Bylaws for the Undergraduate Student Government
University of St. Thomas 3/16/14

Description and justification:
The Bylaws for the Undergraduate Student Government of the University of St. Thomas is a working and easily amendable document outlining specifics of USG governance. Certain rules and laws must be flexible and adaptable to allow for governing in a dynamic environment, and the Constitution, whose amendment process is necessarily slow and meticulous, is an unsuitable location for such statutes. Therefore, this bylaw document shall enumerate those rules and laws by which USG shall govern but also allow for more rapid change of said laws if requisite circumstances requiring their change should arise. The Bylaws are entirely subject to, and in no way supplant, all or any part of the Constitution.

Article I: Composition of Membership
1. Concerning Council Members in Good Standing
   A. A member may miss 2.5 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.
      a. 1. Any member missing four plenary council meetings shall be automatically removed from office by the procedure described above.
      b. Any member may designate a proxy by submitting a written request to the Vice President of Administrative Affairs. This is still considered an absence.
      c. Every Executive Board member should at least have one set office hour a week to be available for students.
      d. 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.
      a. 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 will be held pending one hundred signatures for General Council and two hundred signatures for Executive Board.
      b. 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.

2. Concerning Qualifications of USG members
   A. The USG President shall have served a complete term on the Undergraduate Student Government prior to assuming office. The candidate does not need to serve consecutive terms to the year they run in.

Article II: Meetings
1. Concerning General Council Meetings
   A. Regular meetings of USG shall be held on every-other Sunday.
   B. There shall be at least two meetings per month.

2. Concerning the Senate
   A. Senators shall update their progress at least once a month at the General Council meetings.
   B. The meetings shall deal with internal and external student issues that need further attention.
   C. Senate attendance is mandatory. Every absence counts as .5 of their total absences allotted per semester.

3. Concerning USG Observers
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.

4. Concerning the Summer Commission
   A. 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 two 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.
   B. 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.
   C. 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.

Article III: Procedures

1. Concerning 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.
   C. Resolutions shall act as the primary form of legislation for the Undergraduate Student Government
      1. Resolutions must be passed with a simple majority vote.
      2. Resolutions are binding once passed.
      3. Resolutions may be written by any USG member and are to be submitted to the VP of Administrative Affairs to be placed on the agenda.

2. Concerning Voting Procedure
   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:
      1. In situations where all members must vote on an item, such as constitutional amendments, a written vote may be cast
      2. All written votes in these circumstances must be notarized by the Vice President of Administrative Affairs at the time the ballot is submitted.
      3. 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.

Article IV: Elections and Credentials Code

1. Concerning 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 if asked for by the Elections and Credentials Committee.
   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.
   E. 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
   F. Candidates may not carry around any electronic devices and ask students to vote on them.

2. Concerning General Elections
   A. All voting will be done electronically over a secure connection on the World Wide Web.

Article V: Duties and Powers of the Executive Board

1. Concerning the Executive Board
   A. 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.

2. Concerning the Procedures and Responsibilities of the General Council
   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.

3. Concerning the Transition of the Executive Board
   A. The Executive Board shall explain the process in depth to the council.
   B. The Executive Board shall ensure that each council member transitions in the incoming council.
   C. 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.

4. Concerning USG Retreats
   A. 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.
   B. The Executive Vice President shall plan a comprehensive goal setting session for the creation of the council’s working goals for the upcoming year.
   C. The Fall Retreat is mandatory for all members.
   D. The Spring Retreat will take place within the first four weeks of Spring Semester.
   E. 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.
   F. The Spring Retreat is mandatory for all members.
Article VI: Duties of the Members of the Undergraduate Student Government

1. Concerning the Duties of the USG President
   A. To serve as a member of the Student Life Committee, Budget Advisory Committee and the Student Activity Fee Allocation Committee.
   B. To meet regularly with the representatives of the USG.

2. Concerning the Duties of the Executive Vice President
   A. The strategic goals shall be updated by the Executive Vice President in May.
   B. The Executive Vice President shall then plan the goal setting session for the Fall Retreat.
   C. The goals shall be divided between the Senators and the Executive Vice President shall oversee the progress and implementation of all goals.

3. Concerning the Duties of the Vice President of Academic Affairs
   A. To prepare and facilitate the William B. Malevich and Distinguished Educator Award to a worthy staff member or administrator with the USG Executive Board.
   B. To serve on the Undergraduate Curriculum Committee.
   C. To serve on the University Lectures Committee.

