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Preamble to the USG Constitution
Undergraduate Student Government
University of St. Thomas

“The existence of an undergraduate student body containing both diverse and common interests, demands an organization of governance to serve as a forum for mediating diverse interest and an organ of advancement in fostering common interest. Such feelings maintaining the following framework of responsibility, supervision and integration of activates of all campus organization: direction of definition and community: and participation in faculty and administrative bodies that govern the university. Valid fulfillment of such a program indeed constitutes a share in responsibility of advancing the university. For these reasons this constitution hereby establishes Undergraduate Student Government.”

Constitutional By-Laws
Undergraduate Student Government
University of St. Thomas
Revised: April 28, 2009

Article I: Composition of Membership

Section 1: Membership of the Undergraduate Student Government

A. Voting membership shall include the following members who are voted on by students as the Elections and Credentials Code states:
   1. Executive Vice President
   2. Vice President of Public Relations
   3. Vice President of Administrative Affairs
   4. Vice President of Academic Affairs
   5. Elections and Credentials Chair
   6. Commuter Senator
   7. Transfer Senator
   8. Two Neighborhood Senators
   9. Legislative Affairs Senator
   10. Two Residential Senators
   11. One President from each class Freshman, Sophomore, Junior and Senior
   12. Two Senators from each class Freshman, Sophomore, Junior and Senior

B. Voting membership shall also include the following appointed members:
   1. Vice President of Financial Affairs
   2. Commuter Representative
   3. Residence Hall Association Representative
   4. HANA Representative
   5. International Students Representative
   6. STAR Representative
   7. SJV Representative
   8. Student Organizations’ Representative
   9. 2 Student Athlete Representatives
   10. ROTC Representative
   11. Student Diversity Relations Committee Chair
   12. Sustainability Committee Chair
   13. Student Alumni Council Representative
   14. Student Spirituality Committee Chair

C. Non-voting membership shall consist of:
   1. The President who is voted on by students as the Elections and Credentials Code states
   2. The USG Advisor who is the Director of the Department of Campus Life

D. Voting privileges can be removed for any amount of time as a sanction if necessary as outlined in Section 6.

Section 2: Qualifications

A. Each representative shall maintain a cumulative grade point average of 2.0.
   1. If, at the end of an academic semester, J-term or Summer Session, a representative falls below the 2.0 cumulative grade point average, the council member shall be removed from their position.
      i. This position now becomes open for the following semester elections.
   2. If, after the next semester, the student’s cumulative GPA is above a 2.0, the council member shall be allowed to apply for an open USG position.
B. All members must be registered with the college and be a candidate for the baccalaureate degree during the entire course of their terms.

C. A resident student refers to any student living on campus. An off campus student refers to anyone not living on campus.

D. Each representative shall be in good disciplinary standing with the University; if a member is no longer in good standing, the member will be removed from the council by the Vice President of Administrative Affairs.

E. Freshman, sophomore, junior and senior officers are eligible based on credits earned.

Section 3: Council Members in Good Standing

A. A member may miss three plenary council meetings per term of office. After the fourth absence, the member will be automatically removed from office. The Vice President of Administrative Affairs and the Elections and Credentials Chair shall notify the member of their removal not more than three days after the fourth absence.

1. Any member missing four plenary council meetings shall be automatically removed from office by the procedure described above.

2. Any member may designate a proxy by submitting a written request to the Vice President of Administrative Affairs. This is still considered an absence.

3. Any member missing three office hours per semester will have missed the equivalent of one general council meeting. Hours can be made up during the same week they are missed and must be reported to the Vice President of Administrative Affairs. A sign must be posted in the office restating your rescheduled time.

4. All members must abide by the attendance rules.

B. A member may petition the Executive Board to excuse an absence. The decision of the Executive Board may be appealed to the General Council. All decisions of the Executive Board concerning absences shall be made public.

1. Any five members of the Undergraduate Student Government may petition the Elections and Credentials Committee bearing the signatures of fifty undergraduate students. If the committee upholds the member, a recall election shall be held pending one hundred signatures for General Council and two hundred signatures for Executive Board.

2. The student body may request a competency hearing by submitting to the Elections and Credentials Committee a petition bearing one hundred signatures for General Council members and two hundred signatures for Executive Board members.

C. Any member removed from office shall be ineligible for membership in any USG office during the remainder of the term of the council on which they served, if they are forcefully or disciplinarily removed by means of the Ethics Board or impeachment process they will be subjected to an additional two semesters of ineligibility as outlined in section 6.

Section 4: Board of Trustee Liaisons

A. There are six appointed and three alternate liaisons chosen by the Elections and Credentials Committee for each year.

B. These members shall follow the rules laid out for them in Article IX of the Undergraduate Student Government Bylaws.

Section 5: Committee Members

A. Committee members are appointed as determined by the Elections and Credentials Committee.

B. These members shall follow the rules laid out for them in Article X of the Undergraduate Student Government Bylaws.

Section 6: Ethics Board

A. Purpose

a. The purpose of the Ethics Board shall be to ensure that members of the USG and members of groups or organizations affiliated or financed by the USG are acting in a manner consistent with the mission and values of the University of St. Thomas and the USG, by reviewing complaints from students, faculty and staff of the UST community and levying appropriate sanctions on members deemed in violation. If a member of the Undergraduate Student Government is removed forcibly for any reason, the individual forfeits his/her right to run for a position or fulfill an appointed position on the Undergraduate Student Government for the remainder of their time as an Undergraduate at the University of St. Thomas.

B. Ethical Code of Conduct for USG members

a. As a member of the only elected, representative body of the undergraduate student body of the University of St. Thomas, a Councilmember is called to act in...
a responsible, honorable and respectful fashion during the course of their term.

b. Violations of the Ethical Code of Conduct:
   i. Disciplinary actions or procedures by the University
   ii. Incompetence, negligence and unsatisfactory reportage.
   iii. Nonfeasance (failure to perform an official duty of the Members elected position as outlined by this living document)
   iv. Malfeasance or “Conduct Unbecoming of a Councilmember.” Examples include, but are not limited to, destruction of property, verbal or physical harassment, sexual harassment, sexual assault, slander or defamation of character, human rights violations, plagiarism, and academic dishonesty.
   v. Use of a Members position for personal gain not relating to the greater good of the Council, University or Constituency which they represent, as determined by the committee.

C. Membership
   a. The six (6) members of the Executive Board. In the event that the member under investigation is a member of the Executive Board, another member will be chosen from the General USG by the Ethics Committee
   b. Five (5) ad hoc members of the University of St. Thomas’s undergraduate student body to be selected by the Election and Credentials Chair immediately following the general election in the fall of the year. This process will be monitored by the Undergraduate Student Government Advisor in order to maintain that the selected members are of good standing in all aspects of their involvement at the University of St. Thomas.

D. Duties and Responsibilities of the Ethics Committee
   a. Process
      i. A complaint against a Council member, Club/org member, USG funded organization member, or any member of a body unspecified herein which is associated with the USG, may be filed by any of the following:
         1. Any one member of the USG
         2. A petition of twenty (20) UST undergraduate students.
         3. An advisor of the USG
         4. An administrator of the UST
   ii. Subsequent to a determination of standing, the members of the Ethics Board shall begin an investigation of the complaint.
   iii. A hearing of the complaint shall begin within two (2) weeks of the determination of standing. The hearing shall be chaired by the President and be closed to the public with the exception of a single representative of the Department of Campus and Residents life.
   iv. After the hearing the Board shall deliberate in private to reach a verdict and levy sanctions within their power. The Board shall decide the issue within three (3) days.
   v. After the Committee has made a decision, the President shall announce any action at the next full meeting of the USG under the President’s Report.

b. Voting
   i. Ten members of the Ethics Board, excluding the President, shall vote on the verdict and sanctions.
   ii. In the event of a tie, the President shall vote.

c. Appeals
   i. Appeals of the verdicts and sanctions shall be brought to the full council of the USG.
   ii. Initiation of the appeal of the decision of the Ethics Board requires a two-thirds (2/3) vote in favor of the appeal.
   iii. The review of a decision shall be held in Executive Session
   iv. After a review, the decision of the Ethics Board may be overturned by a two-thirds (2/3) vote in favor of the appeal.
   v. All appeals are subject to executive board or administration intervention prohibiting the appeal; if an intervention prohibits an appeal, all information associated with the intervention must be made public. An intervention must pass the Executive Board by a simple majority.

d. Impeachment
   i. May be initiated by a five-sixths (5/6) decision of the Executive Board
   ii. Any of the following are conditions for impeachment:
         1. Violation of the Ethical Code of Conduct
2. Failure to adhere to the attendance policy
3. Failure to rebound after one semester of being placed on academic probation.
4. Violation of any University rules or regulations, or any policy or rule in the Student Handbook issued by the Department of Student Affairs.

iii. Impeachment is final, and after the decision to impeach has been made, the member is immediately removed from the body which it belonged to with no access to an appeal.

