

By-Laws of the Undergraduate Senate

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The revision history for the By-Laws of the Undergraduate Senate can be found at [this link](#).

Article I: General

Section 1. Philosophy of the Undergraduate Senate

The Undergraduate Senate shall serve the interests and advocate on behalf of the undergraduate population.

Section 2: Definitions

A. The US shall refer to the Undergraduate Senate

B. The *undergraduate population* shall be all members of the Association in undergraduate programs.

Section 3: US Policies

A. General

The US Policies shall contain the details of the organizational structure of the US. They shall contain information sufficiently important to require some form of US approval to change, but sufficiently malleable that the rigidity of the US By-Laws modification procedure would be inappropriate.

B. Jurisdiction

The US Policies shall govern in all cases where they are applicable, and in which they are not inconsistent with the Constitution, the Association By-Laws, these By-Laws, or the Association Policies.

C. By-Laws

The US Policies shall be included as an Appendix to these By-Laws.

D. Modification

The US Policies may be modified by a majority vote of the US.

Section 4: Rules of Order

A. Presiding Officer

The Chair (or her/his designee) shall be responsible for ensuring that the meetings are run in a fair and efficient manner. The members of the US may overrule any particular decision of the Chair (or her/his designee) in this regard by majority vote.

B. Decision-Making Methods

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, each decision of the US shall be made by a majority vote of the members of the US.
2. At the discretion of the Chair, the vote need not be recorded. However, the decisions of the US must be set down in the minutes.
3. Any member of the US can request a recorded vote for any decision.
4. Quorum
 1. The presence of 1/2 of members of the US at a meeting shall constitute quorum to conduct business.
 2. 1/2 of all members (eight) voting shall constitute quorum for votes.
5. Procedures always requiring a recorded vote of a simple majority of the US shall include:
 1. Appropriations (Special and General Fee) Procedures.
 2. Modification of the Rules of Order.
 3. Election of Officers.
 4. Appropriations (Annual Grants and Standard Grants Procedures.
6. Procedures always requiring a recorded vote of 2/3 of the US shall include:
 1. Amending of By-Laws.
 2. Removal of Officers.
 3. Expulsion of members of the US.
 4. Enacting of Resolutions.
 5. Enacting Bills of Reassignment.
 6. Enacting Bills of Censure.
 7. Allocation of Quick Grants (when referred to the Senate by the Appropriations Committee).
7. Procedures subject to the discretion of the Chair in terms of voting shall include:
 1. Ending discussion.
 2. Adjourning of General or Committee meetings of the US.
8. Procedures always requiring unanimous consent of the US shall include:
 1. Enacting of Congratulatory Resolutions.

C. Definition of Votes

1. Unless otherwise indicated, all votes by the US, or a standing committee thereof, shall be by a majority of those members present and voting.
2. Unless otherwise indicated, in those cases where a 2/3 vote is indicated for the US, or a standing committee thereof, this shall mean 2/3 of those members present and voting.

D. Ubuntu Convention

1. The Undergraduate Senate shall, at the request of any student group(s) or representative thereof, convene a convention outside normal Undergraduate Senate meeting times to facilitate a dialogue between that group and other groups which:
 - a. Have requested to join the dialogue,
 - b. Have had their presence requested by the group that called for the dialogue, or
 - c. The presence of which is deemed appropriate and necessary by the Undergraduate Senate.
2. To request a convention, students shall use a form made publicly available by the ASSU. The Communications Committee Chair must share the request to the rest of the Senate and other pertinent student groups requested as soon as possible so a convention may be scheduled. The form must include:
 - a. The name of the student group requesting a convention,
 - b. A brief explanation of why the group is requesting a convention and
 - c. The names of other student groups, the presence of which this group desires
 - d. The names of senators whose presence the group requests.
 - i. These senators should not be informed of which group requested their presence.
 - e. Whether the group wants the meeting to be recorded.
 - i. Assuming all groups present consent, the meeting shall be recorded.
 - ii. The recording may be halted temporarily at the request of a student group delegate who wishes to speak at the convention
 - f. A set of objectives and topics they need to discuss at the meeting.
3. The convention shall take place in the form of a moderated discussion as soon as possible.
 - a. The Undergraduate Senate shall not vote on any resolutions pertaining to the convention until the convention has taken place.
4. Each student group present must consent to the chosen moderator, with the ideal order of command for moderators being:
 - a. A Stanford-affiliated external office specialized in moderating discussion
 - b. The Vice President of the ASSU,
 - c. The President of the ASSU, or
 - d. Any other officer of the ASSU
5. Only delegates chosen by each student group may speak at the convention.
 - a. Senators may not also act as student group delegates to the convention.
 - b. Each student group may send up to five delegates to speak at the convention.
6. The convention's structure should go as follows:
 - a. Each student group will have an opportunity to present their concerns and an opportunity to respond to the concerns of other groups present or to make specific requests for the Undergraduate Senate.
 - b. The senators may then ask questions to any student group present to ascertain their needs.
 - c. Senators may then offer their opinions and advice to reconcile the interests of the two groups.
 - d. The conversation shall then proceed according to the order in which those present raise their hands.
 - e. The convention must be conducted with appropriate etiquette and decorum and the moderator may, at their discretion, ask any stakeholders who continually act

