

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT OF THE UNIVERSITY OF CONNECTICUT

(Revised October 29, 2025)

Table of Contents

CHAPTER ONE: GENERAL	1
BYLAW I – Membership	2
BYLAW II – Vacancies	5
BYLAW III – University Senate	8
BYLAW IV – Oath of Office	10
BYLAW V - Accessibility of Public Documents and Communications	11
BYLAW VI – Referendum Procedure	
BYLAW VII - Transition Documents and Onboarding	14
CHAPTER TWO: THE LEGISLATIVE BRANCH	16
BYLAW VIII – Student Senate Committees	17
BYLAW IX – Composition of the Student Senate	19
BYLAW X – Office of the Speaker	22
BYLAW XI – Legislation	24
CHAPTER THREE: THE EXECUTIVE BRANCH	26
BYLAW XII – Composition of the Executive Branch	27
BYLAW XIII – Financial Policies and Procedures	30
BYLAW XIV – The Diversity and Outreach Commission	33
BYLAW XV – Conflict Resolution Process	35
CHAPTER FOUR: THE JUDICIAL BRANCH	38
BYLAW XVI – Appeals Board	39
BYLAW XVII – Filing a case to the Judiciary	41
BYLAW XVIII – Election Regulations	42
BYLAW XIX – Election Oversight Commissioner	47
BYLAW XX – Impeachment Procedure	49
CHAPTER FIVE: COMPENSATION	53
BYLAW XXI – Member Compensation	54
BYLAW XXII – Tenure Policy	57
BYLAW XXIII – Time Reporting and Supervisory Structure	59

CHAPTER ONE: GENERAL

BYLAW I – Membership

1. Responsibilities of the President, the Vice President, the Comptroller the Chief Diversity Officer, Advocacy Directors, and Senators:
 - a. To establish and maintain frequent contact with their constituent populations.
 - b. To make known and describe to their constituents any Undergraduate Student Government positions open to all students.
 - c. To attend all meetings of the Student Senate and shall not be absent and unexcused from more than two meetings per semester. Excused absences from Student Senate meetings may be granted at the discretion of the Speaker.
2. Responsibilities of Senators
 - a. Serve as a point of contact between their constituents and the Undergraduate Student Government.
 - b. Serve on at least one Primary Senate Committee.
 - c. Senators will actively engage with constituents.
 - d. The Office of the Speaker of the Senate shall make committee assignments by the end of the second week of each semester, or by the second week after they are sworn into office.
3. Responsibilities of the President, Vice President, Comptroller, and Chief Diversity Officer
 - a. Spend at least three hours per week in the Undergraduate Student Government office. During these hours be available to their constituents and should spend their time dealing with affairs pertinent to the Undergraduate Student Government. These hours must be spread out over at least two days per week. Internal meetings may not be counted toward this total.
 - b. Post their regularly scheduled office hours to the USG website.
4. Responsibilities of Primary Committee Advocacy Directors
 - a. Advocate on behalf of the Undergraduate student population.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- b. Act as the chief advisor to the President of the Student Body on matters their committee addresses.
- c. Develop relationships with university departments responsible for affecting the lives of students and act as a liaison to these departments when necessary.
- d. Coordinate events and conduct research in order to identify where student action may be required.
- e. Keep attendance for their respective committees and to communicate to the Engagement Coordinator whether Senators are fulfilling their duties.
- f. Retain their positions and all powers associated with those positions until a new Committee Advocacy Directors are nominated and confirmed.
- g. Nominate and supervise Deputy Directors and/or Advocacy Coordinators to assist them in the fulfillment of their duties should they determine there is a need for one.
- h. Develop relationships with University Senate representatives serving on committees relevant to that of the director's own advocacy committee. Such relationships may include receiving regular reports and meetings to discuss or plan initiatives.
 - i. Any Advocacy Director may assign this responsibility to a designee from that director's own committee.

5. Freedom of Speech

- a. No member of the Undergraduate Student Government shall be punished, censured, censored, or stripped of their position for exercising their constitutionally guaranteed right to freedom of speech

6. Conduct of all USG Members

- a. All members shall seek to avoid conflicts of interests and be held to high standards of impartiality when it comes to decisions involving the financial involvement of USG.
- b. All members are required to complete all of the responsibilities of their position as laid out by the Governing Documents or the respective document(s) that give the position its purpose. Neglect of duties shall be strictly prohibited.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. Abuse or misuse of power, perpetrated by any member of USG in their position, for personal benefit or malicious intent, shall be strictly prohibited.
 - i. Bias based on all races, ethnicities, sexual orientations, gender identities, abilities, religions, spiritualities, nationalities, and socioeconomic statuses and all other identities shall be strictly prohibited.
 - ii. When a member of the Undergraduate Student Government has a conflict of interest they may present and answer questions pertaining to legislation, motions to disburse funds, motions to ratify, etc. but must recuse themselves by physically leaving the space during the debate and voting period of anything that pertains to their position.
 - iii. Members of USG are prohibited from taking or voting on any action that increases the scope of their position. This includes members who hold more than one position acting in a separate capacity.
- d. All members shall strive to uphold and abide by the Student Bill of Rights. Should any member of the Undergraduate Student Government witness a Bias Related Incident, they are required to report the incident to the Chief Diversity Officer.
- e. All elected, appointed, and confirmed members shall be required to undergo sexual harassment prevention training and Diversity/Inclusion training from an appropriate university entity within four weeks of the fall elections.

BYLAW II – Vacancies

1. In the event of a temporary or permanent vacancy for any reason, the positions described in this Bylaw may be used to ensure that the day-to-day operations of the Undergraduate Student Government shall experience minimal disruption, until the procedures of Article IX of the Constitution can be implemented or the permanent officer is prepared to carry out their duties.
2. Any Interim, Acting, or otherwise temporary position described in this Bylaw shall only have the powers explicitly stated within this Bylaw.
3. Any person serving in an Interim, Acting, or otherwise temporary position described in this Bylaw shall be eligible for the compensation that position would regularly receive under the Compensation Chapter of the Bylaws.
4. Any person serving in an Interim, Acting, or otherwise temporary position described in this Bylaw shall not be included in any succession clauses based on their temporary position.
5. Acting Comptroller
 - a. The President shall nominate, and the Senate shall confirm an Acting Comptroller by a $\frac{2}{3}$ majority.
 - i. Until the Senate can confirm an Acting Comptroller, the Deputy Comptroller shall act as Comptroller with all powers listed in this Bylaw.
 - b. The Acting Comptroller shall be responsible for communicating with Tier-II organizations regarding financial, monetary matters in consultation with the Tier II Funding Director, and fulfilling any duties set out in the Funding Student Staff and Student Organization Funding Policies.
 - c. The Acting Comptroller shall have signature power over all student government accounts.
 - d. The Acting Comptroller shall be responsible for a final report to the Senate.
 - e. The Acting Comptroller will remain in office following the election of an Elected Comptroller, until the Elected Comptroller has met the requirements of a Treasurer as set by the Department of Student Activities.
 - i. The full time Administrative Coordinator shall be responsible for verification of these requirements.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

6. Acting Advocacy Director

- a. The President Shall appoint by Executive Order an Acting Advocacy Director. The appointment is subject to Veto by the Student Senate.
- b. The Acting Advocacy Director Shall have all the Powers and responsibilities described by the Governing Documents with the following exceptions:
 - i. The Acting Director may not exercise any of the appointment powers described in the Tenure Policy Bylaw.
- c. The Acting Director shall remain in office for no longer than 8 weeks or until the Student Senate confirms a regular director.

7. Acting Chief Diversity Officer

- a. The President shall nominate and the Senate shall confirm an Acting Chief Diversity Officer by $\frac{2}{3}$ majority.
 - i. Until the Senate can confirm an Acting Chief Diversity Officer, the Deputy Chief Diversity Officer shall act as Chief Diversity Officer with all of the powers listed in this Bylaw.
- b. The Acting Chief Diversity Officer may exercise all powers and responsibilities as listed in the Bylaws and the Constitution, except that the Acting Chief Diversity Officer may not appoint members to or dismiss members from the Diversity and Outreach Commission.

8. Acting Speaker of the Senate

- a. The Acting Speaker shall be determined by the line of succession outlined in the Senate standing rules. This line of succession shall contain no less than four voting members of the Senate beginning with the Deputy Speaker.
- b. The Acting Speaker shall have all powers and duties of the Speaker listed in the Bylaws and the Constitution with the following exceptions:
 - i. The Acting Speaker may not appoint or dismiss Senators.
 - ii. The Acting Speaker may not appoint Senators to the Diversity and Outreach Commission.
 - iii. The Acting Speaker may not appoint or dismiss members of the Office of the Speaker

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. The Acting Speaker shall remain in office until an elected Speaker takes office.