4. Concerning the Duties of the Vice President of Public Relations
   A. To inform students of USG issues by the News Room, Tommie Media and other media options.
   B. To update the USG web page throughout the year.
   C. To schedule and publicize an Open House in the Fall Semester.
   D. To work with the sophomore class President and sophomore class councils on planning school spirit initiatives and other USG public.

5. Concerning the Duties of the Vice President of Administrative Affairs
   A. To manage the USG office.
   B. To publish and distribute the weekly agenda.
   C. To organize and run the Dining Services Committee.

6. Concerning the Duties of the Class presidents
   A. To create programming that includes both educational and recreational/social events.

7. Concerning the Duties of the Legislative Affairs Senator
   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 serve on the University of St. Thomas Legislative Action Team.

8. Concerning the Duties of the Student Organizations and Clubs Chair
   A. To coordinate with the Assistant Director of Campus Life to notify clubs and organizations of changes in their status at the beginning of each semester.
   B. To serve on the USG Finance Committee.

9. Concerning the Duties of the HANA Representative
   A. To represent the student groups that make up HANA on the USG.
   B. To report necessary USG information back to HANA.

10. Concerning the Duties of the 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.

11. Concerning the Duties of the 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.

12. Concerning the Duties of the 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.

13. Concerning the Duties of the 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.

14. Concerning the Duties of the 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.

15. Concerning the Duties of the 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.

16. Concerning the Duties of the 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.

17. Concerning the Duties of the 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
1. Concerning the Procedures and Responsibilities of the Class Councils
   A. Each class at the University of St. Thomas shall have a council to promote class unity and program events for the class.
   B. The class Presidents with their council shall plan at least two class meetings per year.
   C. 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
1. Concerning USG Clubs and Organizations
   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.
   B. 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
      3. Professional Societies
      4. Special Interest Groups
5. Club/org Sports Social  
6. Fraternities and Sororities  

2. Concerning the Finances of USG Clubs and Organizations  
A. Deadlines for clubs/orgs will be:  
   1. Budget Request forms will not be accepted after:  
      i. Fall Semester: December 1st  
      ii. Spring Semester: April 1st  
   2. Conference and Competition forms will not be accepted after:  
      i. Fall Semester: December 1st  
      ii. Spring Semester: April 1st  
B. Any club/org on probation cannot receive funding from the Undergraduate Student Government, except under certain special circumstances. Clubs on Probation may appeal to the Finance Committee to receive up to $250 for one semester per academic year to support basic club functions. The Finance Committee reserves the right to accept or deny the appeal. If the appeal is approved by the Finance Committee it will be brought before the general council to be voted upon.  
C. If an outstanding debt becomes greater than $1000 the Finance Committee may withhold funding for a time period no greater than one year.  

Article IX: Board of Trustee Liaisons  
1. Concerning the Purpose of the Board of Trustee Student Liaisons  
   A. 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.  

Article X: Committees  
1. Concerning Rules and Guidelines for USG Committees  
   A. All Committees shall meet at least once per month.  
   B. Committee memberships shall begin in May.  
   C. Temporary committees may be created by the president or by resolution.  
2. Concerning the Student Sustainability Committee  
   A. Representative from each of the following clubs and orgs shall be represented on the committee:  
      1. BEAST  
      2. Biology Club  
      3. Chemistry Club  
      4. Engineers for a Sustainable World  
      5. RHA  
      6. SAC  
      7. STAR  
      8. USG (separate from chair)  
      9. Other clubs may petition to join.  
3. Concerning the Student Diversity Relations Committee  
   A. Diversity is defined as issues dealing with a variety of topics pertaining to (but not limited to) any of the following:  
      1. Cultures, Ethnic Groups, Languages  
      2. Physical Features, Generational differences  
      3. Socio-economical backgrounds  
      4. Opinions  
      5. Religious beliefs  
      6. Sexuality, Gender Identity  
   B. The Student Diversity Relations Committee shall consist of:  
      1. Student Diversity Relations Committee (SDR) Chairperson  
      2. Members from the following clubs/orgs as appointed through the respected club/org  
      3. Allies
4. Concerning University Committees
   A. Committees of the University which shall have representation from USG include:
      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

5. Concerning the Membership and Duties of 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.