out of order to excuse themselves from the meeting. Any person at the convention using hateful or discriminatory language directed at an individual or student group will be excused from the meeting at the discretion of the moderator.

- f. The moderator should allow each group as much time to speak as possible, ensuring each group gets an equal amount of time to speak, but may, at their discretion, restrict speeches to a particular length or table the remainder of the meeting to another scheduled time.
- g. After ninety minutes, the delegates and senators should determine whether to adjourn through a majority vote.
7. The Undergraduate Senate should refrain from making decisions on the matter until both groups are satisfied that all the objectives and topics they submitted have been covered.
8. At least 5 Undergraduate Senators must attend this convention.
 - a. After each convention, a senator should read out the minutes from the convention to update those senators that were not able to attend.
9. Minutes of the meeting must be kept by one of the senators, appointed by the Communications Committee Chair at the consent of all groups present. Once each group is satisfied that all the objectives and topics they submitted have been covered, they shall state explicit recommendations and needs from the Undergraduate Senate should they have any and the assigned senator must report these requests and needs to the Undergraduate Senate by the next Undergraduate Senate meeting.
10. Should student groups wish to communicate anything further after the convention, they shall contact the Communications Chair and may only do so if they include the other delegates from the convention in their communications with the Communications Chair.

Section 5: Consideration of US Resolutions

A. Definition

A bill in support or opposition of a position shall be a resolution. Its purpose is to voice the US's support of a particular cause. This section of these By-Laws governs the consideration of these resolutions, which may or may not be controversial in nature.

B. Text of Resolutions

All resolutions must include the following information in the resolution's text about the subject of the endorsement:

1. **Constitutionality:** the resolution must explain how it complies with Article I, Section 5 of the Association Constitution. Specifically, it must show that the issue has a direct effect on at least one Stanford student who is affected by the matter in a substantially different manner than would be the case if they were not a university student, as defined in the Constitution. To meet this requirement, it will suffice to only direct the statement to other elements of the University.
2. **Relevance:** Resolutions should also demonstrate why the issue is being presented at the present time – whether it is part of a campaign by a student group, if the administration is

close to making an important decision, if an event is requesting endorsement from the Association, etc.

3. **Background:** The resolution's authors shall include background information about the issue at hand, such as how the issue has arisen, the history of the issue at Stanford (including actions of the administration, student groups, and the Association), and/or facts or statistics surrounding the issue. If background information is too long to be included within the resolution, it can be submitted as a separate document so long as it is present for voting and prior notification.
4. **Argument:** The resolution's authors must argue on behalf of the resolution within the text by stating the advantages of the position under consideration and address potential criticisms of the resolution.
5. **Authorization:** The resolution must authorize action to make use of Association resources on behalf of the endorsed cause. The resolution must specifically explain who is authorized to act, how, and under what circumstances. If a resolution is intended to authorize an indefinite amount of activity in the future, the resolution must say so along with whatever limitations on the activity, the circumstances of its undertaking, or the identity of its undertakers.

C. Prior Notification

1. The full text of resolutions must be presented to the US at least one week in advance of the vote on the bill. This includes the background material, as required by Article I, Section 5, Subsection B.1) if it is not explicitly included in the resolution.
2. **Congratulatory Resolutions**, defined as resolutions that honor the achievements of individuals or groups that the US believes has impacted or will impact the interests of the members of the Association, shall be exempted from the prior notification requirements. Congratulatory Resolutions must be uncontroversial in nature and pass by unanimous consent.

