

University Student Government Association Official Bylaws

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University Student Government Association: Official and Bylaws

Last Amended: September 11th, 2023

Please note:

It is a violation of the Constitution and Bylaws of the University Student Government Association to change the text of this document without proper approval from the University Student Government Association Senate duly authorized, and can be cause for removal from office. Further, changing this document without authorization is a violation of the oath of office and may be considered a violation of your school's Honor Code.

University Student Government Association Bylaws

Adopted: March 9, 1993

Revised: March 30, 1993/ October 19, 1994/ November 16, 1994/ January 1, 1999/ April 2000/ Spring 2002/ April 2004/ October 2004/ April 2005/ May 2007/ May 2009/ May 2010/ April 2011/ February 2015/ April 2015/ December 13, 2017/ February 21, 2019/ April 15, 2019/ April 14, 2021/ April 12, 2023/ September 11, 2024

ARTICLE I: NAME and LOGO

Section 1. Logo. Any design for a USGA logo must be approved by the USGA Senate by majority vote.

Section 2. Use. The officers and senators can use the USGA name and logo for any official purposes in furtherance of their duties and responsibilities, or for other purposes approved by the USGA Senate.

ARTICLE II: REPRESENTATION

Section 1. Any questions regarding an officer's or senator's official status as an enrolled student will be resolved by the Provost and Executive President.

ARTICLE III: ORGANIZATIONAL STRUCTURE

Section 1. Any changes in the organizational structure of the USGA must be made through amendments to the Constitution and Bylaws.

ARTICLE IV: OFFICERS

Section 1. Meeting. The officers of the USGA (Executive Board) must convene a meeting prior to each meeting of the USGA Senate.

Section 2. Officers' Powers and Duties. Each officer has powers and duties prescribed by these Bylaws.

- A. All Officers. All officers have the following powers and duties:
1. To serve as voting members of the Senate, and attend all Senate meetings.
 2. To serve as members of the Executive Board, and attend all Executive Board meetings.
 3. To uphold their oaths as officers of the USGA.
 4. To fulfill their other duties as officers of the USGA.
 5. To perform all other duties as assigned by the Senate.
 6. To meet with the President of the University and the Vice President of Student Affairs on a timely basis but not less than once per semester during the academic year.
 7. To provide an official interpretation of the USGA Constitution and Bylaws through either a majority vote of the present officers during a meeting of the Senate or a majority of all officers if requested outside of a meeting of the Senate.
 8. Review proposed resolutions for consistency with other provisions of the Constitution, Bylaws and Standing Orders and clarity, spelling, formatting and grammatical errors.
- B. President. The USGA President's powers and duties shall include:
1. To call to order, preside over, and adjourn all meetings of the Executive Board and the Senate.
 2. To present to the Senate, by the first meeting of the USGA Senate, a complete list of the dates, times and locations of the meetings for the academic year. This list must be sent to the Student Affairs administrators in each school, and be published online. The Senate must be scheduled to meet at least four times each semester.
 3. To appoint, with approval of the Senate, all student members of University Committees and UMB student representatives to groups outside the University.
 4. To appoint, with approval of the Senate, all Chairpersons of USGA program committees.
 5. To meet with the advisor of the USGA prior to each meeting of the Senate.
 6. To co-sign, with the Treasurer, checks for the organization.
 7. To sign all forms which contractually or financially bind the USGA.
 8. To appoint, with approval of the Senate, students to serve as non-voting members of the Senate, as necessary.
 9. To appoint interim Executive Board officers upon a vacancy of office.
 10. To assume or delegate all responsibilities and duties otherwise prescribed by the Senate, or as required in fulfillment of the office of President.
- C. Vice President. The USGA Vice-President's powers and duties shall include:
1. To maintain an updated membership roster for the organization, which shall include the names and email addresses of all voting and non-voting members of the Senate. A final list of members of the Senate shall be completed by October of the academic year.

2. To call roll of all voting members at all Senate meetings, and to keep the record of attendance for all members at all Senate meetings.
3. To inform a Senator when they are removed from the Senate. To notify the Senate when a member has resigned or has been removed from the Senate.
4. To contact, in a timely manner, the appropriate governing student organizations or student affairs administrator from the appropriate school/program when a member has resigned or been removed so that a replacement can be selected.
5. To verify the number of Senators each program or school receives, in accordance with *Article V, Section 1* of these Bylaws.
6. To serve as a member of the USGA Appropriations Committee.
7. To notify all USGA Senate Members of special meetings.
8. To assume all duties and responsibilities of the President during a temporary absence.
9. To become President of the USGA upon resignation or removal of the USGA President.
10. To serve as the Chairperson of the UMB Campus Advocacy Committee, lead student advocacy within UMB, and organize student advocacy initiatives on the UMB campus that support the USGA Senate's initiatives with the UMB Administration.
11. To serve as the USGA representative to the UMB Student Fees Advisory Board for the duration of their term.

D. Secretary. The USGA Secretary's powers and duties shall include:

1. To record the proceedings of the USGA Senate and USGA Executive meetings.
2. To present to the Senate minutes from the previous meeting for the Senate's approval.
3. To maintain a file of current and approved minutes of the USGA Senate and the USGA Executive Board, and to pass on such a file to the succeeding USGA Secretary.
4. To provide a synopsis of each USGA Senate meeting upon request.
5. To keep a current copy of the USGA Constitution and Bylaws and to have this copy available during all Senate meetings.
6. To retain and distribute upon request a template resolution for compelling USGA action or amending the USGA Bylaws or Constitution.
7. To send meeting reminders via email.