9. Senate Vacancies

- a. The Speaker shall have the authority to nominate students to fill vacant seats in their constituencies.
- b. A student seeking a position in the Senate must obtain the same number of signatures from peers as a person seeking a position on the Senator ballot.
- c. Nominations by the Speaker must be confirmed by a $\frac{2}{3}$ vote of the Senate.
- d. Once confirmed Senators will have all the rights, powers, and responsibilities of the seat to which they have been appointed.

BYLAW III – University Senate

1. Appointment

- a. The President of the Student Body shall appoint in writing University Senators and University Senate committee representatives, as well as other representatives to various University bodies as outlined in the Bylaws of the University of Connecticut. The President may also reassign any University Senators and University Senate committee representatives between the various bodies by subsequent Order.
- b. The Appointment shall be effective immediately and must be confirmed by the Student Senate at its next meeting.
- c. University Senators and Committee Representatives not otherwise employed by the Undergraduate Student Government shall be eligible for compensation as outlined elsewhere in the Bylaws.
- d. University Senators and Committee Representatives who are also employed in a different role shall be eligible to clock in under their other position for the purpose of representing the student body, provided that all other undergraduate representatives in the body are being paid.

2. University Senators or University Senate Committee Representatives shall have the following responsibilities:

- a. Attend all meetings of the body to which they were appointed. Excused absences may be issued by the Office of the President.
- b. Represent the position of the Undergraduate Student Government.
- c. Create and submit meeting reports that summarize all relevant information to the Office of the President no later than 48 hours after the meeting.
- d. Schedule debriefing meetings with the Office of the President no later than a week after the meeting as necessary.
- e. The Office of the President may require additional communication points based on the work of the body to which the representative was appointed.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

3. University Senators may be dismissed in the same manner as any other unelected official as outlined in the Tenure Policy bylaw or by the Student Senate as outlined in the Constitution.

BYLAW IV – Oath of Office

1. The Oath of Office shall be administered to each member at the member's first meeting of the Student Senate.
2. The Oath for Office for all elected and Senate-confirmed Members of the Undergraduate Student Government in Storrs shall read:
 - a. I, (state your name), do solemnly promise to faithfully represent and advocate for the students who have elected me and uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs.
3. The Oath of Office may be read on an individual basis should there not be a large number of members required to take the Oath of Office in order to expedite business at the Chief Justice's discretion. If the Oath is taken in such a manner a representative from the Legislative and a separate representative from the Executive shall be present.

BYLAW V - Accessibility of Public Documents and Communications

1. Public Documents

- a. Public documents are defined as any document created by the Undergraduate Student Government (USG) that is publicly accessible including but not limited to: Agendas, Minutes, Executive Orders, Legislation, Memorandums of Understanding, Governing Documents, Judiciary Decisions, Funding Appeals, Election Packets, and the official USG website.

2. Communications

- a. Communications is defined as any written transaction from USG-owned channels. This includes but is not limited to emails sent by USG-owned accounts including signatures, social media posts, and presentations made by members of USG.

3. Formatting

- a. All public documents and communications shall be written in an accessible sans-serif font. Acceptable fonts are: Arial, Verdana, Helvertic, Century Gothic, Gotham and Tahoma.
- b. The body of all public digital documents and communications shall be written in size 12 to 14 point font (with a minimum 9pt. font size for footnotes). A minimum font size of 16 must be used for printed documents. A font size of 24 or larger must be used for presentations.
- c. All headings shall be made using the "Headings" feature.
- d. All text shall be left-aligned.
- e. Bulleted lists shall be used to organize textual information as opposed to tables.
- f. Bulleted lists shall only be created using the bulleted list feature.
- g. Tables shall only be used to represent numerical data.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- h. All emphasized words or phrases shall be bolded as opposed to underlined, written in all capital letters, or italicized. Contrasting colors shall be used. Color shall never be the sole form of context.
- i. White space on the page shall be utilized to separate content.

4. Images and Videos

- a. Any content contributing images must be conveyed with alternative text or fully transcribed (format of public document or communication dependent). Instagram posts shall have a robust description of any content in the image in the caption, following the same guidelines as alternative text. All other documents or communications with content contributing images shall always be accompanied by alternative text. Images should never contain context undefined by a written caption or alternative text.
- b. Any videos shall contain captions; these captions may be automatically generated, and shall be edited for accuracy if the edit function is available.

5. Hyperlinks

- a. All linked content shall be attached using descriptive hyperlinks. Descriptive hyperlinks are recognized as: blue, underlined, and contextual. Hyperlinks shall never be in the format of URLs or "click HERE".

6. Facilitation

- a. The author of any USG document or correspondence shall be responsible for ensuring that the writing in question meets accessibility mandates.
- b. The Judiciary, the Organization Support Services Director, and the Chair of any USG meeting shall be responsible for ensuring that the agenda(s) and all attachments meet accessibility requirements and is permitted to make any appropriate formatting changes to achieve compliance.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. Failure to comply with these mandatory requirements may result in the Judiciary, the Organization Support Services Director, and any USG meeting chair altering the format of a document that does not comply with accessibility guidelines.

BYLAW VI – Referendum Procedure

1. The Necessity of a Referendum

- a. The Undergraduate Student Government may use referendum results to accurately advocate on behalf of the student body's stances on issues and topics
- b. The referendum should be on issues affecting the UConn student body.
- c. May occur at any time, during the academic year, referendums do not have to be tied to USG elections.

2. Requirements to request a referendum

- a. Any fee-paying Undergraduate Storrs student may author legislation to request a referendum

3. Requirements to send out a referendum

- a. The referendum must pass through the Undergraduate Student Government Senate and Governing board
 - i. The referendum must first pass through a committee by majority vote
 - ii. The referendum must pass through the Senate with a two-third ($\frac{2}{3}$) majority
 - iii. The referendum must pass through the governing board, with a majority of the membership voting in the affirmative.

4. Referendum Threshold

- a. A referendum must reach a vote total of at least 15% of UConn Storrs fee-paying Undergraduate Student Body population as determined by the Office of the Bursar.
 - i. If a referendum does not meet the 15% Threshold the results will be deemed inconclusive.
- b. The referendum must be accessible and available for at least 14 days to UConn's Undergraduate Student Body population.
- c. The Judiciary must certify the results of the referendum if it passes the threshold outlined in 4.a.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

5. Language and phrasing

- a. The questions of a referendum should be written clearly and concisely to make the questions as neutral as possible.
- b. Referendums may be amended or repealed as any existing policy or Legislation
- c. Context and background information should be provided with the referendum questions

6. Voter Eligibility

- a. Every UConn Storrs Undergraduate Fee paying individual is entitled to a vote.
- b. A referendum must be made available to the student body through UConncontact to ensure students can only vote once and to maintain students' anonymity.
 - i. USG must ensure the voting process is accessible to all Storrs' Undergraduate Fee Paying Students, including those with disabilities.

7. Communication

- a. USG leadership should advertise the referendum, while it is active, through its channels, media accounts, and Listservs
- b. Tier III Media Organizations must be informed of the referendum while it is active
- c. Any and all results of a referendum must be shared with the Student Body through USG's platforms, and with the Tier III Media Organizations (The Daily Campus, WHUS, UCTV) to ensure transparency.

8. Referendum results

- a. The Undergraduate Student Government should guide its advocacy based on the student body's stance on the topic based on the results of the referendum

BYLAW VII – Transition Documents and Onboarding

1. Purpose

- a. To ensure continuity of operations, preserve knowledge, and to standardize the onboarding process for incoming employees of the Undergraduate Student Government (USG).
- b. To provide a structured transition process that includes documentation, reflection, and direct communication between outgoing and incoming members.

2. Applicability

- a. This Bylaw shall apply to all authors of Transition Documents, defined as USG employees and elected officials excluding Organization Support Services (OSS) Staff, Funding Staff, Communications Staff, and University Senators.
- b. Elected officials shall have additional requirements as outlined in Section 5 of this Bylaw.