Article II: Meetings

Section 1: General Council Meetings

A. Regular meetings of the USG shall be held on Sundays of every week.
B. Meetings may be cancelled by the Executive Board if necessary.
C. All meetings are open to observers. Observers may present opinions only if recognized by the chair.
   a. Observers who wish to address the assembly must submit a written form of intent which will be made available with the agendas prior to the meeting. All requests must be received by the Chair or Vice President of Administrative Affairs prior to the call to order.
   b. Observers will be allowed to speak freely and present a statement or opinion to the entire assembly, however may not engage any single member or members directly. All observer commentary will be heard but not addressed by the council at that time, unless previously scheduled on the agenda for the meeting.
D. Special meetings may be called by the President two days prior to the date.

Section 2: Summer Commission Meetings

A. Each council shall have a Summer Commission established from the end of Spring Semester to the beginning of Fall Semester.
B. Duties during the Summer Commission include:
   1. The Commission shall act in an advisory capacity for any decisions, actions, and statements made in the administration of the affairs of the council.
   2. The President shall convene three meetings during the summer and provide agendas for all meetings.
   3. One member shall take minutes at the meeting and distribute them to the council.
C. Membership shall consist of the President, Vice President of Financial Affairs, and A third member of the Executive Board and four members of the General Council.
D. The meeting structure shall follow these guidelines:
   1. Any summer expenditure shall be brought before the Commission by the Vice President of Financial Affairs for approval by a majority vote.
   2. No form of legislation may be made by the Commission.
   3. Any resolutions may be proposed, but not acted upon, by the Summer Commission.

Section 3: Senate Meetings

A. The Senate shall meet at the discretion of the Executive Vice President. There shall be at least two meetings per month.
B. The meetings shall deal with internal and external student issues that need further attention.
   1. Senators shall provide committee reports.
   2. Senators shall update their progress at least once a month at the General Council meetings.
C. Senate attendance is mandatory. Each senator shall be allotted three senate meeting absences per semester. After three meeting absence, the Vice President of Administrative Affairs shall be notified and your third absence will be counted as a general council absence, and if need be, result in initiation of the impeachment process.
D. Membership shall consist of:
   1. Class Senators
   2. Special Interest Senators
   3. The Executive Vice President shall chair all Senate meetings.
      a. In the event of the prolonged absence of the Executive Vice President (E.V.P) for any reason addressed or not addressed in this working document, the E.V.P. shall appoint an interim acting Senate Chair (who retains current Senate membership) for a duration decided upon by the E.V.P. in conjunction with the nominated Chairperson.

Article III: Procedures

Section 1: Quorum
A. A quorum consists of 2/3 of the total voting membership of the USG.
   1. At least three executive members must be present by fact or by proxy.
   2. If 2/3 of the council is not a whole number, then the number shall be rounded down.
B. The USG shall only be empowered to act by vote when a quorum is present.

**Section 2: Parliamentary Procedure and Legislation**

A. The USG shall follow an appropriate, flexible variation of Robert’s Rules of Order that shall be determined by the Parliamentarian.
B. Additions to the agenda must be made in the following way:
   1. Any member of the Executive Board shall be allowed to add items to the agenda without the consent of the other members.
   2. Any General Council member may bring forth legislation for approval to the Vice President of Administrative Affairs.
   3. Any organization funding must pass through the Finance Committee of the USG or come from the Executive Board.

**Section 3: Voting**

A. Each voting member may cast only one vote.
B. The chair of all meetings of the USG shall vote only in the case of a tie and their vote counts only to break the tie.
C. No proxy may vote without consent from the council member they are representing and written approval from the Vice President of Administrative Affairs.
D. In normal voting situations no written votes by an absent council member will be accepted, but may
   a. In situations where all members must vote on an item, such as constitutional amendments, a written vote may be cast
   b. All written votes in these circumstances must be notarized by the Vice President of Administrative Affairs at the time the ballot is submitted.
   c. All written votes must be received by the standing Chair or Vice President of Administrative Affairs no later than two hours prior to the meeting concerning the affiliated vote.
E. Except where otherwise specified, a simple majority shall be greater than one half of the total voting membership present.
   1. When necessary, a 2/3 majority of the total voting membership present shall be used.
   2. If the majority is not a whole number, that number shall be rounded down.

**Section 4: Amendments to Constitution and Bylaws**

A. No amendment shall be voted on at the meeting in which it is proposed. Voting on the amendment may not occur until the next meeting of the USG.
B. Proposal of Amendments
   1. Any USG General Council member may propose an amendment. Before the approval of the amendment, a petition bearing ten USG member signatures must be presented to and documented by the VP of Administrative Affairs.
   2. Any undergraduate student may propose an amendment with the submission of a petition bearing 250 undergraduate student signatures.
C. Approval of Amendments
   1. Any amendment proposed by an USG member must be approved by a 2/3 majority. The 2/3 majority must come from the entire voting membership and not only the members present at the meeting.
      i. In the event of a proxy replacing an absent council member, the proxy will not have voting power on an amendment
   2. Any amendment proposed by undergraduate students must be approved by a simple majority of the USG

**Article IV: Elections and Credentials Code**

**Section 1: Governance**

A. The Elections and Credentials Committee is responsible for the facilitation of all elections.
B. The Elections and Credentials Committee will publish any clarifications to these rules in the election packets. These rules will become binding.
C. The Elections and Credentials Committee will decide all rules for the election.

**Section 2: Elected Members Timeline**
Section 3: Election Process

A. An official petition shall be filed with the Undergraduate Student Government Elections and Credentials Chair before the filing deadline.
   1. For Executive Board, fifty undergraduate student signatures are needed.
   2. For General Council, twenty-five undergraduate student signatures are needed.
   3. If the Undergraduate Student Government Elections and Credentials Chair is a candidate in the election, the USG President shall oversee all duties during the election.
   4. No person may file for more than one office in the same election.

B. Elections for all positions shall be held before April 15. The winner in any election will receive a plurality of the votes.

C. If there is a tie in the election, a run-off election will be held between the candidates. The run-off election will be held the Friday following the election.
   1. The run-off election is only for those candidates who have tied in the original election.
   2. If there is still a tie after the run-off election, the position will be determined by a vote of the new Undergraduate Student Government through written ballot at their first meeting.

D. In any run-off election, write-in votes shall not be counted.

Section 4: Election of the Executive Board

A. All candidates seeking an Executive Board position must submit a petition bearing fifty undergraduate student signatures.

B. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.

C. During their term in office, Executive Board members must be at least a third or fourth year student at the University.

D. The Vice President of Financial Affairs shall be appointed by the Elections and Credentials Committee through the following process:
   1. After the Spring Elections, the ECC shall take applications for the position of Vice President of Financial Affairs.
   2. The Elections and Credentials Committee, along with the outgoing President and the current President shall interview the candidates and review their qualifications.
   3. The ECC shall make a recommendation to the incoming President. That President shall make an appointment for the Vice President of Financial Affairs for the ensuing year. That person shall be ratified by the outgoing council.