E. Treasurer. The USGA Treasurer's powers and duties shall include:

1. To provide an accounting of all USGA expenditures to the Senate no less than once each semester.
2. To maintain an accurate balance of the USGA accounts.
3. To access, manage, or alter the contents of the USGA safe only under the supervision of the advisor or another Executive Board member.
4. To serve as Chairperson of the USGA Appropriations Committee.
5. To co-sign checks, with the President, for the organization.

6. To announce to the Senate meetings of the Appropriations Committee, and present items to be considered at the meeting.
 7. To present the Appropriations Committee's recommendations to the Senate.
 8. To inform all student groups/organizations within two weeks of receipt of post event documentation of penalties for failing to comply with funding rules/guidelines.
- F. Advocacy Director. The USGA Advocacy's powers and duties shall include:
1. To serve as the Chairperson of the USGA Policy Advocacy Committee.
 2. Determine the policy priorities of the USGA Senate at the local, state, and federal levels.
 3. Organize students to initiate and advocate for policy initiatives chosen as priorities by the USGA Senate at the local, state, and federal levels.
 4. Present ongoing developments on policy priorities occurring at the local, state, and federal levels to the USGA at each meeting of the Senate.
 5. Ensures that parliamentary procedure is being performed by all USGA Senate meetings.
- G. Programming Coordinator. The USGA Programming Coordinator's powers and duties shall include:
1. To create a schedule and decide the content of USGA programming events.
 2. Oversee the USGA programming budget to utilize for planning and co-sponsoring USGA programming events
 3. To serve as the Chairperson of the USGA Programming Committee.
 4. To delegate and organize planning and staffing duties for all USGA Programming events.
 5. To coordinate with UMB department administrators, USGA Affiliated groups, and outside vendors for USGA events.
- H. Webmaster. The USGA Webmaster's powers and duties shall include:
1. To monitor, improve, and update the USGA website.
 2. To monitor, improve, and update the USGA social media sites.
 3. To provide innovative ideas on how to increase the USGA online presence by keeping abreast of new technology and understanding how to implement it.
- I. Diversity, Equity and Inclusion (DEI) Officer. The USGA DEI Officer's powers and duties shall include:
1. To serve as the USGA communication liaison between the UMB Administration, individual Schools and the USGA on issues dealing with diversity, equity, inclusion (DEI) and oppression that impacts students.
 2. Foster and maintain an awareness of DEI issues that are present within the UMB environment through continuous contact and collaboration with the student body.

3. Act as the USGA key student contact person on issues of DEI and oppression, report at each USGA Senate meeting on any issues that arise within the student population and surrounding community.
 4. Serve as the key student liaison for receiving updates and collaborating with the UMB Diversity Advisory Council (DAC), Intercultural Center, Community Engagement Center (CEC) and other DEI focused offices at UMB.
 5. Serve as the co-chair of the USGA Equity Committee consisting of student representatives from all UMB schools, programs and organizations.
 6. Work with the USGA Programming Chair to offer a minimum of two (one each semester) events with a focus on promoting education, training, and awareness around DEI and oppression.
 7. Meet with the Assistant Vice President of Student Affairs and UMB Chief DEI Officer on a regular basis to communicate and collaborate on DEI matters at UMB.
 8. Assist the USGA in ensuring that DEI is maintained and fostered throughout the organization and all of its affiliated student organizations.
 9. Serve as chair of the USGA Equity Committee.
- J. **Appointed Deputy:** Any executive board member, except the President, may deputize a member of their respective committees or the senate at large when a substantial need arises. The deputy may be delegated responsibilities of the supervisory board member, but the supervising board member retains ultimate authority and responsibility and shall not delegate away all of their duties. The appointment of a deputy must be approved by the executive board and confirmed by the senate at large with a majority vote. This position does not have voting rights in executive board meetings. This position terminates at will, at the end of the semester, or upon the resignation or removal of the executive board member the appointed deputy is supporting, whichever comes first.

Section 3. Election of Officers

- A. **Elections.** Officers shall be elected by the USGA Senate during the first meeting in April of each academic year.
- B. **Nominations.** Nominations for each office shall be entertained at the last Senate meeting in March and the first meeting of April.
- C. **Qualifications**
 1. All candidates must be currently enrolled UMB students in good standing.
 2. The President must have previously served at least one year on the USGA Executive Board.
 3. The Vice-President, Secretary, Treasurer, Advocacy Director, Programming Coordinator, DEI officer and Webmaster must have previously served at least one semester as a USGA Senator.

- a. If no current USGA Senator is nominated for the position, the USGA President can open the above Executive board positions to students who have not previously served as a USGA Senator.
- D. Procedures. During the election meeting, the Senate will move into a closed session and the following procedure will be used for each office. (Nominations and elections shall proceed in the following order: President, Vice President, Secretary, Treasurer, Advocacy Director, Programming Coordinator, Webmaster, and DEI Officer.)
1. Nominations for each office will be closed immediately prior to the election for that office. A call for nominations must be requested three times prior to closure.
 2. Candidates nominated for the position shall leave the room or virtual space.
 3. One by one, each candidate will enter the room or virtual space, give a speech limited to four minutes to the Senate, and answer questions proposed by Senators for no longer than five minutes. The candidate will again leave the room or virtual space.
 4. After all candidates have finished, they will be called back in as a group, and a question and answer session will commence for a maximum of ten minutes. Time may be amended based upon the number of candidates by a motion and majority vote.
 5. After the question and answer period has ended, the candidates will leave the room, and the Senate will discuss the candidates in a closed session limited to voting members. If deemed appropriate by a majority vote of the Senate, an individual candidate may be called into the room or virtual space to address a specific question.
 6. Each voting member of the Senate may select one candidate for the office. Ballots may be paper or electronic.
 7. A first ballot will be held with all candidates. If a candidate does not win the majority vote, a second ballot will be held between the top two candidates.
 8. Once the election produces a winner, the candidates will be invited back into the room or virtual space and the result announced. Then, the election of the next officer will be entertained.