Article II: US Organization

Section 1: Composition

A. US Districts

1. Members of the US shall be elected from two districts of the undergraduate student population: the Upperclass District and the At- Large District, in accordance with Article II Section 3.A.3 of the ASSU Constitution.
2. Seats in the At-Large District are filled from the at-large undergraduate student population. The 12 candidates with the highest vote totals shall be the new members of the At-Large District of the US.

3. Seats in the Upperclass District are to be filled in accordance with the following policies:
 - a. The three upperclass candidates, as defined in Article II Section 3.A.3 of the ASSU Constitution, receiving the most votes shall be the new members of the Upperclass District of the US, provided that they also meet the requirements designated in Appendix I, Section 2.A and receive at least two-thirds as many votes as the at-large candidate with the thirteenth most votes.
 - b. If candidates seeking a seat in the Upperclass District do not receive two-thirds as many votes as the at-large candidate with the thirteenth most votes, they will only be elected to the US if they finish within the top fifteen candidates overall.

B. US Elections

1. All members of the US shall be elected either in the spring quarter general election or in a special election.
2. This election cycle must be complete before May 15 of each year.
3. The Elections Policies shall lay out the procedures and timelines for US elections.

C. Term of Office

1. After the US election results are certified by the US, the US and the US Elect shall meet jointly at the next meeting of the US, which shall be the last meeting of the US. The US Elect shall not have voting privileges at this meeting.
2. At the conclusion of the joint meeting, the Chair of the US shall call for a motion to permanently adjourn this session of the US. The passing of such a motion marks the end of the term of office of the members of the US.
3. The new Vice President of the Association shall administer the oath of office to the new members of the US. The swearing in may occur at any time from the moment of the conclusion of the joint meeting to the moment before the convening of the first meeting of the new US. The swearing in of the new members of the US shall mark the start of the term of office of the new members of the US.
4. At the first meeting of the US, the Vice President of the Association shall call the meeting to order, and then the elected members of the US shall select a Chair. The Vice President shall then, at his discretion, pass control of the US floor to the newly elected US Chair.

D. Meeting Attendance Regulations

1. In the event that any member of the US misses three meetings in a quarter, a bill for expulsion must be presented to the US at the meeting(s) following the third absence. For each absence thereafter, a bill for expulsion may be presented at the discretion of the US Chair.
 - a. Absences shall not be counted as missed meetings in the case that they are excused.
 - b. In order for an absence to be excused, the member must report the absence (or planned absence) to the Chair of the ASSU Undergraduate Senate.

- c. Valid grounds for an excused absence include, but are not limited to, medical circumstances, death in the family, military training leave, voting, jury duty, and religious exemptions.
 - d. Guidelines for such circumstances shall be in accord with Stanford University's Staff Personal Policies and student policies.
- 2. In the event that any member of the US misses more than 50% of the duration of a scheduled US meeting, this non-attendance shall be counted as one absence. The Deputy Chair of the US will determine the non-attendance at the completion of each US meeting.
- 3. In the event that any member of the US misses three scheduled meetings of a Standing Committee in a quarter of which s/he is a member, the Chair of the Committee shall inform the Standing Committee at the meeting of the third absence, at which point the majority of the Standing Committee present and voting may opt to:
 - a. Present a bill of expulsion to the US at the US meeting following the third absence from a Standing Committee meeting.
 - b. Present a bill of reassignment to the US at the US meeting following the third absence from a Standing Committee meeting.
 - c. Present a bill of censure to the US at the US meeting following the third absence from a Standing Committee meeting.
 - d. Take no action against the delinquent member of the Committee.
- 4. Senators shall remain on campus for the duration of their term with the exception of official university breaks, brief trips, leaves of absences, and study abroad programs, provided all of the following conditions are met:
 - a. All Senators must be on campus for the first quarter of their term (the Spring Quarter in which they were elected).
 - b. No Senator may be off-campus for more than one quarter of their term.
 - c. A Senator wishing to participate in a Study Abroad program must notify the Chair of his or her intention to do so.
 - d. No more than three (3) Senators may be abroad during any one quarter.
 - e. No later than Week Six (6) of the quarter prior, the Senate Chair must introduce a bill including their selections for the available off-campus slots for the following quarter.
 - f. The Chair shall grant priority for available off-campus slots by seniority (according to status with the University Registrar) and to those Senators who have not previously participated in a Stanford Study Abroad Program.
 - g. The Undergraduate Senate may overrule the selections or non-selections of the Chair with a majority vote.
 - h. Officers and committee chairs relinquish their position upon accepting the Chair's nomination to go off campus, and must be replaced by another Senator.
 - i. While a Senator is abroad, they must meet the Meeting Attendance Regulations (Article II, Section 1, Subsection D) by appointing a proxy to represent them during the quarter they are off-campus.