E. The President shall have one full term on the Undergraduate Student Government.

Section 5: Election of Class Presidents and Senators

A. All USG class elections shall be supervised by the USG Elections and Credentials Committee.

B. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.

C. An official petition bearing the signatures of twenty-five undergraduate students in their respective classes must be submitted to the Elections and Credentials Chair.

D. Nomination papers must state whether the person is running for the position of Class President or Class Senator.

E. Ballots shall be designed so that each class member votes for one President and two Senators.

F. Within one month of the fall semester, the USG Elections and Credentials Committee shall hold an election for the Freshman Class President and two class Senators. Baccalaureate candidates do not need to meet the 2.0 grade point average.
Section 6: Election of the Neighborhood Senators

A. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.
B. Candidates must be a resident of Merriam Park or Macalester Groveland neighborhoods and not reside in University owned housing.
C. An official petition bearing the signatures of twenty-five undergraduate students must be submitted to the Elections and Credentials Chair.

Section 7: Election of the Commuter Senator

A. Candidates must not reside in University-owned housing.
B. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.
C. An official petition bearing the signatures of twenty-five undergraduate students must be submitted to the Elections and Credentials Chair.

Section 8: Election of the Transfer Senator

A. Candidates must be a transfer student at the University. Candidates must be a high-school graduate and must be recognized as a transfer student by either the University Registrar or the Office of Undergraduate Admissions at the time of their application to this position
B. Candidates must meet all standards of academic, registration and be in good disciplinary standing with the University.
C. An official petition bearing the signatures of twenty-five undergraduate students must be submitted to the Elections and Credentials Chair.

Section 9: Election of the Elections and Credentials Chair

A. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.
B. An official petition bearing the signatures of twenty-five undergraduate students must be submitted to the Elections and Credentials Chair.

Section 10: Election of the Legislative Affairs Senator

A. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.
B. An official petition bearing the signatures of twenty-five undergraduate students must be submitted to the Elections and Credentials Chair.

Section 11: Election of the Residential Senators

A. Candidates must meet all standards of academics, registration and be in good disciplinary standing with the University.
B. One Residential Senator position shall be reserved for any student of sophomore, junior or senior class status who resides in University owned housing. One Residential Senator position shall be reserved for any student of freshman class status who resides in University owned housing.
C. An official petition bearing the signatures of twenty-five undergraduate students must be submitted to the Elections and Credentials Chair.
D. If the Residential Senator position is not filled during the spring elections, it shall be open to any interested undergraduate student who resides in University owned housing during the fall elections.
E. Baccalaureate freshman candidates need not meet the 2.0 GPA requirement.

Section 12: Appointment of the Representatives

A. Representatives from Hana, SJV, STAR, RHA, International Students’, the Student Athlete’s Council, the Commuter Center and ROTC shall be appointed to the USG by that organization.
B. The SOC Chair shall be elected by SOC members and must have been on SOC for at least one semester. The Chair will be elected by a simple majority vote. Any current SOC member may be nominated.

Section 13: Candidate Withdrawal

In order to be removed from the ballot, the candidate must submit a letter of withdrawal to the Elections and Credentials Chair by the date set in the election packet.

Section 14: Official Candidate List

Two days prior to the election, the Elections and Credentials Chair shall submit to the Undergraduate Student Government a list of qualified candidates, stating the office for which they are running and the order of names on the ballot.

Section 15: Campaign Guidelines

A. Campaign expense reports must be filed with the Elections and Credentials Chair at the end of the voting period. In the event of a run-off, revised expense reports are due at the end of the run-off election voting period.
B. All campaign posters must adhere to campus posting policies.
1. In Murray-Herrick Campus Center, candidate’s posters may only be placed on the designated bulletin boards and must abide by the Department of Campus Life bulletin board posting rules.
2. In Residence Halls, posters must abide by the Residence Life posting rules.
3. No flyers may be put on cars or taped to walls.
4. Posters must be removed by 6:00 P.M. on the final Election Day.

C. No candidate, group, organization or individual working on behalf of a candidate may spend more than a total of $100.00. Donations will be computed at the prices at the St. Thomas bookstore. If an item is not found in the bookstore, a retail price will be assessed. Candidates are responsible for maintaining the budget requirements. Failure to comply with the requirements will constitute a violation.

D. Candidates may campaign on the day of the election.

Section 16: Use of USG Resources

A. No USG resources shall be used by individuals or class councils in announcing, endorsing or supporting a candidacy. The Elections and Credentials Committee is exempt from this provision so as to publish, in an unbiased fashion, candidate information.

B. The USG resources that a candidate may not use include, but are not limited to:
   1. email distribution lists
   2. printers
   3. computers
   4. office supplies

C. Candidates are prohibited from campaigning from the USG office or during office hours.

Section 17: Voting and Ballots

A. All current undergraduate students may vote in the Undergraduate Student Government elections for which they are eligible. Students may cast one ballot per election.

B. The position of names on the ballot shall be listed alphabetically.

C. All voting will be done electronically over a secure connection on the World Wide Web.

Section 18: Write-In Candidate Policy

A. After the election, before swearing in, the write-in candidate must show that they meet all standards of academics and be in good disciplinary standing with the University.

B. In order to obtain a position on USG, a candidate must receive a minimum of twenty-five votes.

C. All candidates must adhere to the campaign guidelines.

D. If there is a tie for a position, a run-off election will be held according to the run-off election process.

Section 19: Filling of Vacancies

A. If a position is vacant on or before the closing date of the fall election, the filling of vacancies shall be initiated by the Elections and Credentials Chair. He/She shall present the timeline for this process to the USG within one week of the vacancy taking effect. The President will announce the date and time that the vacancy will take effect at a general council meeting or electronically.

B. If a position is vacant after the closing date of the fall election, the appointment process shall be initiated by the Elections and Credentials Chair. He/She shall present the timeline for this process to the USG within one week of the vacancy taking effect. The President will announce the date and time that the vacancy will take effect at a general council meeting or electronically.

C. If a position is vacant after the closing date of the fall election, the appointment process shall be initiated by the Elections and Credentials Chair. He/She shall present the timeline for this process to the USG within one week of the vacancy taking effect. The President will announce the date and time that the vacancy will take effect at a general council meeting or electronically. The timeline shall have been approved by the Elections and Credentials Committee and brought to the USG in written format. The timeline, which can be amended, shall be voted on by the full Council and must be passed by a simple majority.
   1. All candidates must meet the specifications for the position sought.
   2. The Elections and Credentials Chair and a quorum of the ECC, two executive board and three general council members shall interview and keep written transcription of the candidate’s responses. This delegation will determine the qualified candidates. The Elections and Credentials Committee shall make a recommendation of the qualified candidates for each position sought to the entire USG for consideration. A quorum of the ECC consists of 2/3 of its membership. If 2/3 of the ECC is not a whole number, then the number shall be rounded down.
   3. Documentation of qualified candidates will be made available to the entire USG. Documentation includes: the candidate’s resume, application responses and a personal statement.
   4. The candidates may read their personal statements at the next appropriate meeting of the USG. No questions will be allowed during this time.
   5. A vote will be taken immediately after the personal statements are read. In the
In case of a tie, the President will cast the deciding vote.

Section 20: Resignations

A. If an USG member decides to resign his/her position, he/she must submit a letter of resignation to the President specifying the date and time that the resignation will take effect. The President will announce to general council when the resignation will take effect via email or at general council meeting.

B. A resignation can be withdrawn up until the date and time specified in the resignation letter.

Section 21: Candidate Grievances and Violations

A. The Elections and Credentials Committee will be the primary body responsible for deciding whether or not a candidate has committed a violation. They shall decide what a violation is and what the punishment shall be.