Section 4. Term of Office. The Officers elected shall take office during the first meeting of the USGA Senate held in May. Each officer is elected for a one-year term of office.

Section 5. Oath of Office for Officers. The Oath of Office shall be administered by the retiring President to the President-elect, on the day the President-elect takes office. If the retiring President is not available, the oath shall be administered by the advisor. The newly sworn in President shall then administer the Oath of Office to the group of officers-elect.

- A. Words spoken by the person administering the oath of office: "Raise your right hand and repeat after me. I, state your name, - do solemnly promise - that I will faithfully execute - my duties as an officer - of the University Student Government Association, - will uphold and enforce - its Constitution and Bylaws - and will, to the best of my ability - promote

the student welfare - and unselfishly guide my actions - by the best interests - of the students of this University."

Section 6. Removal

- A. Grounds. Any Officer may be removed for failure to uphold the duties of their respective office as specified in *Article IV, Section 2*.
- B. Procedures.
 - 1. Petition. If a petition to remove an officer bearing the signatures of 15 Senators is presented to the Senate, the Senate will be called into closed session with the ability to call persons before it. The petition must outline the specific grounds for removal.
 - 2. Voting. The Officer will have a chance to address the Senate concerning the reasons and to answer any questions desired. The Officer and all non-members shall leave the room, and the Senate shall hold a discussion concerning the officer. Ballots will be passed out to all voting members, and Senators will vote yea or nay on the motion of removal. Two-thirds of the ballots cast must be in favor of removal for the motion to pass. If the Officer is removed, an election will be held to fill the appropriate vacancy at the next regularly scheduled meeting of the USGA Senate, in accordance with *Article IV, Section 3*. Within one week, the USGA President will appoint a USGA Senator to serve in the role of the resigning Officer in accordance with *Article IV, Section 2*.

Section 7. Resignation. Upon the resignation of an Executive Board officer, an election will be held to fill the appropriate vacancy at the next regularly scheduled meeting of the USGA Senate, in accordance with *Article IV, Section 3*. In the interim, the USGA President will appoint a USGA Senator to serve in the role of the resigning officer in accordance with *Article IV, Section 2*.

A. Procedure

- 1. The resigning Officer must submit a formal electronic letter of resignation to the Executive Board and the advisor of the USGA. The resigning officer will relinquish control of their USGA position email account to the advisor, effective immediately following submission of the letter. Failure to do so may be considered a violation of their school's Honor Code.
- 2. The USGA Secretary will inform the Senate of the resignation within 12 hours of the resignation.
- 3. The USGA President will appoint a Senator to fulfill the position within one week of the resignation.

Section 8. Conflict of Interest. Should any USGA Officer find themselves with a conflict of interest pertaining to an issue before the USGA Senate, that Senator must excuse themselves from the discussion and any subsequent actions.

A. Defined. A conflict of interest exists where:

1. A Senator or Executive Board Member is also an Officer or a USGA Affiliated Group or subgroup.
 2. A Senator or Executive Board Member has submitted a request or funding request in their capacity as an Officer, Representative, or Member of another organization to be considered by the Senate or Executive board.
- B. Resolution of Conflicts of Interest
1. A Senator or Executive Board Member who has a conflict of interest as defined in the above should disclose this conflict to the Senate or Executive Board before any discussion, debate, or vote concerning that conflict takes place.
 2. A Senator or Executive Board Member who has a conflict of interest, as defined in the above, should refrain from participating in any debates, discussions, motions, or votes concerning their organization.
 3. A Senator or Executive Board Member who does not abide by these terms will be guilty of malfeasance of office and could be removed from their position as per *Section 6* of this article.

Section 9. Vacant positions after April meeting. Should any position not be filled after the April elections meeting, nominations for Executive Board positions shall be entertained at every meeting after the April meeting until the positions are filled. All voting procedures as stated above shall be followed when a nomination is heard.

ARTICLE V: USGA SENATE

Section 1. Membership. The Senate shall consist of voting and non-voting members.

- A. Voting members of the USGA Senate shall include:
1. Elected Officers.
 2. Senators from the following programs and schools: Graduate, Nursing Graduate, Nursing Undergraduate, Dentistry, Dental Hygiene, Medicine, Pharmacy, Medical and Research Technology, Law, Social Work, Physical Therapy, Physician Assistants, and any such UMB schools or programs as approved by a two-thirds vote of the USGA Senate and Recorded by the USGA Vice-President.
 - a. Method for Determining USGA Representation:
 - i. Each program will be represented by a minimum of two senators.
 - ii. An additional senator will be allotted as the total number of students in a program exceeds each of the following population milestones: 301, 501, 701, 901, 1101, etc.
 - b. Rules
 - i. Number of Representatives will be based on fall enrollment by school as of September of the previous year.
 - ii. The Representatives will be elected by the individual student organization of each school.
 - c. One USGA per school is responsible for providing an update of their school at the beginning of each meeting.
 3. One Senator from each of the USGA Affiliated Organizations.