- j. A Proxy Senator shall be nominated by the Senator going abroad in their application to the Chair, then confirmed by a majority vote of the Senate.
 - k. Proxy Senators may not serve in officer positions, or as the chair of US committees.
 - l. Upon confirmation, a Proxy Senator shall become an ex-officio member of the US.
5. Determinations of Senators' on-campus status pursuant to clauses (4) and (5) shall be made at the discretion of the Senate.
 6. Other grounds for removal shall remain at the discretion of the US and a bill for expulsion may be presented.
 7. A *bill of reassignment* shall be defined as a bill that intends to alter the membership of a Standing Committee by a 2/3 vote, as stated in Article II, Section 3, Subsection J.2.c of the Constitution.

E. Salaries

1. The use of salaries to pay officers of the US shall require a 2/3 vote that shall be independent of a confirmation vote (except for those salaries explicitly outlined in these By-Laws).
2. Salaries shall be paid out on a quarterly basis (with one third of the salary paid each quarter)
3. A salary shall not be paid out if an officer does not attend at least 90% of required meetings (as defined by these By-Laws) in a timely fashion. Excused absences shall not count toward the requirement. Members of the US shall individually determine what constitutes timely and excused.
4. At the beginning of winter quarter, the US must vote to reauthorize the payment of the full extent of the salaries included in the operating budget. Such a reauthorization shall require majority approval.

F: Frosh Council Representation

1. The Frosh Council will be given the power to nominate up to three members for ex-officio status to be confirmed by the Undergraduate Senate.
2. The names of the nominees will be communicated to the Undergraduate Senate Deputy Chair(s) within three weeks of the formation of the new Frosh Council;
3. Within two weeks of the Frosh Council forwarding a slate of nominees, the Undergraduate Senate will consider the nominees for ex-officio status.
4. The new Frosh ex-officio members are expected to attend at least 5 Senate meetings per quarter to relay the needs and concerns of their class cohort.
5. The Frosh Council will have the power to recall their representatives and nominate new representatives, but may only do so at the start of each academic quarter, and
 - a. If the Frosh Council chooses to recall and nominate new members, the Undergraduate Senate will proceed to consider the nominees for ex-officio status within two weeks.

- i. The newly nominated members must be submitted to the Undergraduate Senate Deputy Chair within 2 weeks of the new academic quarter
 - b. No more than three representatives may hold ex-officio status granted by this section at any time.
- 6. Ex-Officio members confirmed through this section will be given an orientation on how the Senate works quickly after they are confirmed by the Undergraduate Senate. This session will be organized by the Undergraduate Senate Deputy Chair
- 7. Ex-Officio members confirmed through this section will not receive stipends from the UG Senate for the role. The Frosh Council may compensate representatives at their discretion.
- 8. The tenure for Frosh Council's ex-officio members will end on the last meeting of the Undergraduate Senate for the academic year

Section 2: Officers

A. President of the US

The Vice President of the Association shall serve as the President of the US.

B. Chair(s)

1. That the Undergraduate Senate shall vote on whether or not to elect one or two Senate Chairs at the start of each UGS Executive Election
 - a. That in the case of the Undergraduate Senate electing (2) Senate Chairs, there will be two separate elections for Senate Chair One and Senate Chair Two
 - b. The Senator with they highest number of votes in the Senate Chair One election shall be elected and formally preside over the UGS as Senate Chair One
 - c. The Senator with they highest number of votes in the Senate Chair Two election shall be elected and formally preside over the UGS as Senate Chair Two
2. If the Undergraduate Senate elects one Undergraduate Senate Chair, the duties are:
 - a. Must be an elected member of the US.
 - b. UGS Senate Chair(s) shall have signing authority.
 - c. UGS Senate Chair(s) shall be chosen by a majority vote.
 - d. UGS Senate Chair shall call, set agendas for, and preside over regular meetings of the US unless s/he/they have designated another elected member of the US to perform these tasks.
 - e. UGS Senate Chair (s) shall meet with University Administration at least once per academic quarter
 - f. Shall maintain and make available current copies of the By-Laws and Policies of the US.
 - g. UGS Senate Chair (s) shall meet with University Administration at least once per academic quarter
 - h. Shall serve as a representative of the US on the Executive Committee.