B. A violation is any breach of campaign guidelines as set by the Elections and Credentials Committee and published in the elections packet. It is any behavior that is not in accordance with the Student Policy Book of the University.

C. A grievance is any perceived violation of campaign rules.

D. Any student, faculty or staff may file a grievance and the Elections and Credentials Committee will be the arbiter of all grievances and the issuer of all violations.

Section 22: Elections and Credentials Committee Grievances

A. The Elections and Credentials Committee shall act as an independent body from the Undergraduate Student Government in conducting all elections. In instances of clarification, the Elections and Credentials Committee shall consult with the Executive Board.

B. Any grievances with the decisions and/or actions of the Elections and Credentials Committee may be brought to the entire Undergraduate Student Government for approval by a 2/3-majority vote.

Article V: Duties and Powers of the Executive Board

Section 1: Composition and Meeting

A. The Executive Board shall consist of the President, Executive Vice-President, Vice President of Financial Affairs, Vice President of Academic Affairs, Vice President of Public Relations and the Vice President of Administrative Affairs.

B. The Executive Board shall meet weekly to discuss the general welfare of the USG, the student body and the progress of USG strategic goal implementation.

Section 2: General Council Meeting Responsibilities

A. The Executive Board shall prepare meeting agendas.

B. Any member of the Executive Board shall be allowed to add items to the agenda without the consent of the other members.

Section 3: Transitioning

A. The Executive Board shall be responsible for implementing a process of transitioning for the General Council that will take place after the Spring Elections.

1. The Executive Board shall explain the process in depth to the council.

2. The Executive Board shall ensure that each council member transitions in the incoming council.

B. The Executive Board shall work with the newly elected Executive Board to make sure that they understand the strategic goals of the previous year and how to move those forward into the upcoming year.

Section 4: USG Retreats

A. The Executive Board shall be in charge of the planning and facilitation of a Fall Retreat.

1. The Fall Retreat shall be held sometime within the first four weeks of the Fall Semester. The Retreat cannot be held until after the Fall Elections take place.

2. The Executive Vice President shall plan a comprehensive goal setting session for the creation of the council’s working goals for the upcoming year.

3. The Fall Retreat is mandatory for all members.

B. The Executive Board will also be in charge of planning a Spring Retreat.

1. The Spring Retreat will take place within the first four weeks of Spring Semester.

2. The Executive Vice President shall plan a goal review to look over what has been accomplished and decide where the council shall move to in the Spring Semester.

3. The Spring Retreat is mandatory for all members.
Section 5: Administrator’s Breakfast

A. The Executive Board shall hold a monthly breakfast meeting in conjunction with the Dean of Student Life Office.
   1. The Executive Board shall plan the topics of discussion and agenda for this meeting.
   2. The Executive Board shall invite other members of the council who have an interest in the topic being discussed.
   3. All University Administration shall be invited to the breakfast.
B. After the Administrator’s Breakfasts, the Executive Board shall make a report to the General Council on what was discussed.

Section 6: Executive Board Stipends

A. All members of the Undergraduate Student Government Executive Board are to receive a semester stipend of $1500, with an adjustment of three (3) percent per year. The three (3) percent adjustment shall be based on the initial principal of $1500 such that the adjustment can be calculated as \( I=P \left(1+r\times t\right) \) whereas \( P \) is principal of $1500, \( r \) is three (3) percent, and \( t \) is number of years.
B. The three (3) percent adjustment shall take effect on September 1, 2003 of the 2003-2004 academic year.
C. A periodic evaluation shall be conducted at least once every two years during the spring semester.
   a. Along with the Executive Board Stipends, the Executive Board Summer Employment will be evaluated by a selected committee of Senate members.
   b. The evaluation shall remain open to address concerns brought forth by the evaluation taskforce as well as by outside participants.
D. Any revision or amendment to this section to be approved must be pursuant to Article VII of this Constitution.

Section 8: Executive Board Veto Authority

The Executive Board shall be able to veto an action of the council by a 5/6 vote of the entire Executive Board.
A. The General Council can overturn a vetoed item by a 2/3-majority vote. This vote will not include the members of the Executive Board.
B. Any vetoed item is automatically put on the agenda of the next USG meeting under Old Business.

Any veto must be within one week of the meeting at which the motion was passed.

Article VI: Duties of the Members of the Undergraduate Student Government

Section 1: President

A. To preside at all meetings of the USG.
B. To serve as a member of the Student Life Committee, Budget Advisory Committee, Student Organization’s Presidents Committee and the Student Activity Fee Allocation Committee.
C. To serve in an ex-officio capacity as chief representative of the USG and the student body.
D. To create any temporary committees deemed necessary and to appoint student representatives to existing committees if the need arises pending the approval of the council.
E. To file a State of the USG Report at the end of the first semester and at the end of the term.
F. To call special meetings of the USG Executive Board and of the USG after two days notice has been given to the members and likewise postpone or cancel meetings with the previous stipulation on notification being served.
G. To attend University functions as a representative of the students.
H. To serve as an ex-officio member of the Student Organizations Committee.
I. To meet regularly with the representatives of the USG.
J. To provide monthly updates on USG’s progress to the Director of Campus Life and the Vice President of Student Affairs.
K. To facilitate the USG Administrator’s Breakfast and provide the council with updates on the information provided at the breakfasts.

Section 2: Executive Vice President

A. To preside at meetings of the USG in the absence or incapacity of the President.
B. To succeed to the Presidency when the office becomes vacant by physical circumstances, resignation or removal.
C. To attend University function as a representative of the students or in the case of the absence of the President.
D. To serve as the manager of the USG strategic goals.
   1. The strategic goals shall be updated by the Executive Vice President in May.
   2. The Executive Vice President shall then plan the goal setting session for the Fall Retreat.
   3. The goals shall be divided between the Senators and the Executive Vice President shall oversee the progress and implementation of all goals.
E. To serve as the chair of the Senate.

Section 3: Vice President of Academic Affairs

A. To address and enhance academic issues that are of concern to the University.
B. To serve on the Undergraduate Policy and Planning Committee of the University.
C. To prepare and facilitate the William B. Malevich and Distinguished Educator Award to a worthy staff member or administrator with the USG Executive Board.
D. To serve on the USG Academic Taskforce and to work with the Senators who are working on academic issues.
E. To serve or appoint a student representative to new academic related committees of the University (either short or long-term committees).
F. To serve on the Undergraduate Curriculum Committee.
G. To serve on the University Lectures Committee.

Section 4: Vice President of Public Relations

A. To create and design all public relations media for the Undergraduate Student Government to promote its activities, events and programs.
   1. To inform students of USG issues by way of the Bulletin, Tommie Media and other media options.
   2. To update the USG web page throughout the year.
B. To schedule and publicize an Open House in the Fall Semester.
C. To work with the President to prepare reports to the Student Affairs Committee of the Board of Trustees.
D. To work with the sophomore class President and sophomore class councils on planning school spirit initiatives and other USG public relations issues.

Section 5: Vice President of Financial Affairs

A. To manage and oversee the planning of the budget.
   1. To record all income expenditures.
   2. To authorize checks in accordance with budgetary stipulations.
B. To maintain the USG Finances in accordance with Federal and state tax laws.
C. To serve as Chair of the USG Finance Committee.
D. To serve on the Budget Advisory Committee of the University.
E. To serve on the Student Activity Fee Allocation Committee.

Section 6: Vice President of Administrative Affairs

A. To manage the USG office.
B. To publish and distribute the weekly agenda.
C. To take attendance at USG meetings and keep records on members’ attendance.
D. To serve as Parliamentarian and advise the President on issues pertaining to procedure.
E. To serve as the interpreter of the Constitution and Bylaws of the USG.
F. Record, publish and distribute council and executive board minutes and agendas.
G. Update the Constitution as needed.