4. Duly elected alternates sitting in place of a Senator. Each program or school may elect and send alternates, up to an amount equal to the number of representatives they are allowed under these Bylaws. Alternates voting during a meeting must be present during roll call and answer in the place of the Senator they are representing
- B. Non-voting members of the USGA Senate shall include:
1. Duly-elected alternates not representing a Senator.
 2. Presidents of the governing student organizations_of the schools and programs: Medicine, Dentistry/Dental Hygiene, Law, Nursing, Pharmacy, Social Work, Graduate School, Physical Therapy, and any such UMB schools or programs as approved by a two-thirds vote of the USGA Senate and Recorded by the USGA Vice-President.
 3. The President of each USGA Affiliated Group.
 4. The advisor of the USGA.
 5. Any students who have been conferred non-voting membership by the USGA Senate

Section 2. Privileges of Members.

- A. Voting USGA Members may:
1. Present motions. Examples of this include motions to consider a resolution; which when spoken would follow this format: "I move the resolution on the table."
 2. Serve on and chair committees of the USGA Senate.
 3. Debate on all motions.
 4. Vote on all motions.
 5. Be present during closed sessions.
- B. Non-Voting Members may:
1. Be recognized to speak during debate on motions.
 2. Bring new business before the Senate, but may not present a motion for the Senate to act.
 3. Publish announcements of events, which in all other ways conform to the mission of the USGA, to the Senate when the moderator calls for such announcements.

Section 3. Powers and Duties of the Senate.

- A. The Senate's powers and duties shall include:
1. To act in furtherance of the goals and objectives of the USGA as outlined in the Constitution and Bylaws.
 2. To perform the functions as prescribed by the Constitution and Bylaws.
 3. To approve, reject, or modify budgets presented by the Appropriations Committee and the Treasurer.
 4. To elect and remove the Officers of the USGA
 5. To remove Senators of the USGA

6. To approve all student appointments made by the USGA President
7. To hold meetings of the USGA Senate
8. To form committees, and perform all functions of a deliberative body
9. To recognize campus wide organizations
10. To be the adjudicative body in all disciplinary actions of the Senate

B. Duties of Members. Each Senator is an elected representative of their school or program. Each senator is expected to fairly represent the interests of that school or program to the USGA. In furtherance of these duties, each member shall serve the University Student Government Association in the following capacities:

1. Attendance. Full attendance at every Senate meeting of the USGA, and every meeting of the committee(s) on which the member serves, is expected and required.
 - a. Definitions (Amended 04/14/2021)
 - i. For the purposes of this attendance policy, “Senate meeting” shall include regularly scheduled Senate meetings, special sessions, and any other USGA-related gathering which mandates attendance, such as Fall Senate Retreat.
 - ii. ‘Absence’ or ‘Unexcused absence’ means
 - a. The non-presence of a senator to a Senate meeting without an alternate or without prior approval from the Vice President.
 - b. Substantial lateness to a Senate meeting without an alternate or prior approval from the Vice President.
 - c. Leaving substantially prior to the adjournment of a Senate meeting without an alternate or prior approval from the Vice President.
 - iii. ‘Excused absence’ means an absence which has been approved by the Vice President. An excused absence shall carry the same effect as having no recorded absence for the relevant Senate meeting.
 - iv. ‘Lateness’ means arriving to a Senate meeting after the official roll call. This provision shall not operate to make late those who are known to be on time but outside the room during roll call.
 - v. ‘Leaving substantially prior to adjournment’ includes but is not limited to
 - a. Leaving a Senate meeting that is less than half completed, as determined by the official agenda for that meeting.
 - b. Leaving a Senate meeting in such time as to preclude a senator’s ability to fully participate in vitally important issues such as, but not limited to, funding, operations, and personnel decisions.
 - vi. A ‘scheduling conflict’ occurs when a senator schedules a repeating obligation during the time when regularly scheduled Senate meetings occur, thus placing in jeopardy that senator’s ability to attend all meetings on time.

- vii. ‘Substantial lateness’ includes but is not limited to
 - a. Arriving to a Senate meeting that is over half completed, as determined by the official agenda for that meeting.
 - b. Lateness to a Senate meeting that precludes a senator’s ability to fully participate in vitally important issues such as, but not limited to, funding, operations, and personnel decisions.
 - b. Senators shall not have scheduling conflicts. This rule shall be strictly enforced.
 - c. Absence.
 - i. Penalties for Absences.
 - a. Any Senator not representing an affiliated group who is absent from two regularly scheduled Senate meetings is removed from their role as a member of the USGA. The member's school or program will be notified in writing immediately by the Vice- President. If that member's constituency fails to elect or appoint a replacement within two weeks after notification, that Senate seat is lost for the remainder of the academic year.
 - b. Any Senator representing an affiliated group that is absent from two regularly scheduled Senate meetings, the affiliated group will be placed on a semester-long probation period. At the meeting closest to the one semester mark, the Senate and Executive Board will review whether the organization on probation has met the attendance requirements since being placed on probation. The Senate can revoke Affiliated status based upon this review with a majority vote.
 - ii. Before an absence is recorded, the Vice President shall give the Senator a one week grace period with which to plead their case.
 - iii. Any Senator who receives an unexcused absence by the vice president has ten days from the date of notification to appeal that decision to the executive board.
 - d. Last-minute changes in circumstances which lead to absences shall be dealt with on a case-by-case basis.
 - i. The Vice President shall be notified via email as soon as a Senator establishes an alternate for a given meeting. That email shall include the alternate’s name.
 - e. An audit of absences will be made to each senator at the start of the spring semester.
 - f. This attendance policy shall not be interpreted as limiting the discretion of the Vice President in all attendance-related matters.
1. Committees. Every USGA member must serve on at least one USGA Standing Committee during a term in office.