3. Transition Document Requirements

- a. All members must prepare a Transition Document before leaving their role. Transition Documents shall include, at minimum:
 - i. Description of role;
 - ii. Day to day duties and responsibilities;
 - iii. Detailed instructions for any weekly, biweekly, and semesterly tasks;
 - iv. Status and future direction of current projects and initiatives;
 - v. Contact information for any crucial administrators, faculty, staff, and off campus partners;
 - vi. Detailed description of relevant information for Hiring and Onboarding processes;

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- vii. Securely transferred login credentials and passcodes for USG accounts;
 - viii. A personal reflection addressing challenges, successes, and advice for the successor;
 - ix. Any unfinished work or pending initiatives to be assumed by the successor.
- b. Transition Documents shall be organized at the discretion of the supervising officer.

4. Check-Ins

- a. All authors of transition documents shall complete at least three (3) check-ins per term with their supervisor regarding their Transition Document. These check-ins shall occur once between Weeks 7-8 of the Fall Semester, once between Weeks 1-2 of the Spring Semester, and once during the final week of their term. Elected officials shall complete these check-ins with the USG Advisor.
- b. These check-ins shall include submission of progress to date, confirmation of completed sections, and identification of areas requiring further detail.
- c. Members who hold their position for less than one academic semester shall complete at least one (1) check in before the conclusion of their term.

5. Additional Elected Official Requirements

- a. In addition to written Transition Documents, all elected officials must:
 - i. Host at least one mandatory shadowing meeting with their successor, if applicable.
 - ii. Inform colleagues of any appointments made prior to leaving office.
 - iii. The USG Advisor shall be responsible for monitoring compliance by elected officials.

6. Accountability and Enforcement

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- a. Transition Documents shall be submitted to the Organization Support Services (OSS) Director no later than the final week of the member's term of office.
- b. The Organization Support Services (OSS) Director shall submit all transition documents to the USG Advisor, and maintain a centralized, secure repository accessible to all current USG employees for reference and continuity purposes.
- c. Failure to complete required check-ins or to submit a Transition Document at the end of one's term may result in referral to the Judiciary for neglect of duties, as outlined in Bylaw I, Section 6.
- d. The Chief Justice shall meet with the USG Advisor at least once per academic term to review compliance with this Bylaw.
- e. In the event that the Chief Justice fails to complete the required check-ins or Transition Document, the USG Advisor shall notify the Chief Diversity Officer in accordance with procedures outlined in this Bylaw.

CHAPTER TWO: THE LEGISLATIVE BRANCH

BYLAW VIII – Student Senate Committees

1. There shall be two types of Senate Committees: Primary and Secondary. Only Primary Committees will be considered Standing.
2. The Academic Affairs, External Affairs, and Student Services committees shall be considered Primary Committees
 - a. The Academic Affairs Committee shall forge connections with university academic organizations as well as assist in the formation and oversight of undergraduate student academic organizations associated with each school and college.
 - b. The External Affairs Committee shall have jurisdiction over issues outside the University campus, including all local, state, and national matters.
 - c. The Student Services Committee shall have jurisdiction over issues relating to the needs of the undergraduate population as they pertain to appropriate services and support to excel at the university.
 - d. Quorum for all Primary Committees shall be set at 4.
 - e. All undergraduate fee-paying students shall have voting rights in all Primary Committees.
3. The Internal Affairs and Nominations Committees shall be considered Secondary Committees.
 - a. The Internal Affairs Committee shall be Chaired by the Deputy Speaker and shall consider budgets, bills, and resolutions that pertain to the internal functioning of USG and retain the power to sponsor and forward legislation to the Senate.
 - i. All undergraduate fee-paying students shall have voting rights in the Internal Affairs Committee.
 - b. The Nomination Committee shall be responsible for accepting applications for vacant positions in the Judiciary and then nominating individuals to those positions.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. This committee shall consist of between three to five voting members including Chairperson. All of these members must be Senators. The Chief Justice may serve as a co-chair in a nonvoting capacity. All other members must be nominated by the Student Body President and confirmed by the Student Senate.
 - ii. It is not permitted for any person seeking appointment to a Judiciary position to also sit on the Nomination Committee at the time of their Nomination.
- c. Quorum for all Secondary Committees shall be set at 3.
- 4. Standing Rules shall be used to outline the operating procedures of a Committee. Such Rules are subject to approval by the Senate.
- 5. At the beginning of each semester, each Primary committee shall design and coordinate a semesterly advocacy agenda which shall be presented to the Senate for approval.

BYLAW IX – Composition of the Student Senate

1. Ex-Officio Senators

a. The following organizations shall be represented by an undergraduate Student of their choosing:

- i. African American Cultural Center (AACC)
- ii. Asian American Cultural Center (AsACC)
- iii. Native American Cultural Program (NACP)
- iv. Puerto Rican/Latin American Cultural Center (PRLACC)
- v. Middle Eastern Cultural Programs (MECP)
- vi. Rainbow Center
- vii. Women's Center
- viii. Veterans Affairs and Military Programs
- ix. Diversability
- x. ISSS Student Advisory Board
- xi. UConn Hillel
- xii. Islamic Center at UConn (ICUC)
- xiii. Transfer Student Association
- xiv. First Gen Society
- xv. NAACP
- xvi. UConn Recovery Community
- xvii. Panhellenic and Interfraternity Councils (Joint)
- xviii. Intercultural Greek and National Panhellenic Councils (Joint)
- xix. Undocu Huskies

b. Whenever an organization wishes to fill their Senate seat, they shall notify the Chief Diversity Officer and the Speaker of the Senate of the Undergraduate Student Government.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. An organization may remove their Ex-Officio Senator at any time through procedures outlined by the organization and by notifying the Chief Diversity Officer and the Speaker of the Senate of the Undergraduate Student Government.
 - c. Ex-Officio Senators shall be confirmed by a $\frac{2}{3}$ majority vote of the Senate and have all the rights, responsibilities, and powers of an elected Senator.
 - d. The term of each Ex-Officio Senator's appointment shall expire when newly elected residential Senators are sworn in each fall. The organization will be able to re-appoint the same person or a different person to the seat at that time.
 - e. The Speaker of the Senate shall consult on a yearly basis with the memberships of the above organizations in regard to the selection process of Ex-Officio seats.
- 2. Multicultural and Diversity Senators
 - a. For those who feel that any population is underrepresented there shall be 10 at-large seats.
- 3. Thirty-Five Academic Senators shall be elected from among the following districts:
 - a. Academic Center for Exploratory Students (ACES)
 - b. Agriculture, Health, and Natural Resources (CANHR) including Ratcliffe Hicks (RHAG)
 - c. Business
 - d. Education (Neag)
 - e. Engineering
 - f. Fine Arts
 - g. Liberal Arts & Sciences (CLAS)
 - h. Nursing
 - i. Pharmacy
- 4. Thirty-five Residential Senators shall be elected from among the following districts:
 - a. Alumni Quadrangle
 - b. Buckley and Shippee Halls
 - c. Busby Suites

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- d. Connecticut Hall
 - e. Charter Oak Apartments
 - f. East Campus
 - g. Garrigus Suites
 - h. Hilltop Apartments
 - i. Hilltop Halls
 - j. McMahon Hall
 - k. North Campus
 - l. Northwest Campus
 - m. Northwood Apartments
 - n. South Suites
 - o. Towers Residence Halls
 - p. Werth Hall
 - q. West Campus
 - r. Off Campus
5. The Chief Justice shall be responsible for obtaining population numbers from the University at the beginning of each semester for the sake of determining the number of seats per constituency. The Chief Justice shall use a method of apportionment approved by the Student Senate.