Section 7: Class Presidents
A. To chair and arrange class council meetings.
   1. To maintain and recruit members of the class council.
   2. To create programming that includes both educational and recreational/social events.
B. To handle class finances.
C. To be a representative on the USG Finance Committee and the Student Organizations Committee.
D. To update and maintain the Class President’s section on the USG website.
E. The Senior Class President shall act as the commencement speaker at December (Mid-Year) Graduation ceremony.

Section 8: Senators

A. The USG Senators shall be divided into two groups: the Class Senators and the Special Interest Senators.
   1. All Senators shall serve on the Senate Action Committee.
   2. All Senators shall be responsible for the organization and facilitation of the USG Strategic goals.
   3. The Senators shall decide on the definition and composition of the taskforces in the fall and will work on goals within their taskforce.
   4. Senators shall be responsible for updating the General Council with the progress throughout the year.
B. The Class Senators
   1. Class Senators are made up of two Senators from the freshman, sophomore, Junior and Senior classes.
   2. The Class Senators shall sit on their respective Class Councils and work in collaboration with the Class Presidents in programming and goals of the Class Councils.
C. Special Interest Senators
   1. Neighborhood Senators (2) shall represent the St. Thomas Neighborhood student population of the USG.
      a. One Neighborhood Senator shall serve as a liaison to the Merriam Park Community Council.
      b. Will work on USG goals that are specifically geared towards students that live in the direct neighborhood of St. Thomas.
      c. Will work with the St. Thomas Neighborhood Liaison in University Relations to accomplish different goals.
   2. Commuter Senator shall represent the St. Thomas commuter student population (those students who do not reside in Merriam Park or Macalester Groveland communities)
      a. Will work closely with the Commuter Center on programs and issues and will work with USG goals that are geared towards students that are in the commuter population.
      b. Will work closely with the Associate Dean of Student Life that works in the Commuter Center.
      c. Will serve on the University Parking Appeals Committee.
   3. Legislative Affairs Senator shall represent the University of St. Thomas on all legislative issues that come before it.
      a. Will represent the University of St. Thomas and the USG at Minnesota Association of Private College Students (MAPCS) meetings.
      b. Will serve on the Legislative Affairs Committee of MAPCS and to report necessary information regarding MAPCS to the USG.
      c. Will participate in the Minnesota Private College’s Day at the Capitol.
      d. Will work and share information and services with other college and universities that would benefit student life and legislative action.
      e. Will serve as a voting member on the Merriam Park Community Council.
      f. Will work closely with the Vice President of University and Government Relations on all USG goals that pertain to legislative areas.
      g. Will serve on the University of St. Thomas Legislative Action Team.
   4. Residential Senators (2) shall represent the St. Thomas student population that lives in the on-campus Residence Halls.
      a. Will work on USG goals that are specifically geared towards students that live on-campus.
      b. Will work in collaboration with RHA and RA’s to identify the
Section 9: Elections and Credentials Chair

A. To chair the Elections and Credentials Committee (ECC).
B. To convene the ECC after petitions of incompetence are received to hear such cases for determination of the validity against members of the general council.
C. To certify eligibility of candidates as per rules in Article I of the Bylaws.
D. To certify members after every semester to be in good standing with the GPA requirement and other qualifications.
E. To appoint students to various University and USG Committees as well as Board of Trustee Liaisons.

Section 10: Student Organizations and Clubs Representative

A. To represent club/orgs on the USG.
B. To chair the Student Organizations Committee.
C. To notify club/orgs and organizations of their status the first week of each month.
D. To serve on the USG Finance Committee.
E. To serve on the Lectures Committee.
F. To host monthly information and training sessions for the club/org presidents.

Section 11: HANA Representative

A. To represent the student groups that make up HANA on the USG.
B. To report necessary USG information to HANA.

Section 12: RHA Representative

A. The RHA Representative shall be a member of the RHA Executive Board.
B. To represent the RHA and resident students to the USG.
C. To report any necessary USG information to the RHA.
D. To work in collaboration with the Residential Senators.
E. Shall report to the USG on any RHA affairs

Section 13: International Students Representative

A. To represent International Students on the USG.
B. To report necessary USG information back to the International Students.
C. Shall report to the USG on any International Student affairs

Section 14: STAR Representative

A. To inform the USG of STAR events.
B. To coordinate event planning with other programming organizations on campus.
C. To report necessary USG information to the STAR board and committee members.

Section 15: Student Athlete Representative

A. To represent the interests of student athletes to the USG.
B. To report necessary USG information back the Student Athletic Advisory Council.
C. To work with Senators and Class Councils on the issues of school spirit and others concerning student athletes.
D. Shall report to the USG on all Student Athletic Advisory Council affairs.

Section 16: ROTC Representative

A. To represent the interests of ROTC to the USG.
B. To report necessary USG information back to ROTC.
C. Shall serve on the Judicial Hearing Board
D. Shall report to the USG on all ROTC affairs pertinent to the student body.
E. Shall be selected by the ROTC Detachment commander.

Section 17: Commuter Center Representative

A. To represent the interests of the Commuter Center as an organization/department
B. To report necessary USG information back to the Commuter Center and post it at appropriate locations within the Commuter Center
C. Shall serve on the Student Life Committee
D. Shall report to the USG on all events or matters being handled by the Commuter Center.

Section 18: SJV Representative

A. The SJV Representative shall be a member of St. John’s Vianney College Seminary (SJV)
B. Shall represent SJV to the USG.
C. Shall report all necessary USG information to SJV
D. Shall report all necessary SJV information to the USG.
E. Shall work with the Student Spirituality Chair in enhancing the spirituality throughout campus.

Section 19: SAC Representative

A. To represent the students of SAC to USG.
B. To report necessary USG information to SAC at their weekly meetings.
C. To work in collaboration with the VP of Public Relations throughout the year on any campus wide events SAC is in-charge of

Article VII: Class Councils

Section 1: Purpose of Class Councils

Each class at the University of St. Thomas shall have a council to promote class unity and program events for the class. Each class council shall have an appointed member of the Campus Life staff to use as a resource.

Section 2: Membership of Class Councils

A. The Class President shall serve as Chair of the council.
B. The Class Senators shall work with the President.
C. The President shall appoint any other members of their class to the council.

Section 3: Responsibilities of the Class Councils

A. The class Presidents with their council shall plan at least two class meetings per year.
   1. The meetings shall be open to all members of the class.
   2. The first meeting shall be within the first two months of school.
B. The class council shall choose an advisor within the first month of school.
C. Each class has responsibility for the following actions:
   1. The Junior and freshman class Presidents and council shall work together to organize a campus wide event.
   2. The sophomore class President and council shall work with the Vice President of Public Relations on school spirit initiatives.
   3. The senior class will work on the following senior class activities: senior night and giveaway, Riverboat dance, graduation and others.

All Class Presidents shall make a monthly update to the President of the USG.

Article VIII: Undergraduate Student Government To St. Thomas Student Club and Organizations

Section 1: Intent

A. The Undergraduate Student Government hopes to promote the formation and communication of student club/orgs through:
   1. Helping coordinate and facilitate communication between student groups, faculty, staff and administration.
   2. Promoting student involvement in organizations which provides students with the opportunity to gain experience in activities which enhance their education.
   3. Assisting students and organizations in taking full advantage of University resources and facilities.

Section 2: Definition of Student Club/orgs

A. In order to be an Undergraduate Student Government recognized club/org, you must have:
   1. At least Ten University of St. Thomas students. Organization membership is open to ACTC schools, but an organization may not be comprised of more than 25% of ACTC students.
   2. A stated purpose and Constitution
   3. Comply with University policies and procedures as well as the procedures set forth in this document
   4. A faculty, staff or administration advisor
B. In order for a club/org to be recognized by the Undergraduate Student Government, they must first be recognized by the Department of Campus Life.