2. Participation at USGA Events. Every USGA member is encouraged to volunteer one Programming or Pennington event, and attend two or more USGA sponsored events.

Section 4. Senate Meetings.

- A. General rule: A quorum for all Senate meetings shall be half plus one duly elected Senators or their alternates present at the meeting.
 1. Regardless of the general rule, no number of Senators or their alternates shall constitute a quorum unless the said Senators or alternates represent at least four of the seven principal schools of the University.
- B. All Senate meetings shall be scheduled for two and a half hours. Meetings that last longer than two and a half hours must be approved by two-thirds vote of the senate.
- C. Special meetings may be called by a two-thirds vote of the Senate, or by a majority of the Executive Board, to discuss a specific agenda.
 1. Special meetings must strictly adhere to the agenda specified as the reason for the meeting and no further business may be discussed.
 2. The Vice President shall be responsible for notifying the membership of any special meeting in the most expedient fashion.
- D. The preliminary agenda for each meeting shall be announced with the notification of that meeting.
 1. Any Senator may place an item on the agenda by notifying the President at least one week prior to that meeting.
 2. Any item not placed on the agenda may be brought up in 'new business,' as time allows.

Section 5. Voting. All Senate votes shall be by hand, voice, or poll, unless prescribed by the Constitution and Bylaws, or if a senator requests a ballot vote, or the President, in their discretion, orders a ballot vote. Such a request or order shall be automatically respected without debate.

- A. All voting members are entitled to one vote.
- B. Only members present at a meeting may vote at that meeting. Alternates may vote when representing an absent member.
 1. Proxy voting procedures.
 - a. Senators must notify the USGA President, USGA Vice President, and their school's Primary Senator within 24 hours of any sudden and pressing matters requiring their absence from a planned session.
 - b. If received and accepted by all persons listed above, the sSenator may record their vote on upcoming matters electronically and submit them to

their Primary Senator or Alternate Senator prior to session. This would be received as the 'proxy vote.'

- c. For the purposes of quorum, the 'proxy vote' will count towards the total members present. If this would provide a school outsized representation, and is otherwise unnecessary, the "proxy vote" will not be counted.
- d. The 'proxy vote' may not 'pull out' issues not already 'pulled out,' or otherwise raise new issues to the floor.
- e. On votes not initially planned, or on issues raised or 'pulled out' during the absence, the 'proxy vote' will be abstention.

C. Ballots may be by paper or electronic.

D. Procedures for voting at funding meetings. During the funding meeting, the Senate will move into a closed session and the following procedure will be used. These procedures are subject to change as the Executive Board deems necessary.

- 1. Affiliated Group Budget money that has not been allocated for an event during that semester may be moved to the general Organization Fund Request (OFR) Budget upon motion by the Senate.
- 2. The Treasurer will read budgeted amounts for Affiliated Groups and announce if any Affiliated Groups have applied for a funding increase.
- 3. The Treasurer will present the Appropriations Committee's recommendations for both Affiliated Groups and Unaffiliated Groups to the Senate.
- 4. Upon motion by the Senate, Affiliated Groups and Unaffiliated Groups may be 'pulled out' so that the Senate may discuss further.
- 5. The Senate will vote to approve the Appropriations Committee's recommendations for any/all groups not 'pulled out' for further discussion.
- 6. The Senate will discuss each group that has been 'pulled out' under the following procedure:
 - a. The Senator that moved to 'pulled out' the group will begin the discussion with an explanation of why the group was 'pulled out' for further discussion.
 - b. Any Senator may make a motion with a recommendation on funding the group, including but not limited to, funding in full, reducing funding, increasing funding, adding conditions, adding stipulations, etc.
 - c. Senators will engage in discussion on the motion on the floor, alternating in a pro-con format. Senators may make friendly motions to amend the motion on the floor, pending acceptance by the original movant Senator.
 - d. Motions and discussion may repeat and continue until a vote on funding the group has been completed.
 - e. This process shall repeat for each 'pulled out' group.

E. Procedures for meetings without a quorum. Should a meeting occur without quorum and voting on funding, elections, etc. was scheduled to take place, an asynchronous poll for voting may be sent out to by the USGA Secretary to all Senators.

1. Votes will be collected until a quorum, as defined by the general rule and four of the seven schools at the University are represented, has been reached.
2. A summary of the results will be sent out to all Senators at the conclusion of the poll.

Section 6. Removal of Senators. Senators are expected to play an active role in the USGA. Senators who do not participate in the USGA may be removed.

- A. Automatic removal. A senator will be automatically removed from the Senate as an enforcement of the attendance policy.
- B. Removal by will of the Senate. If a motion to remove a senator for failure to perform duties of a senator as stated in *Article V. Section 3.B.* is presented to the Senate, the Senate will be called into closed session. The motion must include the reasons for removal. The Senator must be afforded an opportunity to address the Senate concerning the reason, and to answer any questions desired. The Senator shall leave the room, and the Senate shall hold a discussion concerning the member. A vote will be conducted with all voting members and Senators will vote yes or no on the motion of removal. Two-thirds of the ballots cast must be in favor of removal of the motion to pass.
- C. Upon removal of a Senator the Vice President will inform the removed Senator and others in accordance with the duties outlined in the Bylaws.

Section 7. Oath of Office for senators. The Oath shall be administered by the President or advisor, at the first meeting of the newly elected Senate, and shall be administered subsequently to all senators upon their first attendance at a meeting.