BYLAW X – Office of the Speaker

1. The Office of the Speaker shall consist of the Speaker of the Student Senate and the positions described in this bylaw. The term of these positions shall terminate upon their resignation, removal from office, dismissal by the Speaker, or termination of the Speaker's term.
 - a. The Speaker shall reserve the power to create volunteer positions.
 - b. Dismissal by the Speaker must be reported to the Student Senate.
2. Engagement Coordinator
 - a. The Engagement Coordinator will ensure senators' compliance with the organization's Governing Documents by monitoring attendance of Committee meetings and meetings of the Student Senate.
 - b. The Engagement Coordinator shall be responsible for maintaining a productive and welcoming atmosphere within the Student Senate.
 - c. The Engagement Coordinator shall be responsible for the recruitment and retention of Senators to ensure the Student Senate best represents the student body.
3. Deputy Speaker
 - a. The Deputy Speaker shall serve to assist in fulfilling the duties and exercising the powers of Speaker of the Student Senate.
 - b. The Deputy Speaker shall chair the Internal Affairs Committee and be a reference for all governing documents and budgets.
4. Powers and Responsibilities of the Office of the Speaker
 - a. The Office of the Speaker shall assist Senators and Representatives in formulating their ideas into legislation.
 - b. The Office of the Speaker shall ensure that all Senators are properly trained and informed.
 - c. The Office of the Speaker shall be responsible for creating guidelines to bring before the Student Senate that shall outline expectations and standards not specified within the Constitution and Bylaws.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- d. Upon receiving recommendations from the Engagement Coordinator on punitive measures, the Office of the Speaker may enact such measures by a $\frac{2}{3}$ majority vote of all members.
 - i. In the event that punitive measures are enacted, they shall be announced to the Student Senate at its next meeting by the Speaker of the Student Senate.
 - ii. The Student Senate shall have the ability to overturn the decision to remove a senator with a $\frac{2}{3}$ majority vote.
 - iii. In the case the Speaker is indisposed or chooses to yield the Chair of the Student Senate, the Speaker shall maintain a clear line of succession beginning with the Deputy Speaker.
- e. The Office Of the Speaker shall ensure legislation passed by the Student Senate is enacted, and in the case of Statements of Positions will follow up with the authors to ensure the spirit of the legislation is preserved.
- f. The Office of the Speaker shall be responsible for assisting Senators with advocacy.
- g. The Speaker of the Senate shall take reasonable steps to avoid scheduling meetings of the Student Senate on religious holidays recognized by the Office of the Provost.

BYLAW XI – Legislation

1. The Legislation of the Senate of the Undergraduate Student Government shall outline the actions and positions of the Undergraduate Student Government
2. Legislation passed by the Senate and shall be submitted to the President of the Student Body. Which once enacted, shall be enforced, and carried out by the executive branch of the Undergraduate Student Government.
3. All Legislation shall require two sponsors, who shall be Senators or Elected representatives of the Student Body, and shall be forwarded by a Committee, or the Governing Board.
 - a. The Speaker of the Senate may waive this requirement for Legislation that is deemed time sensitive.
4. The date of passage, author(s), and sponsors shall be recorded on all Legislation.
5. All Legislation that addresses the University administration shall be reported to the office of the University affected by the legislation within seventy-two hours of passage.
6. Changes to Existing Policy
 - a. The Senate may, by $\frac{2}{3}$ majority, vote to repeal any Legislation previously enacted.
 - b. The Undergraduate Student Government must make proposed, major changes to Funding Policies available to the Student Body no later than two weeks prior to their consideration by the Senate and host a Town Hall at least one academic week preceding the intended Senate proposal of the changes.
7. As required by Trustee Student Organization Policies and the Connecticut State Code of Ethics, a Senator who is also a compensated member of either the Legislative, Judiciary, or Executive Branch of the Undergraduate Student Government must recuse themselves from voting on legislation that raises their rate of pay.
 - a. Additionally, all legislation that affects the rate of pay of members of the Undergraduate Student Government must be put to a hand vote.

CHAPTER THREE: THE EXECUTIVE BRANCH

BYLAW XII – Composition of the Executive Branch

1. The Office of the President

- a. The President, the Vice President, the Funding Staff, and the positions outlined in this section, shall be considered members of the Office of the President.
- b. The President shall oversee the Advocacy Directors and their respective staffs.
 - i. The Chief of Staff shall assist the Office of the President, in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - ii. Each Advocacy Director shall oversee a team consisting of a Deputy Director and Advocacy Coordinator(s).
- b. The Vice President shall oversee the Tier II Funding Director, the Organization Support Services Director, the Communications Director, and their respective staffs.
- c. The Communications Director shall have authority over all public communications of the organization including but not limited to the website, social media, press releases, and supervise the Communications Team.
 - i. The Deputy Communications Director shall assist the Communications Director in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
- e. The Creative Team shall handle the creation of the Organization's brand, promotional, educational, recruitment, and other materials and
- f. Each Committee shall have a Communications Coordinator assigned to them. These Coordinators shall work with the committee to ensure that all of their promotional needs are met.
 - i. The coordinators and Deputy Communications Director shall report to the Communications Director

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- g. The Organization Support Services Director shall supervise the Deputy Director of Organization Support Services, the Minutes Editor, Organization Support Services Staff, USG Office/Lounge Operations, USG Public Documents/Records Accessibility and all other Organization Support and Outreach Services not including Tier II funding.
 - i. The Organization Support Services Staff shall be charged with creating and maintaining records of the Undergraduate Student Government.
 - 1. The Minutes Editor shall assist the Organization Support Services Director in the fulfillment of this responsibilities regarding the Undergraduate Student Government's Minutes and the Organization Support Services Staff's duties that relate to Minutes..
 - 2. The Deputy Director of Organization Support Services shall assist the Director of Organization Support Services in the carrying out of their oversight responsibilities over the USG's Office and Student Body Lounge and Organization Support Services Staff in duties relating to the USG Office, Student Body Lounge, and its services.
 - ii. The Organization Support Services Staff shall support undergraduate student groups in accordance with any resources made available by the Undergraduate Student Government.
2. The Office of the Chief Diversity Officer
- a. The Chief Diversity Officer and the positions outlined in this section, shall be considered members of the Office of the Chief Diversity Officer.
 - b. The Deputy Chief Diversity Officer shall assist the Chief Diversity Officer and the Office of the Chief Diversity Officer, in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - i. Diversity, Equity, & Inclusion (DEI) Advocacy Coordinators shall report to the Deputy Chief Diversity Officer
 - c. The Chief Diversity Officer shall oversee the Diversity & Outreach Commission and may appoint a Deputy Director to help manage Commission tasks.
3. The Office of the Comptroller

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- a. The positions outlined in this section, the Funding Staff, and the Comptroller, shall be considered members of the Office of the Comptroller.
 - b. The Deputy Comptroller shall serve to assist the Comptroller and the Office of the Comptroller in the discharge of their power and fulfillment of their duties in all fiscal matters that may include Tier-II Funding and budgeting. Supervisory duties must be delegated in writing.
 - c. The Operations Manager shall assist the Comptroller in matters relating to the USG and University Budget, including purchasing, budgeting, and policy as assigned.
 - d. The Inventory Manager and Inventory Specialist shall assist in the cataloging, maintaining, and upkeep of internal and external inventory.
4. The Tier II Funding Director shall oversee Tier-II funding and supervise the Funding Staff.
- a. The Comptroller and the Vice President shall be jointly responsible for the supervision of the Funding Staff, with the Vice President primarily responsible for human resources and the Comptroller primarily responsible for the creation and maintenance of policy and process.
 - b. The Deputy Tier II Funding Director(s) shall assist the Tier II Funding Director in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - c. The Funding Staff shall disburse funds to undergraduate student groups in accordance with all laws and/or policies.
 - d. The Funding Staff will hold a weekly funding meeting during academic semesters to vote on funding requests and maintain a transparent funding process for student groups.
 - i. The Quorum of the Funding Staff shall be 4.
 - e. The Tier II Funding Director may call emergency meetings of the Funding Staff to address time-sensitive issues related to the funding requests of Tier II undergraduate student groups, including but limited to when delays in voting would be the cause of the request not being funded. Notice of these meetings must be sent to TSOS, the Authorized Signers and the Judiciary in advance of the meeting beginning.