Section 3: Categories of Recognized Student Organizations
A. Club/orgs that will be recognized include the following:
   1. Honor, Leadership and Recognition Societies that are approved by their national chapter.
   2. Departmental Affiliated and Sponsored Professional Societies
   3. Special Interest Groups
   4. Club/org Sports
   5. Social Fraternities and Sororities

B. Classifications of Student Club/orgs
   1. Active club/orgs/orgs are those that fulfill their responsibilities each semester according to this Constitution and who maintain St. Thomas recognition from semester to semester.
   2. Inactive club/orgs/orgs are those who have not met the criteria for being defined as active for a period of two consecutive semesters.
   3. Seasonal club/orgs/orgs are those that are active for only one semester each academic year or a period of four or fewer consecutive months.
   4. Exclusive club/orgs/orgs include:
      a. Has a selection process that chooses through pledging or bidding.
      b. Limits membership based on ethnicity, race, gender, sexual orientation, religion, handicap, GPA or major.
      c. Has a national affiliation that limits membership based on the restrictions above.

C. In the event that a club/org/organization is in question, the Student Organizations Committee will decide the status of that club/org/organization.

Section 4: Club/org Funding Rules

A. All club/orgs/orgs must be in good standing with the Undergraduate Student Government and the Department of Campus Life in order to be eligible for funding.
   1. Active club/orgs/orgs are eligible for funding for two semesters.
   2. Seasonal club/orgs/orgs are eligible for funding only one semester in an academic year.
   3. Exclusive club/orgs/orgs are not eligible for funding, but can get limited USG funding for a project or event if it is open to all students and advertised throughout campus.

B. Responsibilities of Club/orgs/orgs
   1. Any club/org/organization that receives funding from the Undergraduate Student Government must keep their allocation in a University account
   2. All club/orgs/orgs President and/or Treasurer must attend a mandatory finance meeting at the beginning of the Fall Semester. If neither representative can attend, they must have a personal meeting with the Undergraduate Student Government Vice President of Financial Affairs.
   3. Treasurers and Presidents of all newly recognized club/orgs/orgs must meet personally with the Undergraduate Student Government Vice President of Financial Affairs before requesting initial funds.
   4. Newly recognized club/orgs will be granted a maximum allocation from the Undergraduate Student Government for their first semester based on the guidelines voted upon by the Finance Committee at the beginning of each academic year. The guidelines established by the Finance Committee must be approved by the General Council.

D. Club/orgs/orgs may request $50 from the Undergraduate Student Government during the first and second week of each semester as a start-up cost for the semester. This $50 will then be taken into account when reviewing the following semester request.

E. Deadlines for club/orgs/orgs will be:
   1. Budget Request forms will not be accepted after:
      a. Fall Semester: December 1st
      b. Spring Semester: April 1st
   2. Conference and Competition forms will not be accepted after:
      a. Fall Semester: December 1st
      b. Spring Semester: April 1st

F. The Undergraduate Student Government will not fund any exams. Club/orgs/orgs may request funding for resource books that must remain with the club/org/organization.

G. Conference and Competition Requests
   1. Funding will be available only for active club/orgs/orgs, and will occur through a reimbursement process.
   2. Club/orgs/orgs must submit the completed registration forms to request funding.
   3. The Undergraduate Student Government Finance Committee will review the request and make a recommendation to the Undergraduate Student Government.
   4. The reimbursement amount will be whichever one of these is more:
a. Non-exclusive club/orgs/orgs will be reimbursed 75% of total expenses or up to an amount determined by the Finance Committee and further approved by the General Council.

b. Exclusive club/orgs will be reimbursed 50% of total expenses or up to an amount determined by the Finance Committee.

4. The total club/orgs reimbursement, for any given conference or competition, may not exceed $1500. A club/orgs may attend numerous conferences/competitions in one semester, but the total reimbursement for a single club/orgs in one semester cannot exceed $1500.

5. Club/orgs will be notified of the amount for which they are eligible.

6. After attending the conference/competition, a club/orgs must submit copies of all the receipts from the conference/competition to the Undergraduate Student Government Vice President of Financial Affairs for reimbursement. The club/orgs must also make a presentation about their conference/competition to the General Council.

7. The Vice President of Financial Affairs will review receipts and transfer the amount to the club/org accounts. Club/orgs will determine how members are reimbursed.

H. The Undergraduate Student Government will not fund any club/org activity or conference/competition that is locally, regionally or nationally illegal.

I. The Undergraduate Student Government in association with the Finance Committee reserve the rights to immediately freeze any club/org account for the following reasons:

   1. Any club/org that fails to turn in an audit of their club/org. Club/orgs are required to turn in an audit of all financial transactions to the Vice President of Financial Affairs by the 15th of every month beginning October and ending in May.

   2. Any club/org operating with an account balance in debt.

   3. Continued spending on an account in debt.

   4. Other reasons deemed necessary to maintain the purpose of the student activity fee.

Section 5: Student Club/org Conduct Review

A. Any club/org falling short of the required ten members may appeal to the Student Organizations Committee for special status because of extenuating circumstances, allowing them to remain recognized.

B. Any club/org that fails to comply with the expected responsibilities shall serve a probationary period of one semester. If the club/org does not fulfill all requirements within the probationary period, their recognition will be revoked.

C. Any club/org on probation cannot receive funding from the Undergraduate Student Government.

D. Any club/org on probation during the previous semester may appeal their probation to the Student Organizations Committee within three weeks of the start of the next semester.

E. Any club/org that is on probation for more than one year must reapply to be a recognized club/org on campus. All internal account balances will be credited to the Undergraduate Student Government at this time.

F. Any club/org found in violation of any UST/USG/Finance Committee guideline, policy or ruling will be subject to the following procedure:

   a. Group officers/representatives will be called upon to explain the violation.

   b. All club/org accounts, both allocated and generated, will be frozen until the problem is resolved.

   c. Any misused funds, or funds used without the knowledge and approval of the USG, UST, Finance Committee or Club/org Advisor, will be repaid and reabsorbed.

   d. The group may be referred to the Department of Campus Life or Dean Of Students office.

G. The following procedures will be used when a group incurs an outstanding debt:

   a. All debt issues will be subject to Finance Committee review. However, if a debt greater than $1000 or a gross misuse of funds occurs, the Finance Committee may without funding for a time period no greater than one year.

   b. The accounts in question will be frozen until the problem is solved.

   c. The club/org officers/representatives will be called upon to explain the debt and create a plan of debt forgiveness.
d. If the problem is still unresolved, the groups could have all funding suspending for an amount of time deemed appropriate by the Committee.

e. The group may be referred to the Department of Campus Life or Dean of Students office.

f. Any other extenuating circumstances will be referred to the proper institution for conduct analysis and possible legal action against responsible parties.

Section 6: Appeals

A. Any allocation decision reached by the Finance Committee may be appealed only if any number of the following conditions is met pertaining to the allocation in question:

i. A representative of the requesting club/org believes that a member of the Finance Committee supplied the requesting club/org with inaccurate or inadequate information on procedure.

ii. A representative of the requesting club/org believes that the Finance Committee did not follow constitutional guidelines.

iii. A representative of the requesting club/org believes the Finance Committee did not follow guidelines established by the Finance Committee and ratified by the general council.

iv. A petition bearing the names of any ten USG members is presented to the Vice President of Financial Affairs to request an appeal.

B. In addition to any number of the preceding conditions (Ai-iv) being met, a written request for an appeal must be submitted to the Vice President of Financial Affairs by any member of USG within 5 general council meetings of the allocation decision in question.

i. An additional extension of 2 general council meetings may be granted by a majority vote of the Executive Board excluding the Vice President of Financial Affairs. An extension may only be granted under circumstances deemed extraordinary by the relevant voting members. Any request for an appeal occurring after 7 general council meetings will be null and void.

C. Upon valid receipt of an appeal request, the Vice President of Financial Affairs reserves the right to convene the Finance Committee to reconsider the allocation, but must do so within 10 days. If the Finance Committee reconsiders and votes upon the appealed allocation, the requesting USG member may choose to terminate the appeal. Otherwise, the requesting USG member may continue the appeal. The most recent allocation of the Finance Committee will be the allocation in question for the remainder of the appeal process.