- A. Words spoken by the person administering the oath of office: "Raise your right hand and repeat after me, I, state your name, - do solemnly promise - that I will faithfully execute - my duties as a Senator - of the University Student Government Association, - will uphold and enforce - its Constitution and Bylaws - and will, to the best of my ability, - promote the student welfare - and unselfishly guide my actions - by the best interests -of the students of this University."

Section 8. Open and non-Discriminatory Activities. The membership and the privileges of the USGA shall be open to all students of UMB equally, without regard to race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, veteran's status, age, academic standing, and/or political affiliation. The USGA does not discriminate against any student, student group, or student organization with respect to funding or any other action of the USGA Senate because of race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, veteran's status, age, academic standing, and/or political affiliation.

ARTICLE VI: COMMITTEES

Section 1. Executive Board. The Senate and all standing committees shall be chaired by members of the Executive Board.

A. Executive Board.

1. The Executive Board shall consist of the USGA Officers.
2. The President shall serve as the chair and shall preside over the meetings.
3. The Executive Board shall meet at least once prior to every regular meeting of the USGA Senate.
4. The Executive Board shall be charged with the powers and duties of the Senate when the Senate is not in Session, and in emergency situations between meetings of the Senate.
5. The Executive Board shall spend money within the confines of the budget as approved by the USGA Senate.
6. The Executive Board will be responsible for having, at the beginning of the academic year (Last Saturday in September) and prior to the appropriations meeting, a mandatory retreat for all Senators. The Executive Board will also have a mandatory retreat for new senators at the beginning of the spring semester prior to the appropriations meeting. The retreat shall, at minimum, be structured to provide guidance as to Senatorial roles and will provide a seminar on Professionalism.
7. The Executive Board shall meet with the President of the University and the Vice President of Academic Affairs on a timely basis but not less than once per semester during the academic year.
8. The Executive Board shall provide an official interpretation of the USGA Constitution and Bylaws through either a majority vote of the present officers during a meeting of the senate or a majority of all officers if requested outside of a meeting of the senate.
9. The Executive Board shall review proposed resolutions for consistency with other provisions of the Constitution, Bylaws and Standing Orders and clarity, spelling, formatting and grammatical errors.

Section 2. Standing Committees. The Senate shall have five standing committees: Campus Advocacy Committee, Appropriations Committee, Programming committee, Policy Advocacy Committee, and Equity Committee. Each committee shall report its activities, when appropriate, at Senate meetings. Each committee shall provide its own rules of procedure, to be approved by the Senate by majority vote, and attached to these Bylaws. In the absence of said rules, Robert's Rules of Order shall apply within committee meetings to the extent they are consistent with the committee's goals.

A. Campus Advocacy Committee

1. The Campus Advocacy Committee shall consist of the Vice President, who will serve as its Chair, and at least four members appointed by the President and approved by the Senate.

2. Within the Campus Advocacy Committee is the Pennington program, which is structured around a commitment to organize no less than one community volunteer outreach event for each of the fall and spring semesters.
 - a. This program is in recognition and loving memory of a 1993-94 USGA senator, Cannella Pennington. During her service to the student government, she actively pursued the development of a campus-wide volunteer program. In order to honor her ideas, goals and memory this program will strive to provide students with the opportunity to give to and receive from the greater UMB neighborhood.
3. The Campus Advocacy Committee shall be responsible for leading student advocacy within UMB and organizing student advocacy initiatives on the UMB campus that support the USGA Senate's initiatives with the UMB administration.

B. Appropriations Committee.

1. The Appropriations Committee shall consist of the Treasurer, who shall serve as its Chair, the Vice President, and at least four other members of the Senate approved by the President. In the absence of the Vice President, another executive board member will attend the meeting instead. If another executive board member is unable to attend, the meeting will be rescheduled.
2. The Appropriations Committee is responsible for creating a mechanism through which the USGA allocates its funds by upholding Standing Order One and its amendments.
3. The Appropriations Committee shall review budget requests and present to the USGA Senate a proposed budget disbursement schedule for organizations requesting funds.

C. Programming Committee.

1. The Programming Committee shall consist of the Programming Coordinator of the USGA, who shall serve as its Chair, and as many other members of the USGA Senate necessary to accomplish the goals of the USGA.
2. Committee members shall not consist of any member of the Appropriations Committee.
3. The Programming Committee is responsible for developing and planning the activities and programs for the USGA Senate. The Committee shall present an itemized budget request to the Senate for approval.
4. The Committee will present a report to the Senate as required by the President.

D. Policy Advocacy Committee

1. The Policy Advocacy Committee shall consist of the USGA Advocacy Director, who shall serve as its Chair, and as many other members of the USGA Senate necessary to accomplish the goals of the USGA, but at least two members.
2. The Advocacy Director will work with USMSC representatives and respective Advocacy Director to determine what legislation, both state and federal, may have an impact on higher education.

3. The committee shall remain informed about relevant legislation, and will report to the USGA Senate at every meeting of the Senate.
4. Responsibilities include researching legislation and determining the policy proposals that the Senate views as priorities, and organizing student action on the determined priorities.

E. Equity Committee

1. The Equity Committee shall consist of the USGA DEI officer, who shall serve as its Chair, and as many other members of the USGA Senate necessary to accomplish the goals of the USGA.
2. The committee shall aid in the coordination, planning and execution of DEI events with guidance from the USGA DEI officer
3. The committee is responsible for reviewing DEI initiatives on campus to help maintain and foster diversity, equity, and inclusion at UMB

Section 3. Project Committees. The USGA shall have project committees as designated by the USGA President and/or USGA Senate or as designated by the Bylaws. All project committees will be determined as needed during the USGA Senate year. A listing of committees will be made available at each meeting of the USGA Senate. New committees will be announced at USGA Senate meetings as they are formed. Following the resolution of the project, the committee shall dissolve.