BYLAW XIII – Financial Policies and Procedures

1. All dispersals of USG funds shall require the following:
 - a. An appropriation in the budget, which must include a maximum dollar amount and description of the intended use of the funds.
 - b. A disbursement vote by a body authorized to spend from appropriated funds, including a description of the intended use of funds and a maximum dollar amount which is less than or equal to the relevant appropriation.
 - c. The authorization of the President and the Comptroller, or their respective designees.
2. All of the above steps must be completed before the organization commits or spends any funds. Post-purchase approval steps are prohibited.
 - a. Exceptions will be made by the Comptroller after consultation with appropriate staff.
 - b. The Student Senate shall be charged with the consideration and approval of all retroactive and unauthorized disbursements.
3. Notwithstanding the above, the dispersal of funds for the purpose of paying USG's regularly scheduled bills for funds already approved shall not require a separate disbursement vote nor a separate budget line item. Authorization of the President and Comptroller shall be sufficient to disperse funds in this case.
4. The Comptroller shall be responsible for proposing both preliminary and final budgets for each fiscal year. The budget shall contain appropriations for various committees and offices.
 - a. The Student Senate shall consider and enact a preliminary budget for the following fiscal year before the end of each academic year.
 - b. The Student Senate shall consider and enact a finalized budget for each fiscal year by the third Senate after fall elections.
 - c. In the absence of an enacted final budget, the Governing Board may create appropriations. Such appropriations must be reported to the Student Senate at its next meeting.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- d. Any Undergraduate Student Government entity that desires an appropriation shall submit a budget request to the Comptroller.
- e. The Comptroller and Communications Director will collaborate in publishing the final USG budget on the USG website and social media.
- 5. The following bodies within the Undergraduate Student Government are authorized to conduct disbursement votes in a manner consistent with applicable laws and rules of order:
 - a. The Standing Committees, the Judiciary, and the Funding Staff are authorized to disburse funds from their respective sections of the budget.
 - b. The Diversity and Outreach Commission is authorized to disburse funds from the Office of Diversity.
 - c. The Judiciary is authorized to disburse funds from the Funding Staff section of the budget for approved appeals that are not retroactive.
 - d. The Senate and the Governing Board are authorized to disburse funds from any line item in the budget.
 - e. In addition to the above, the President or the Comptroller may designate in writing additional bodies that are authorized to spend from their respective budgets and from the Communications budget.
- 6. Disbursement votes may not be conducted by voice vote or Unanimous Consent. Those with signature power over Student Government accounts may return purchase requests for additional clarification if minutes do not clearly signal USG's intent and justification for a disbursement.
- 7. Should the Undergraduate Student Government wish to enter into a partnership with any other entity, it may enter into a Memorandum of Understanding (MOU).
 - a. An MOU may be negotiated at any time, but the Undergraduate Student Government must enter into an MOU if any of the following conditions is met:
 - i. The partnership requires a financial commitment from USG or any other party.
 - ii. The partnership will require a major operational commitment from USG.
 - iii. The partnership will span across multiple fiscal or academic years.
 - b. Before execution by any member of USG:

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. Each MOU must be ratified by the Governing Board or the Senate.
 - ii. Each MOU must have the consent of the President and Comptroller or their respective designees, as well as the approval and signature of the authorized signatories of all parties to the MOU.
 - 1. Signature of an MOU is a discretionary power.
 - 2. The signature of two of the Undergraduate Student Government's Authorized signers shall be required for the execution of an MOU.
 - iii. The ratification vote shall be considered a disbursement vote of any funds outlined within the MOU, unless otherwise stated in the MOU.
 - c. The Office of the Comptroller shall maintain a public record of all MOUs.
8. Any person with signature power over Student Government accounts or who has decision making power in Tier-II funding decisions must report all organizations in which they have served on an Executive Board to the Chief Justice.
9. The Comptroller may increase a disbursement by the lesser of 50% or \$800, if necessary and at their discretion. Such an increase may not exceed the appropriated amount.
- a. In the case of Tier-II Funding Requests, if necessary and at their respective discretion:
 - i. The professional staff may increase a Disbursement by up to \$10.
 - ii. The Tier II Funding Director may increase a Disbursement by up to \$200.
 - iii. The Comptroller may increase a Disbursement by up to \$800.
 - b. Should any student exercise this power, any previous increase granted shall be void.

BYLAW XIV – The Diversity and Outreach Commission

1. The Diversity and Outreach Commission shall advise the Chief Diversity Officer on all matters relating to their mission.
2. The Diversity and Outreach Commission shall:
 - a. Identify, investigate, and report violations of the Student Bill of Rights which pertain to the Undergraduate Student Government. This includes, but is not necessarily limited to:
 - i. Violations committed by members of USG, whether within or outside the context of USG, except where such an investigation would conflict with the processes outlined in the Governing Documents;
 - ii. Violations committed by the University itself, or any Division, Department, unit, or employee thereof, which may require the attention of the Undergraduate Student Government, at the direction of the Chief Diversity Officer; or
 - iii. Other such violations as the Student Senate may direct.
 - b. Develop, organize, and oversee organization-wide diversity and inclusion training that can be used beyond USG.
 - c. Work with the University to reexamine and maintain its bias response protocols and definitions.
3. The Diversity and Outreach Commission shall be composed of 10 members and the Chief Diversity Officer:
 - a. The Chief Diversity Officer shall have 4 appointments, which shall be first offered to Multicultural and Diversity Senators.
 - b. The President shall have 3 appointments.
 - c. The Speaker shall have 3 appointments.
4. Should a member of the Diversity and Outreach Commission wish to exercise the Commission's veto power, that member should notify the Chief Diversity Officer as soon as possible. The Chief Diversity Officer shall arrange for the Commission to meet in a timely manner and notify the President and Speaker of such proceedings.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

5. Meetings of the Diversity and Outreach Commission shall be open for all students to speak and attend.
6. The Diversity and Outreach Commission shall be required to meet twice semesterly with the specific intent of reviewing current Undergraduate Student Government policies and determining if such policies are equitable.

BYLAW XV – Conflict Resolution Process

1. Definitions

- a. An "Incident" is any event, action, or series of actions that may violate the Student Bill of Rights or USG's Code of Conduct.
- b. For the purpose of this Bylaw the "Office of the Chief Diversity Officer" shall include those positions named in Composition of the Executive Branch as well as the members of the Diversity and Outreach Commission.
- c. If a referral alleges that the Office of the Chief Diversity Officer was involved in an Incident, or if the Chief Diversity Officer has any conflict of interest regarding the Incident, then the powers and duties outlined in this bylaw shall fall to the Chief Justice.

2. Reporting

- a. If any Student becomes aware of an Incident involving a member of the Undergraduate Student Government, whether that Incident has already occurred or is being planned, they may make such incident known to the Office of the Chief Diversity Officer.
- b. The Office of the Chief Diversity Officer is responsible for maintaining an online form which can be used to refer Incidents and for making this form easily available to members of the Student Government.
- c. The Chief Justice shall be made aware of all reports within two business days of submission and shall be fully included in the investigation and resolution process if they wish.
- d. At any point during the investigation, the Office of the Chief Diversity Officer may refer the matter to the University or appropriate authorities.
- e. Within three business days of a report being filed, the Chief Diversity Officer shall notify all respondents of the report's existence.

3. Investigation

- a. The Office of the Chief Diversity Officer must investigate the allegations within four calendar weeks of receiving the referral manner by reaching out to the person that filled the report, the alleged perpetrators (Respondent), and victims of the Bias Incident.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. Any member of the Undergraduate Student Government that receives a request for information is required to comply with such a request fully and in a timely manner. Failure to comply with a request for information is punishable by sanctions as the Chief Diversity Officer may recommend, subject to ratification by the Judiciary.
 - ii. As a part of the investigation, the Office of the Chief Diversity Officer will interview all parties.
 - iii. As a part of the interview, the Office of the Chief Diversity Officer will notify the respondent of the investigation and include a summary of the incident reported.
 - b. While the investigation is ongoing, the Office of the Chief Diversity Officer shall keep the details of the investigation private and abide by the wishes of the victims to the extent practicable and permitted by law.
 - c. The Office of the Chief Diversity Officer may launch an investigation into the University itself, or any Division, Department, unit, or employee if there is believed to be violation of the Student Bill of Rights which may require the attention of the Undergraduate Student Government.
4. Resolution
- a. At the conclusion of the investigation, the Chief Diversity Officer shall work with the appropriate parties (including USG's advisors) to determine restorative or non-punitive steps that may resolve the Incident.
 - b. If a restorative process is possible and mutually agreed to by involved parties the Chief Diversity Officer should provide a summary of the investigation and resolution to the Chief Justice, Advisors, and involved parties and consider the Incident resolved.
 - c. Respondents and victims must be notified of potential restorative steps and may be invited to participate in the ideation of restorative steps.
5. Sanctions

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- a. Should no restorative process be successful, or the Chief Diversity Officer finds that punitive measures are appropriate they may recommend sanctions to the Judiciary. Sanctions may include but are not limited to, any combination of, mandatory restorative measures, further training, impeachment, or termination from the Undergraduate Student Government. The Judiciary must hear the case within two calendar weeks and may choose to impose any appropriate sanctions. If sanctions are imposed the Judiciary shall notify USG's advisors and any appropriate officers.

6. Interim Suspensions

- a. If at any point during an investigation, the Chief Diversity Officer finds clear and convincing evidence that a member was responsible, in whole or in part, for an Incident and that the nature and severity of the member's conduct is such that allowing the member to continue to serve in the Undergraduate Student Government would severely undermine the constituents' faith in the organization or a specific function of the organization, the Chief Diversity Officer may suspend that member on an interim basis for a period of two weeks.
 - i. If the Chief Diversity Officer issues an Interim suspension, they must refer the conduct to the University and notify USG's advisors.
 - ii. Two weeks after the interim suspension of the member, the interim suspension will be lifted unless, within the two-week period, one of the following occurs:
 1. The Chief Diversity Officer recommends sanctions to the Judiciary, in which case the interim suspension shall remain until a ruling of the Judiciary, or;
 2. The Diversity and Outreach Commission votes to extend the interim suspension to a total length of up to four calendar weeks from the original suspension date.