D. If the requesting USG member wishes to continue the appeal, the member has the right to make a motion to appeal within two General Council meetings.

i. The motion must be approved by a 2/3 vote by the General Council. Members of the Finance Committee must abstain from voting, but may participate in discussion. Following this motion, the request will not be open to further appeals.

ii. Following a 2/3 vote of approval, a new allocation must be motioned in the same meeting.

iii. This motion to allocate must then be approved by majority vote, with voting rights being restored to members of the Finance Committee. The new allocation must be consistent with constitutional guidelines and Finance Committee guidelines ratified by the general council. This allocation will not be open to appeal.

Article IX: Board of Trustee Liaisons

Section 1: Purpose

Board of Trustee Student Liaisons shall serve as a connection between the student body and the USG by serving on their respective Board of Trustee Committees.

Section 2: Duties of the Liaisons

A. Board of Trustee Liaisons shall be required to meet at all official Board of Trustee committee functions to which they are appointed.

B. The Liaisons shall meet with the following USG representatives prior to all Board meetings.

1. Academic Affairs Committee shall meet with the Vice President of Academic Affairs.
2. Student Affairs Committee shall meet with the President.
3. Financial Affairs Committee shall meet with the Vice President of Financial Affairs.

C. The Liaisons shall make a report to the USG at the meeting directly following the Board meeting.
   1. Board of Trustee Liaisons shall report on actions, decisions and discussion on the committee they represent.

Section 3: Qualifications

A. Each Board of Trustee Liaison shall maintain a cumulative grade point average of at least 2.5.
B. Each Board of Trustee Liaison must be registered with the University and be a candidate for the baccalaureate degree during the entire course of the term.
C. Each Board of Trustee Liaison shall be in good disciplinary standing with the University.
D. Board of Trustee Liaisons must be committed to be adequately prepared to report on committee functions and issues.
E. Each Board of Trustee Liaison must be able to commit to the full year of Board meetings before they accept the position.

Section 4: Appointment

A. New representatives shall be appointed before the May meeting of the Board of Trustees.
B. The Elections and Credentials Committee shall oversee the application process of the Board of Trustee Liaisons.
C. Members shall be chosen by an application and interview process.
D. Students may not be appointed to more than one committee.

Section 5: Removal

A. If a liaison becomes unable to fulfill their duties, or no longer meets the qualifications, they shall be removed from their position by a vote of the council at a general meeting.

The Board of Trustee Liaison may petition this decision by following the same rules as apply to the removal of a council member as found in Article I, Section 3 of the Bylaws.

Article X: Committees

Section 1: Committee List

A. Committees of the Undergraduate Student Government
   1. Finance Committee
   2. Ethics Board
   3. Elections and Credentials Committee
   4. Student Organizations Committee
   5. Senate
   6. Student Activity Fee Allocation Committee
   7. Student Diversity Relations Committee

B. Committees of the University
   1. Alcohol and Drug Awareness Committee
   2. Budget Advisory Committee
   3. Campus Living Student Advisory Committee
   4. College of Arts and Sciences Committee
   5. Diversity Steering Committee
   6. Food Service Committee
   7. Grievance Committee
   8. Judicial Hearing Board
   9. Library Advisory Board
   10. Parking Advisory
   11. Parking Appeals
   12. Registrar’s Committee
   13. Student Life Committee
   14. Undergraduate Programs and Policies Committee (UPPC)
   15. Undergraduate Studies Committee
   16. Technology Advisory Board
   17. Student Sustainability Committee

Section 2: Rules for USG Committees

A. All Committees shall meet at least once per month.
B. The President of the USG may appoint temporary committees on a semesterly basis to deal with topics foreign to the concern of the standing committees.
C. Committee memberships shall begin in May. The committee Chair shall determine how transitioning shall occur between the start of the new council and Fall Semester.

Section 3: USG Committee Structure

A. Finance Committee
   1. The Finance Committee shall propose a budget for each semester using funds from the Student Activity Fee. Final approval is made by the general council for a majority approval.
   2. The Committee reserves the rights to deny funding to any club/org or organization that it deems as a duplicate club/org, defined as a club/org with an equal opportunity for common goals and participation.
   3. The Committee reserves the right to deny funding to any club/org in any form of violation of the USG/UST evaluation guidelines.
   4. The Committee shall assist the Vice President of Financial Affairs in administering the budget, auditing the books
and reporting the state of the council’s finances.

5. Any financial legislation to be considered by the council must pass through a standing or temporary Finance Committee of the USG. It then must be put on the agenda for the following USG meeting.

6. The Finance Committee shall consist of:
   a. Vice President of Financial Affairs
   b. Student Organizations Representative
   c. The class Presidents
   d. Three non-USG students appointed by the Elections and Credentials Committee
   e. The STAR Finance Intern

B. Ethics Board
   1. Please refer to Article 1, Section 6 of this document

C. Elections and Credentials Committee
   1. The Elections and Credentials Committee shall consist of no fewer than seven members. These members shall be approved by the council.
      a. The Elections and Credentials Chair shall serve as chair of the committee
      b. The President of the USG
      c. The rest of the membership shall be composed of five at-large members.
      d. If there are not five members to choose from, then USG members shall be appointed in the following order:
         1. Legislative Affairs Sen.
         2. Senior Class President
         3. Junior Class President
         4. Sophomore Class President
         5. Freshman Class President
   2. The ECC shall examine charges brought against members or candidates for issues relating to grievances filed.
      a. For removal, a formal grievance must be filed with the ECC.
      b. The ECC shall review the grievance and make a recommendation to the council.
      c. The council shall decide with a 2/3 majority vote.
   3. The ECC shall oversee the election process.
   4. The ECC is responsible for the appointment of the University and USG committees.
   5. The committee is responsible for the appointment of all BOTL and alternates.

D. Elections and Credentials Committee
   1. The ECC shall consist of:
      a. The Elections and Credentials Chair
      b. Four members of the general student body selected through the Standing committee application process
      c. Four members of the USG general assembly, not to include any executive board members

2. The Elections and Credentials Chair shall chair the ECC
   a. In the instance where the Elections and credentials chair cannot chair the committee for any reason, the President of the USG shall act as chair.

E. Student Organization’s Committee
   1. The SOC shall consist of:
      a. Student Organization’s Representative.
      b. Class Presidents
      c. Five appointed student representatives
   2. The SOC, in conjunction with the Department of Campus Life, shall handle all administrative details pertaining to campus club/orgs.
   3. The SOC shall work with and report back to the council on all matters regarding club/orgs. All Committee decisions regarding the status of club/orgs and granting of special privileges shall be subject to a simple majority of the council.

F. Senate
   1. The Senate shall consist of:
      a. Executive Vice President
      b. Class Senators
      c. Special Issue Senators
   2. The Senate shall work on internal and external students outlined in the strategic and organizational goals.

G. Student Activity Fee Allocation Committee
   1. For each semester, the allocation of the student activity fee shall be 60% to STAR and 40% to USG.
   2. Each summer, after all expenses have been paid or accounted for, any amount over $20,000 for the academic-year end rollover for STAR will transfer to the USG.
   3. The SAFC will allocate $4500 each semester to HANA for 5 executive board member stipends of $900 each. In addition, the SAFAC shall determine the allocation of the excess rollover between the Undergraduate Student Government (USG) and St. Thomas Activities and Recreation (STAR). Each organization will prepare a proposed budget for the ensuing semester, from which the allocation of the excess rollover shall be appropriately divided to best serve the student body.
4. The committee must meet by the 2nd week in August and the 2nd week in December to discuss the ensuing semester’s budget for each organization.

5. When an agreement is reached, the USG Vice President of Financial Affairs shall send the allocation requests to the controller’s office.