ARTICLE VII: USGA AFFILIATED GROUPS

Section 1. Obtaining Recognition as an Affiliated Group.

- A. The Founder(s) of the Requesting Organization must meet prior to filing documentation with the President and Vice President of USGA to discuss the criteria for recognition as an Affiliated Organization.
- B. After such meeting takes place, the Requesting Organization must file required documentation at least seven days prior to an Executive Board meeting at which it will be discussed:
 1. Their Constitution and Bylaws, list of Officers and Representatives from the various schools, meeting times and locations, events previously held and list of their attendees, list of current membership, future planned events
- C. Recognition of the Requesting Organization will be discussed at the next applicable USGA Executive Board meeting.
- D. The Executive Board will then make a recommendation to the Senate if the organization has:
 1. Met the following criteria:
 - a. The organization must be a student run group.
 - b. The membership and the privileges of all USGA recognized organizations shall be open to all students of UMB equally, without regard to race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status,

veteran's status, age, academic standing, and/or political affiliation. Any group violating the aforementioned shall not be recognized by the USGA and shall not be eligible to receive funding from the USGA.

- c. The organization must develop a written Constitution and Bylaws which conforms to the intent of the USGA Constitution and Bylaws. This Constitution must include:
 - i. The structure and procedures of the organization.
 - ii. The name of the organization
 - iii. Purpose of the organization
 - iv. Qualifications for membership
 - v. Procedure for selecting officers and representatives
 - vi. Voting procedures
 - vii. Procedure for amending and/or modifying the constitution
 - viii. A clause stating non-discriminatory policy

d. The organization must meet on a regular basis during the school year.

2. Shown membership in at least four of the seven principal institutions as recognized in this constitution, above. (For purposes they are: Pharmacy, Nursing, Law, Medical, Dental, Graduate, and Social Work);
 3. Established with sufficiency to the Executive Board that their mission is truly Universitywide;
 4. Shown sufficient stability, including holding events and meetings in previous semesters;
 5. Addressed any other concerns the Executive Board may have on a case-by-case basis;
- E. The Requesting Organization will then appear at the next applicable USGA meeting and give a ten minute presentation to the USGA on why they should be recognized as an Affiliated Organization.
1. During this time the Senate may also question the organization as appropriate.
- F. Following this, the Senate will go to a closed session where the Executive Board will give their decision based upon the discussion above, and then the Senate will discuss and vote on whether the Requesting Organization should become an Affiliated Organization. A Super Majority (two-thirds of the Senate) is needed for the group to be recognized.
- G. The Requesting Organization will be notified within two weeks of the Senate's decision in writing.
- H. Probation Period
1. Each organization approved through the above process will be on 'probation' for one calendar year (12 months).
 2. At the meeting closest to the one year mark, the Senate and Executive Board will review whether the organization on probation still meets the above criteria and

will review documentation showing the organization's future plans that will be provided before that year period.

- a. The Senate can revoke Affiliated status based upon this review with a majority vote.

Section 2. Funding for Affiliated Groups

- A. USGA Affiliated Groups may present a funding request to the USGA Senate and Executive Board in accordance with the funding guidelines.
- B. Affiliated groups are allocated funds based on their previous expenditures (which consist of averaging out the Affiliated groups' previous three years expenditures). The Affiliated Group can present a request to obtain **more** funds if their expenditures for the current year are expected to exceed the amounts being recommended by the Treasurer and USGA Appropriations Committee.
- C. *Section 3. Requirements to Maintain Recognition as an Affiliated Group.* The following information must be presented at the Senate meeting, in writing, before the Senate votes on allocating operating and/or programming funds to any USGA Affiliated Group.

- 1) Required Documentation. The following must be on file with the USGA Secretary and updated yearly.
 - a. The Constitution, Bylaws and amendments of the organization and its subgroups.
 - b. The head of the organization or the contact person should be made clear. Names and email addresses of officers should be listed.
 - c. The actual budget report from the previous year including an itemization of operating costs (not a proposed budget from the previous year but the actual budget). New organizations need not include an 'actual' budget report from the previous year.

Required Procedures.

The organization must meet at least once per semester.

Meeting dates, times and location should be posted throughout the campus.

Events being held should be advertised through email and flyers to all schools.

Events should be open to students from all schools.

Section 4. Procedure for Revocation of Recognition.

- A. Recognition can be revoked according to the following procedure:
 1. A motion for revocation is brought to the USGA Senate by a Senator or an Executive Board member. This motion will be tabled until the next USGA Senate meeting.
 2. The organization in question will be notified at least ten days prior to the Senate meeting in which they will be discussed.
 3. The Senate either:

- a. Develops a record of mismanagement of USGA appropriations by the organization, or
 - b. Identifies requirements not maintained by the organization as outlined in *Section 3* above.
 - 4. At the applicable USGA Senate meeting, the Senate will vote on the motion for revocation. Passage will be by majority of the voting members present.
- B. The organization can reapply for recognition after one calendar year and upon demonstration that the improprieties have been corrected.