7. The Chief Diversity Officer shall include summaries of all proceedings and sanctions in their semesterly report to the Senate.

CHAPTER FOUR: THE JUDICIAL BRANCH

BYLAW XVI – Appeals Board

1. The Appeals Board shall consist of three Justices, to be assigned on a rotating basis as decided by the Chief Justice.
 - a. The Chief Justice shall designate the chair of the appeals board for each individual hearing. The chair shall run the appeal in accordance with all applicable guidelines and governing documents.
2. Any party requesting an appeal must submit the appeal to the Chief Justice within five business days of receipt of the decision of a governing entity.
3. Once notice is obtained, The Judiciary shall inform the requesting party within two business days of their decision on whether or not to hear the appeal.
 - a. If the Judiciary decides to hear the appeal, they shall be responsible for convening the Appeals Board within a reasonable amount of time.
4. At all hearings, both the party submitting the appeal and the responding party shall have the opportunity to present their case to the Appeals Board and refute any arguments made by the opposing party. The Appeals Board shall be allowed to ask questions of both parties and may limit the total speaking time for each, so long as equal time is given to both. Hearings shall be public.
5. The process of appeal hearings shall be as follows:
 - a. Statements
 - i. The party who brought forth the grievance shall address the Appeals Board with a statement which includes all evidence to support their appeal.
 - ii. The party against which the grievance is alleged shall provide the Appeals Board with a statement which includes all evidence that supports their decision. If no members of the responsible party are available, a written statement shall be accepted before the meeting for the consideration of the Appeals Board.
 - iii. If the matter in question is of a financial matter to which the Comptroller is not a party, they shall have the option to submit a recommendation to the Appeals Board. The Appeals Board may accept or reject this recommendation.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- b. Appeals Board Questions
 - i. Upon completion of the arguments, the Appeals Board may ask questions of either party.
- c. Deliberation
 - i. Deliberation shall be closed. The Appeals Board shall deliberate using all available information concerning the appeal.
- d. The Appeals Board shall come to a decision and issue a written opinion within twenty-four hours of the conclusion of the hearing. The decision and rationale of the Appeals Board shall be made in writing and provided to both parties and the Office of the Comptroller.
- e. The verdict made by the Appeals Board shall be final. Subsequent appeals cannot be made on the same basis.

BYLAW XVII – Filing a case to the Judiciary

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

BYLAW XVIII – Election Regulations

1. General Regulations that apply to all USG elections

a. Conduct and Etiquette

- i. Campaign Definition: "Any action taken by or on behalf of a candidate for the USG fall elections, the spring joint election, or any USG special election with the intention of increasing or decreasing student support for a candidate or initiative on the ballot in the same election."
- ii. A candidate's personal conduct, as well as that of their campaign, shall preserve the spirit and integrity of the Undergraduate Student Government election rules and process, and neither shall falsely represent any other candidates or parties.
- iii. A candidate shall be held responsible for all campaign actions taken on their behalf.
- iv. Campaigning at USG-organized events or in any place where the Undergraduate Student Government conducts official business is only allowed at events designated for the explicit purpose of campaigning, such as debates. Such designation will be made by the Elections Oversight Commissioner and clearly communicated to all candidates. Soliciting or receiving assistance from people or groups that are not affiliated with the University of Connecticut is strictly prohibited.
- v. Violations of the USG Governing Documents or other University policies shall be prohibited.

b. Election Violations and Judicial Action

- i. Any Student at the University of Connecticut wishing to report a violation must file a case to the Elections Oversight Commissioner. The filing must outline the alleged violation and reference the sections of the Bylaws, Constitution, or other relevant policies allegedly violated.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- ii. Once a case is filed to the Elections Oversight Commissioner, the Judiciary shall be notified of the case within 24 hours of the filing.
- iii. Alleged violations shall be adjudicated by the Judiciary. Verdicts and penalties (excluding disqualification) may be subject to appeal within 12 hours of the verdict, per the process described in the Constitution. Verdicts and penalties in Senate elections will not be subject to appeal.
- iv. The Elections Oversight Commissioner, on behalf of the Undergraduate Student Government, shall recommend equitable penalties against all candidates with similar violations and shall file cases with the Judiciary regarding all violations of which they become aware.
- v. The Elections Oversight Commissioner shall be empowered to set deadlines relating to elections.
- vi. The Elections Oversight Commissioner shall be responsible for prosecuting election violations filed against campaigns.
- vii. Candidates who fail to meet eligibility requirements shall immediately be disqualified. This is not subject to appeal.
- viii. The Appeals Board shall have the power to disqualify the candidacy of a student or ticket should it feel that the candidate has acted recklessly, with negligence, in willful defiance of the Elections and Campaign Policies, or any other applicable policy.
- ix. No Judicial elections hearing may be held during the voting period.

c. Restrictions

- i. Members of the Communications Team and Judicial Branch shall not be permitted to participate in any campaign for elected office in the Undergraduate Student Government while holding their office.

2. Regulations in this section shall apply to any elections taking place outside the Student Senate.

a. Procedure

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. The Undergraduate Student Government shall publicize the details of the election no later than the beginning of the second week of classes of any semester.
 - ii. The Elections Oversight Commissioner shall be responsible for publishing the following information in conjunction with the Communications team:
 - 1. Open Positions
 - 2. Specific Timeline for Elections
 - 3. Petition for Candidacy requirements
 - 4. Other required forms and materials
 - iii. Each student may write in one candidate per ballot position in any Undergraduate Student Government election. To be eligible for consideration, a write-in candidate must receive at least the same number of write-in votes as the number of petition signatures required to get on the ballot in the race they are running.
 - iv. The Elections Oversight Commissioner and Chief Justice are responsible for ensuring that full position descriptions are included on the ballot and advertised to the student body.
 - v. In the case of a tied election, a runoff election will be held in the constituency where the tie occurred. This must be done under the guidance of the Elections Oversight Commissioner.
 - vi. Results shall be released after the proceedings within their respective races have concluded.
 - vii. All alleged violations must be filed no later than twelve hours after the voting period ends.
- b. Election Resources
 - i. No Undergraduate Student Government resources shall be used for campaign purposes other than items explicitly deemed for such use.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- ii. The Student Organization Center shall provide at no charge: 500 copies to each president/vice president ticket, 300 copies to each Comptroller and Chief Diversity Officer candidate, and 100 copies to each Senator candidate. Candidates may purchase additional copies from the Student Organization Center at the standard rate.
- iii. Any items to be given away by a campaign to students must be approved by the Elections Oversight Commissioner and Communications Director. Items must be within the spirit of the Undergraduate Student Government Election.

c. Finances

- i. Each Presidential/Vice Presidential, Comptroller, Chief Diversity Officer, and Senate ticket may spend no more than a predetermined amount set by the Judiciary and communicated to prospective candidates before the Intent to Run form is due.
 - ii. The Judiciary may choose, in advance of elections and in compliance with all financial policies, to reimburse candidates for certain categories of election expenses, up to a specific cap.
 - 1. Such a choice must be clearly communicated to all candidates before an Intent to Run form is due.
 - 2. Such a choice must be made in consultation with USG's advisors and the Comptroller.
 - iii. All candidates for President/Vice President, Comptroller, Chief Diversity Officer, and Senate tickets must submit a campaign budget to the Chief Justice by a predetermined date. Reimbursements for campaign purchases shall be prohibited.
 - iv. In-kind donations shall count towards the spending cap for candidates.
3. The Senate Election Regulations shall apply to all elections conducted within the Student Senate.
- a. Procedure

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. The Chief Justice and Speaker shall release an intent to run form to the relevant constituencies no less than two weeks before the Senate Election is to be conducted.
 - ii. The Speaker of the Senate or their designee shall chair all Senate elections where no conflict with the Speaker exists.
 - iii. In the event of a conflict in the election of the Speaker, the Chief Justice or their designee shall chair.
 - iv. The Chair shall not support or endorse any candidate in the election but may cast a vote if they are a Senator.
 - v. Elections shall always be the first voting item on a meeting's agenda.
- b. Rules of Meeting
 - i. Candidates shall be permitted an opening statement of 5 minutes.
 - ii. After statements, questions to the candidates shall be permitted, with candidates given no less than 90 seconds to respond.
 - iii. Upon the conclusion of questions, Senators may speak once in favor of a particular candidate, with 2 minutes allotted per speech.
 - iv. At the close of discussion, candidates shall each be permitted to make a closing speech of at least 2.5 minutes in length.
- c. Voting
 - i. Voting in Senate Elections shall always be done by secret ballot.
 - ii. Abstentions and invalid votes shall not be counted towards or against any candidate achieving the required number of votes.
 - iii. If no candidate achieves the required vote total, an immediate runoff election shall be held.
 - iv. The runoff shall not include the candidate who received the fewest votes.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- v. This process shall continue until one candidate achieves the required vote total.
- d. Alleged violations in Senate elections must be filed before the voting period begins.
- e. Any additional rules, regulations, and procedures shall be left to the discretion of the Chief Justice.