6. The Executive Director of Campus Life shall chair the committee.

7. The SAFAC shall consist of:
   a. USG Advisor (Executive Director of Campus Life)
   b. USG President
   c. USG Vice President of Financial Affairs
   d. STAR Advisor
   e. STAR President
   f. STAR Finance Intern

H. Student Sustainability Committee
1. SSC Shall consist of:
   a. The SSC Chair shall be elected by Sustainability Committee members and must have been on SSC for at least one semester. The Chair will be elected by simple majority vote. Any current SSC member may be nominated.
   b. A representative from each of the following clubs and orgs.: i. BEAST
      ii. Biology Club
      iii. Chemistry Club
      iv. Engineers for a Sustainable World
      v. RHA
      vi. SAC
      vii. STAR
      viii. USG (separate from chair)
      ix. Other clubs may petition to join.

I. Student Diversity Relations Committee
3. The Student Diversity Relations Committee shall propose strategic concepts, ideas and/or goals to the General council of the USG on building, maintaining or acting on diversity relations.

4. Diversity is defined as issues dealing with a variety of topics pertaining to (but not limited to) any of the following:
   a. Cultures, Ethnic Groups, Languages
   b. Physical Features, Generational differences
   c. Socio-economical backgrounds
   d. Opinions
   e. Religious beliefs
   f. Sexuality, Gender Identity

5. The Student Diversity Relations Committee shall consist of:
   a. Student Diversity Relations Committee (SDR) Chairperson
   b. Student Organizations Committee (SOC) Chairperson
   c. Members from the following clubs/orgs as appointed through the respected club/org
      1. Allies
      2. BESA
      3. Hana
      4. Muslim Student Association
      5. GMSA
   d. Three non-USG students appointed by the Elections and Credentials Committee through the proper application packet
   e. The Director of Institutional Diversity shall be invited to sit on this committee
   f. A member of the Department of Campus Life shall be invited to sit on this committee
   g. The USG Executive Vice President
   h. Additional clubs may apply for membership at the committee’s discretion.

Section 4: University Committees
A. Alcohol and Drug Awareness Committee
1. The ADEC consists of three student representatives. One of these representatives is the Junior Class President from the USG. The other two members must be from the Junior and Senior classes.

2. The ADEC evaluates and approves requests for alcohol served on campus events. It looks at educational solutions to combat alcohol and drug abuse by UST Students.

B. Budget Advisory Committee
1. This committee shall consist of five student representatives. Two of these students shall be the USG President and the Vice President of Financial Affairs.

2. The Budget Advisory Committee discusses increases in tuition, faculty and staff salaries and the overall finances of the University.

C. Campus Living Advisory Committee
1. This committee shall consist of five student representatives. Two of these representatives shall include the Residential Senators from the USG and the RHA Representative from the USG.

2. This committee works with Campus Living to advise on all issues concerning residence hall policies and procedures.

D. College of Arts and Sciences Committee
1. This committee shall consist of two student representatives who must be enrolled in the College of Arts and Sciences.
2. This committee reports to the UPPC with recommendations specifically for the College of Arts and Sciences.

E. Diversity Steering Committee
1. This committee shall consist of three student representatives.
2. The committee evaluates issues of diversity in all aspects of University life.

F. Food Service Committee
1. This committee consists of four student representatives.
2. The committee works to improve the food and dining environment on campus.

G. Grievance Committee
1. This committee shall consist of three student representatives.
2. The committee serves as a grievance board to ensure students’ rights as defined by the Statement of Student Rights and Responsibilities.

H. Judicial Hearing Board
1. This committee consists of student representatives appointed by the ECC.
2. The group serves as the appeals board for students going through the judicial process for both academic and nonacademic violations.

I. Library Advisory Board
1. This committee shall consist of two student representatives.
2. The committee shall evaluate the overall function of the library and research services available.

J. Parking Advisory
1. The committee shall consist of two students, one from the residential constituency and one from the commuter constituency.
2. The committee handles the logistics of the parking process.

K. Parking Appeals
1. This committee consists of four students, two from the residential constituency and two from the commuter constituency.
2. The committee handles appeals made by those who receive parking violations at the University.

L. Registrar’s Committee
1. This committee consists of student representatives appointed by the ECC.
2. The committee serves as the student voice to the registrar dealing with issues surrounding registration.

M. Student Life Committee
1. This committee consists of six student representatives, one being the President of the USG, another being the Commuter Center Representative.
2. The committee discusses issues and topics on how to improve the quality of student life at the University.

N. Undergraduate Curriculum Committee (UCC)
1. The committee shall consist of two student representatives; one shall be the Vice President of Academic Affairs from the USG.
2. The committee deals with course and departmental changes.

O. Undergraduate Studies Committee
1. This committee shall consist of two student representatives
2. The committee meets with faculty members to discuss the academic environment of students and grants waivers and exceptions to academic requirements.

P. Technology Advisory Board
1. This committee shall consist of students appointed by the ECC.
2. The board answers technology questions and concerns that face the University.

**Article XI: Principles of Civil Discourse**

Section 1: Pursuit of Truth

*We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.*

**Principle 1:**
The “pursuit of truth” is “unfettered” and vital when we are secure in speaking our opinions and testing new ideas without fear of personal attack or ridicule. We will put the best construction on opposing points of view and be cautious in ascribing motives to those with whom we differ.

**Ground rules:**
- Seek solutions by creating an environment where we respectfully fostering a variety of opinions.
- Encourage broad participation – one or a few should be careful not to dominate the discussion

Section 2: Academic Excellence

*We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.*
Principle 2: Rigorous thinking requires all of us fully engaged in an open, thoughtful, and mutually-critical dialogue.

Ground rules:
- Agendas will be developed to encourage problem-solving approaches where appropriate.
- Present our viewpoints clearly, rationally, and without coercive rhetoric so that others might gain from our insights.
- Approach all dialogue in a manner of openness that strives to acknowledge understanding all opinions while reflecting on one’s own.

Section 3: Faith and Reason
We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.

Principle 3: A Catholic university brings together two orders of reality: “the search for truth, and the certainty of already knowing the font of truth”* (Creator). As human persons, created by God, our minds are finite and so we possess truth in a limited way. Therefore, no individual or group has a monopoly on truth.

*(Ex Corde Ecclesiae, #1)

Ground rules:
- Remember the mission of the University in our discussions.
- Be cautious in ascribing motives to others, recognizing the pain we feel when others misattribute our actions to malice or selfishness.
- Seek truth in all that we pursue, while being wise in all of our actions.

Section 4: Dignity
We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.

Principle 4: We respect people and challenge ideas.

Section 5: Diversity
We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.

Principle 5: The first requirement of respect is attentive listening that suspends judgment until the other is heard and understood.

Empathetic listeners better appreciate differences.

Ground rules:
- Matters brought to the USG should be understood to be “under discussion” and appropriate subjects for critical (but civil) dialogue.
- Seek to be inclusive in the voices we invite to our discussion and to include both the community within the University at hand as well as the broader community outside the walls of Saint Thomas.
- Find the underlying unity and common ground hidden in a diversity of viewpoints.

Section 6: Personal Attention
We foster a caring culture that supports the well-being of each member.

Principle 6: In God’s eyes, all persons are unique creations worthy of our attention.

Ground rules:
- Use patience when dealing with all persons while respecting their individuality.
- Listen carefully and attentively to others so that we might gain from their insights.
- Reach for an understanding of each individual’s background to better comprehend their unique viewpoint.

Section 7: Gratitude
We celebrate the achievements of all members of our community in goals attained.
and obstacles overcome, and in all things give praise to God.

**Principle 7:** Our minds, spirits and bodies, fully developed, honor our Creator and are offerings of gratitude back to God.

“The glory of God is (hu)man fully alive.”

-St. Irenaeus

**Ground rules:**

- Remember that we are working together towards a common good.
- Celebrate the positive – don’t just focus on problems.