ARTICLE VIII: FUNDING UNAFFILIATED GROUPS AND INDIVIDUAL STUDENTS

- A. Any person or group of persons may request funding from USGA on behalf of a student run organization as per these guidelines.
 - 1. The event must demonstrate attendance by at least a majority of the schools and programs. If one school comprises the majority of attendees, there must be at least 20% attendance from other schools.
- B. All organizations submitting an Organization Fund Request (OFR) are responsible for understanding and abiding to all information and rules herein.
- C. Non-Discrimination Clause. The membership and the privileges of all organizations requesting USGA funds shall be open to all students of the UMB equally, without regard to race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, veteran's status, age, academic standing, and/or political affiliation. Any group violating the aforementioned shall not be eligible for USGA funds.
- D. USGA Liability. The USGA assumes no responsibility for loss, damages, or injury occurring at events, for which funding has been granted. Security arrangements, transportation, safety of the participants, and control of the event are the responsibility of the Organization.
- E. It is the sole responsibility of those unaffiliated groups and individuals requesting funds to obtain and follow the current funding packet from the USGA treasurer or from the USGA website: <http://www.umaryland.edu/usga>
- F. The OFR must be submitted to the treasurer via an electronic copy by 11:59:59 pm on the Tuesday one week before the funding presentation meeting. All forms must be completely filled out. Failure to comply with this rule may result in deductions.
- G. All appeals must follow the appeals procedure in *Article IX*.

ARTICLE IX: APPEALS PROCESS – APPROPRIATIONS

Section 1. Standing. Persons wishing to challenge a decision of the USGA must meet the following requirements:

A. Right to Appeal

1. Any qualifying student organization or student requesting funds from the University Student Government Association (USGA) has a right to an appeal.
2. A qualifying student organization is an organization which has been recognized by one of the seven schools of the University of Maryland at Baltimore, or recognized by the USGA.
3. A qualifying student is any student who has registered for classes and paid tuition in the semester in which the USGA Senate issued the original vote.

B. Necessary requirements to request an appeal from the USGA

1. Any student organization or student that requests an appeal from a USGA Senate vote concerning the appropriation of funds must meet the following criteria.
 - a. The student organization or student:
 - i. Must submit a completed USGA funds request for the semester in which they are requesting the appeal by the established deadline for that semester.
 - ii. Must appear at the presentation meeting or have an appointed representative appear at the meeting to present the funds request to the Senate.
 - iii. Receiving funds for the previous semester must have on file a completed event summary sheet prior to the vote by the Senate for the current semester.
 - b. Any student group or student that does not meet the qualifications for appeal will not be allowed to proceed forward and have their case heard by the USGA Senate.

Section 2. Procedural Process.

A. Procedure for requesting an appeal

1. A representative of the qualifying student organization or student must be present at the meeting in which the Senate votes on funding request.
2. At the conclusion of the Senate vote on all funding requests the Vice President will ask if any student organization or student would like to request an appeal. This will serve as a verbal notification to the Senate of the student organizations' or student's desire to appeal the vote.
3. The student organization representative or the student must at this time provide for the record:
 - a. The name of the student organization or student they represent.
 - b. Their name and school of attendance.

- c. They must state that they are requesting a formal appeal from the Senate vote, which determined the distribution of USGA funds.
4. The Senate will not hear a presentation from the requesting student organization or student, nor will they vote at this meeting.
5. A written request must follow the verbal notification within two business days of the vote.
 - a. The written request should state with some specificity the reason(s) the request deserves re-consideration.
 - b. The request must be submitted to the USGA executive board.
 - c. The request must be in hard copy and hand delivered to either Student Services or a current Executive Board member.
6. Following the submission of the request the USGA executive board and the appropriations committee will meet to determine if all qualifications have been met and all procedures followed as stated above.
7. If it is determined that the student organization or student has qualified for an appeal.
 - a. The USGA President will call for a special meeting of the Senate and the requesting student organization or student will be notified of the date, time, and place of that meeting.
 - b. The requesting student organization or student should be prepared to present their case to the Senate at that meeting and answer questions by the Senate concerning their funding request.
 - c. Following the presentation, the Vice President of USGA will hear motions from the Senate and call for a vote.
8. The vote of the USGA Senate at the special meeting is dispositive of the appeal for the USGA Senate. The Senate will not hear a second appeal concerning any student organization or student funding request.

B. Representation and Official Record.

1. The USGA Treasurer will represent the position of the Appropriations Committee at the special meeting and field all questions from the Senate regarding their original recommendations for funds appropriations.
2. The USGA Secretary will produce the official record of the special meeting of the USGA Senate and the vote.
3. If the student organization or student wishes to challenge the vote of the USGA Senate at the special meeting.
 - a. The student organization or student must submit a written request to the faculty advisor for the University Student Government Association.

ARTICLE X: AMENDMENTS to the CONSTITUTION, BYLAWS and STANDING ORDERS

Section 1. Proposed Amendments.

1. Amendments may be proposed by any member of the Senate or Executive board.

2. All amendments thus drafted will be subsequently reviewed by the Executive Board.

Section 2. All amendments must be passed by 2/3 majority of the voting members present/in attendance at the meeting and voting.

Section 3. Proposed amendments to Standing Orders must be presented in writing and may be adopted at that meeting by a 2/3 vote of the members present. If consideration is tabled to the following meeting amendments may be adopted by a simple majority vote of members present.

ARTICLE XI: INTERPRETATION of CONSTITUTION, BYLAWS and STANDING ORDERS

Section 1. Written Interpretation. The Senate may request the USGA Executive Board to prepare a written interpretation of the Constitution, Bylaws and standing orders on a given issue or clause.

Section 2. Immediate Interpretation. If a question of constitutional interpretation arises during a meeting and the Senate requests that it be resolved immediately, the present members of the Executive Board, and the advisor shall confer upon the issue, vote, and issue the interpretation to the Senate.

ARTICLE XII: SUPPLEMENTAL AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall inform the proceedings of the USGA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the USGA may adopt, and any other necessity as understood by the USGA Senate.