BYLAW XIX – Election Oversight Commissioner

1. The Elections Oversight Commissioner shall be nominated by the Chief Justice and confirmed by the Senate to administer the Undergraduate Student Government elections.
 - a. The Elections Oversight Commissioner may not be a Justice nor a candidate for any office elected by the student body or any subset thereof while they hold the role of Elections Oversight Commissioner.
2. The Elections Oversight Commissioner shall be a member of the Judicial branch.
3. The Elections Oversight Commissioner shall be charged with:
 - a. Authoring election packets in consultation with elected leadership
 - b. Hosting information sessions and debates for candidates in Undergraduate Student Government elections
 - c. Prosecuting election violations and violations of the governing documents pertaining to elections before the Judiciary
 - d. Assisting in any and all rewrites of election policy.
 - e. Organizing and overseeing the election of a Chief Justice after each appointment of new Justices.
4. The Elections Oversight Commissioner may not, during their tenure, be a candidate for any office elected by the student body or the Senate.
 - a. The Elections Oversight Commissioner must declare all conflicts of interest to the Chief Justice, Speaker of the Senate, Chief Diversity Officer, and President upon their appointment and may not be involved in any election in which one of their close relatives is a candidate.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

5. If the Elections Oversight Commissioner has a conflict of interest with a candidate in a USG election, the Chief Justice shall appoint an Associate Justice to act as Elections Oversight Commissioner for that election. The acting Elections Oversight Commissioner shall be eligible for compensation relating to their actions overseeing that election but shall not be compensated for actions relating to other elections where they act as Justice.
6. The Elections Oversight Commissioner may not be removed during an election period except for cause, ratified by a vote of the Judiciary.
 - a. For the purposes of this clause 6, an "election period" is the period of time:
 - i. In the Fall, beginning when the fall intent to run form is released and ending when Fall senators are sworn in;
 - ii. In the spring, beginning when the spring intent to run form is released and ending when a new President, Speaker, and Engagement Coordinator are sworn in;
 - iii. During the period beginning when a Nominating Committee is appointed by the President and ending when the Judiciary votes to appoint a Chief Justice.

BYLAW XX – Impeachment Procedure

1. Definitions:

- a. The “Hearing Panel” shall refer to the Judiciary or the Governing Board as prescribed by the Constitution.
- b. The “Impeachment Hearing” shall refer to the hearing at which the Hearing Panel determines whether or not to forward Articles of Impeachment before the Senate.
- c. The “Trial” shall refer to the actual instance during which the Articles of Impeachment are brought before the Senate.
- d. The “Petitioner” shall refer to the person that filed the original complaint.
- e. The “Defendant” shall refer to the respondent.
- f. A “Charge” is the specific violation of the governing documents that is forwarded by the Hearing Panel to the Senate.
- g. The “Petition of Impeachment” shall refer to the initiation of charges being brought to the appropriate Hearing Panel.

2. Timeline:

- a. The Petitioner shall file the Petition of Impeachment to the appropriate Hearing Panel.
- b. Should the Hearing Panel choose to hear the petition for impeachment, the Impeachment Hearing shall be scheduled by the presiding officer of the Hearing Panel.
- c. All evidence, witness lists, and other pertinent documents shall be presented to the Hearing Panel no later than 48 hours prior to the scheduled Impeachment Hearing and shall be distributed to the appropriate parties no later than 24 hours prior to said Hearing.
- d. Within 48 hours following the Impeachment Hearing, the Hearing Panel shall render a verdict to the Plaintiff, Defendant, and Speaker of the Senate.
- e. Should the Hearing Panel forward Articles of impeachment; the charges and procedure for the Trial shall be made available to the Senators at least 48 hours prior to the Trial.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- f. The verdict of the Senate's deliberation shall be presented immediately following the Trial.

3. Impeachment Hearing Procedure:

- a. Any undergraduate student may file a Petition of Impeachment.
- b. The Hearing Panel shall hear impeachment cases on a case-by-case basis.
- c. The presiding officer of the Hearing Panel shall preside over the Impeachment Hearing.
- d. Should the presiding officer of the Hearing Panel so choose, they may designate another voting member of the Hearing Panel to preside over the Impeachment Hearing.
- e. The remaining structure of the Impeachment Hearing may be supplemented at the discretion of the Hearing Panel.
- f. Any member of the Hearing Panel shall only be able to recuse themselves prior to the commencement of the impeachment Hearing.
- g. The Hearing Panel shall render a decision within 48 hours of the conclusion of the Impeachment Hearing.
- h. Should the Hearing Panel forward Articles of Impeachment to the Senate, the Articles of Impeachment shall be brought to the next meeting of the Senate with specific charges and corresponding evidence to be considered.

4. Impeachment Trial Procedure:

- a. Logistics
 - i. The presiding officer of the Impeachment Hearing shall also preside over the Trial.
 - ii. The presiding officer of the Impeachment Trial shall consult with the appropriate authority in regard to security and privacy measures, before the Trial begins.
 - iii. At the start of the meeting all evidence that was forwarded from the Hearing Panel shall be distributed to the senators that will be deliberating in a controlled fashion.
 - iv. At this time the presiding officer may allow for a brief reading period to go over the evidence.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- v. No evidence will be presented in the Trial unless it is forwarded by the Hearing Panel.
- vi. Should a Senator not wish to participate in the deliberation they will have the option to recuse themselves and not be part of the Trial; this must occur prior to the beginning of the trial.
- b. Opening Statements:
 - i. The petitioner and then the defendant each have two minutes to present an opening overview of the case, this shall serve as an opening statement. During this time, neither party may be interrupted.
- c. Evidentiary Presentation:
 - i. The petitioner, and then the defendant may present all relevant evidence or call any witnesses. The petitioner and the defendant may challenge the validity of any evidence or cross-examine any witnesses.
 - ii. Total time used by each participant may not exceed fifteen minutes. During this time, the presiding officer may interrupt participants at any time.
 - iii. This time may include presentation of evidence, direct examination of witnesses, cross examination of opposing witnesses, or challenging opposing evidence.
 - iv. The time shall be stopped at the presiding officer's discretion.
- d. Closing Arguments:
 - i. Both the petitioner and the defendant have five minutes to provide a closing argument. During this time, neither the petitioner nor the defendant may not introduce new evidence or make any new arguments.
 - ii. Except for violations of this rule, there may not be interruptions during this time.
- e. Questions:
 - i. During the duration of the Trial, the presiding officer will be accepting questions in writing addressed to themselves, the Petitioner, or the Defendant to be asked following the end of Closing Arguments.
- f. Deliberation:
 - i. The Senate shall discuss each charge individually and in depth.
 - ii. The Senate shall vote by secret ballot on each charge.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- iii. Ballots shall be counted by the presiding officer of the Impeachment Trial following the conclusion of deliberation.
- iv. When voting, the Senate is determining whether the charge is severe enough to warrant removal from office.
- v. There shall be no limit on the time set aside for deliberation.

