.



ARTICLE VIII: USG Budget

Section A

The Vice President of Finance shall submit a suggested comprehensive USG budget of all internal and external expenditures to the Executive Committee during or before the tenth week of the semester for the following semester.

Section B

The Executive Committee shall introduce the USG budget to the General Assembly on or before the twelfth week of the semester.

Section C

Undergraduate Student Government fiscal periods shall run from July 1st to December 31st for the fall semester and January 1st to June 30th for the spring semester.

Section D

The USG Budget must be introduced and tabled for one week before any vote is taken. Any amendments may be made at the next General Assembly meeting. The total amount of the USG Budget shall not be increased except by a three-fourths vote of the Executive Committee.

Section E

If the General Assembly does not approve the USG Budget by the end of the semester, the operating budget of USG is to be frozen until the budget is approved.

1. The freeze does not apply to reserve funds held by USG for student organizations.
2. The USG shall receive fifty percent on all line items of its previous budget for the corresponding semester.
3. Student organizations that have approved funding by the Finance Committee and General Assembly shall receive fifty percent of those allocations.

ARTICLE IX: Public Record

Section A

The Undergraduate Student Government shall keep a public record. It shall contain the agendas and minutes of all USG General Assembly meetings, and all legislation passed by the General Assembly. In addition, it shall also contain all current Bylaws, the USG Constitution, and a description of duties for Representatives and Officers.

ARTICLE X: Vacancies

Section A

Vacancies cannot be filled until the constituency has been notified. One week after notification, the General Assembly may fill the position.

Section B

A vacancy may only be filled by a member of that constituency.

Section C

Members of the constituency may come forth at any point following the one week notification period to fill the vacancy. The business of filling the vacancy must be considered when a member of the constituency has come forward to fill the vacancy.



Section D

If only one candidate is in attendance and a vote occurs, the candidate must receive a majority of votes to be elected.

ARTICLE XI: Amendments

Section A

Any amendments to these Bylaws must be introduced to the USG General Assembly, tabled, and published in an all-campus publication prior to the vote. Amendments must be passed by a two-thirds vote of the General Assembly.