CHAPTER FIVE:

COMPENSATION

BYLAW XXI – Member Compensation

1. The following members of the Undergraduate Student Government shall be eligible to receive monetary or academic compensation, but not both:
 - a. President
 - b. Vice President
 - c. Comptroller
 - d. Chief Diversity Officer
 - e. Speaker of the Senate
 - f. Chief Justice
 - g. Advocacy Committee Director
 - h. Chief of Staff to the President
 - i. Deputy Chief Diversity Officer
 - j. Communications Director
 - k. Chief of Staff to the Vice President
 - l. Deputy Speaker
 - m. Deputy Chief Justice
 - n. Engagement Coordinator
 - o. Deputy Directors
 - p. University Senators and Committee Representatives not otherwise employed by USG
2. The following members of the Undergraduate Student Government shall be eligible to receive only monetary compensation:
 - a. President-elect
 - b. Vice President-elect
 - c. Comptroller-elect
 - d. Chief Diversity Officer-elect
 - e. Tier II Funding Director

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- f. Organization Support Services Director
 - g. A member of the Funding Staff
 - h. A member of the Organization Support Services Staff
 - i. A member of the Communications Team
 - j. Deputy Comptroller
 - k. Inventory Manager
 - l. Inventory Specialist
 - m. Operations Manager
 - n. Advocacy Coordinators
3. The following members of the Undergraduate Student Government shall be eligible to receive academic credit for their service:
- a. Senators
4. Each member shall be paid at the following rates classes as defined by the University¹. If the rate is undesignated then the pay shall be set at the joint discretion of the Student Body President, Vice President, and Comptroller.
- a. One Dollar Above the Lower Bound of Class III: President, Comptroller, Vice President, Chief Diversity Officer, Speaker of the Senate, Chief Justice, all -elect positions
 - b. Twenty-Five Cents Above the Lower Bound of Class III: Advocacy Director, Tier II Funding Director, Chief of Staff to the President, Chief of Staff to the Vice President, Organization Support Services Director, Communications Director
 - c. The Median of Class II: Deputy Tier II Funding Director, Deputy Comptroller, Deputy Chief Diversity Officer, Operations Manager, Inventory Manager, Deputy Speaker of the Senate, Deputy Chief Justice
 - d. The Lower Bound of Class II: Funding Staff member, Director, Deputy Advocacy Director, Deputy Communications Director, Minutes Editor, Deputy Director of Organization Support Services, Public Relations Manager, Elections Oversight Commissioner

¹ <https://payroll.uconn.edu/student-pay-scales/>

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- e. Class I: Organization Support Services Staff member, Advocacy Coordinator, Inventory Specialist, Engagement Coordinator, Graphic Designer, Press Secretary, Multimedia Specialist, University Senator / Committee Representative not otherwise employed by USG

BYLAW XXII – Tenure Policy

1. Per the USG Constitution, the following positions shall be elected from various constituencies:
 - a. Elected by the Students: President, Vice President, Comptroller, Chief Diversity Officer
 - b. Elected by the Student Senate: Speaker of the Senate
 - c. Elected by the Judiciary: Chief Justice
2. The following positions shall require confirmation by the Student Senate following nomination by the officers below:
 - a. Nominated by the President: Director of an Advocacy Committee, Advocacy Coordinators, University Senators/Committee Representatives
 - b. Nominated by The Chief Diversity Officer: Advocacy Coordinators
 - c. Nominated by the Vice President: Tier II Funding Director, Organization Support Services Director
 - d. Nominated by the Comptroller: Deputy Comptroller, Inventory Manager, Tier II Funding Director
 - e. Nominated by the Speaker: Deputy Speaker, Engagement Coordinator
 - f. Nominated by a Director of an Advocacy Committee: Deputy Directors, Advocacy Coordinators
3. The following positions shall be appointed, but do not require confirmation by the Student Senate:
 - a. Appointed by the President: Chief of Staff
 - b. Appointed by the Vice President: Chief of Staff to the Vice President, Communications Director
 - c. Appointed by the Chief Diversity Officer: Deputy Chief Diversity Officer
 - d. Appointed by the Comptroller: Operations Manager, Inventory Specialist
 - e. Appointed by the Chief Justice: Deputy Chief Justice
 - f. Appointed by the Respective Supervisor: Funding Staff, Organization Support Services Staff, Communications Team

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

4. All members may voluntarily resign their position or be removed by impeachment.
5. Compensated employees in unelected positions may be dismissed by their supervisor in accordance with University policy.
 - a. Supervisors must generally follow a progressive discipline process consisting of a verbal warning and a written warning before proceeding to dismissal. The Chief Diversity Officer and Vice President must be notified of all disciplinary actions.
 - b. The Chief Diversity Officer must consent to all dismissals, except those in the Office of Diversity, where the Vice President must consent. A decision to withhold consent for a dismissal is appealable to the Judiciary.
 - c. Certain actions, including fraud, insubordination, gross misconduct, destruction or theft of property, and threats of harm, may warrant immediate dismissal.
6. All appointed employees must receive an offer letter that includes the following information: Start date, pay rate, supervisor, job duties, and hours allowed per week.
 - a. Start dates are set at the discretion of the Supervisor but may not be before the employee is confirmed by the Student Senate or takes the oath of office.
 - b. No Student shall be expected to work more than 20 hours per week.
7. The Vice President, Chief Diversity Officer, and Comptroller may outline further regulations pertaining to hiring, promotions, and terminations, consistent with their constitutional duties.
8. During the Spring semester after the Presidential transition, outgoing members of USG may continue to be compensated at the same rate of pay for training their successors or otherwise transacting the business of the Organization, subject to the authority and discretion of newly installed USG leadership.
 - a. Outgoing members of the Organization may not clock in past the end of the fiscal year unless hired into a new role.
9. Only current Storrs undergraduate students are eligible for compensation.

BYLAW XXIII – Time Reporting and Supervisory Structure

1. The Chief Justice shall review time for the Comptroller and any delegates of the Comptroller as defined in Section 4 of this Bylaw.
2. The Speaker of the Senate shall review time for the Chief Justice and any delegates of the Chief Justice as defined in Section 4 of this Bylaw.
3. The Comptroller shall review time for all members not outlined in Sections 1 and 2 of this Bylaw.
4. The Comptroller, Speaker of the Senate, and Chief Justice may delegate their time approval responsibilities to members or professional staff with appropriate TSOS training.
 - a. Notwithstanding the rest of this Bylaw, no student may approve their own time and no two students may approve each other's time.
 - b. In the event of a time approver's inability to approve time, the Comptroller may make temporary exceptions to Sections 1, 2, and 3 to ensure compliance with section 4a.
5. The President, Comptroller, Speaker, Chief Justice, Chief Diversity Officer, Tier II Funding Director, and Organization Support Services Director shall act as supervisors of their respective offices and staff.
6. The President shall supervise all University Senators and Committee Representatives not otherwise employed by the Undergraduate Student Government in their role as a University Senator or Committee Representative.
 - a. University Senators and Committee Representatives shall only be eligible for compensation for meetings directly related to their respective body or committee.
 - b. If a University Senator or Committee Representative is not a member of the President's Cabinet, the President shall not supervise said representative in any other capacity, including other work that they may perform within USG.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. Appropriate Executive members shall assist the President in supervising and advising Committee Representatives.
- 7. Advocacy Coordinators and Deputy Directors will be supervised by an appropriate member of the Executive Branch, as outlined in each Deputy or Coordinator's offer letter.
- 8. When reporting time, each student shall provide a detailed description of tasks performed. Any student responsible for reviewing time shall review these details, and if necessary, attempt to meet with an employee if there is an issue with reported time to resolve the issue.
 - a. A detailed description of compensable tasks performed must be added no later than twelve hours after the completion of those compensable tasks or by the deadline set by the Comptroller for time approval for a pay cycle, whichever is sooner.
- 9. These general functions shall be regarded as compensable duties for all compensated positions:
 - a. Acting as a representative of the Undergraduate Student Government or the student body
 - b. Facilitating or participating in any meeting or training when required to do so
 - c. Having substantive meetings with other members of the organization, professional staff, administrators, constituents, and the leaders of other student organizations
 - d. Exercising oversight of people and resources in areas of authority
 - e. Planning and implementing initiatives and events
 - f. The "-elect" positions may only be compensated for completing mandatory training, curating a competitive hiring process for members of the incoming administration, or shadowing their predecessor starting the day after certified election results are released.
 - g. Other efforts that can reasonably be classified as fulfilling the member's duties
 - i. All positions should have clear job descriptions and expectations set that may be used to determine if this requirement has been met.
- 10. The following actions shall not be eligible for compensation:

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- a. Taking actions unrelated to the Undergraduate Student Government
 - b. Taking actions that infringe upon the Governing Documents of the Undergraduate Student Government, and other applicable laws and policies
 - c. Attending meetings of the Senate, except when delivering a report, actively performing duties, or required to do so by the Governing Documents.
 - d. Participating in team-building activities or social events.
 - e. Performing identical duties at the same event as an uncompensated member.
11. Supervisors shall be familiar with the compensable actions of those they supervise and shall not promise compensation for tasks outside the actions delineated in this bylaw. Any such promise shall be void and shall be reported to the Comptroller and Judiciary.
12. The Vice President shall be responsible for publicly publishing the job descriptions of all paid positions in an expedient manner after they are created.