- i. Organize meetings and check-ins with University Stakeholders (i.e., Residential Dining & Enterprises, Office of Accessible Education, etc.)
 - j. Shall serve on the Appropriations Committee.
 - k. Shall organize consistent meetings with Undergraduate Senate Executive Leadership
 - l. Shall organize consistent working sessions for Undergraduate Senators
 - m. Shall organize a an Undergraduate Senate town hall once per year
 - n. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws
 - o. May be removed by a 2/3 vote, provided that previous notice has been given.
- 3. If the Undergraduate Senate elects two Undergraduate Senate Chairs is as followed:
 - a. Senate Chair One:
 - i. Shall serve as a representative of the US on the Executive Committee.
 - ii. Organize meetings and check-ins with University Stakeholders (i.e., Residential Dining & Enterprises, Office of Accessible Education, etc.)
 - iii. Shall organize weekly working sessions for Undergraduate Senators
 - b. Senate Chair Two:
 - i. Shall serve on the Appropriations Committee.
 - ii. Shall organize monthly meetings with Undergraduate Senate Executive Leadership
 - iii. Shall attend GSC meetings and report on UGS efforts
 - c. Joint Duties of Senate Chairs
 - i. UGS Senate Chair(s) shall formulate a formal schedule at both of their discretion to call, set agendas for, and preside over regular meetings of the US unless s/he/they have designated another elected member of the US to perform these tasks.
 - ii. UGS Senate Chair(s) shall upon their discretion distribute committee assignments among themselves (i.e. One to the Appropriations Committee, One to the Executive Committee, etc.)
 - iii. Shall organize a an Undergraduate Senate town hall once per year
 - iv. UGS Senate Chair (s) shall meet with University Administration at least once per academic quarter
 - v. Shall collaborate with UGS Deputy Chair to support in coordinating the Senate Aide Program
 - vi. Must be an elected member of the US.
 - vii. UGS Senate Chair(s) shall have signing authority.
 - viii. UGS Senate Chair(s) shall be chosen by a majority vote.
 - ix. May be removed by a 2/3 vote, provided that previous notice has been given.
 - x. Shall maintain and make available current copies of the By-Laws and Policies of the US.
 - xi. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws

C. Deputy Chair

1. The role of Deputy Chair is as followed:
2. Shall have secondary signing authority for the US accounts.
3. Shall serve as a representative of the US on the Executive Committee.
4. Shall organize and coordinate the UGS Senate Aide Program
5. Shall develop curriculum for UGS Senate Aide Program
6. Shall host at least two meetings per quarter with UGS Senate Aides
7. Must be an elected member of the US.
8. Shall be chosen by a majority vote.
9. May be removed by a 2/3 vote, provided that previous notice has been given.
10. Shall have those other duties specified in the Constitution, the Association By-Laws, and these US By-Laws
11. Shall preside over formal Undergraduate Senate meetings in the absence of Senate Chair(s)

D. Parliamentarian

1. Shall be responsible for ensuring that the US follows the US By-Laws in meetings and other activities of the US.
2. Shall be responsible for ensuring that the US follows the Rules of Order of the Undergraduate Senate.
3. Must be an elected member of the US.
4. Shall be chosen by a majority vote.
5. May be removed by a 2/3 vote, provided that previous notice has been given.
6. Shall have those other duties specified in the Constitution, the Association By-Laws, and these US By-Laws.

E. Treasurer

1. Shall have primary signing authority for the US accounts. Shall be ultimately responsible for the US accounts.
2. Shall be ultimately responsible for drafting the US budget and keeping track of US finances.
3. Must be an elected member of the US.
4. Shall be chosen by a majority vote.
5. May be removed by a 2/3 vote, provided that previous notice has been given.
6. Shall have the power to call ad hoc meetings with a financial representative of each committee.
7. Shall approve check requests
8. Shall monitor US spending and .provide financial advice to the US.
9. Shall have those other duties specified in the Constitution, the Association By-Laws, and these US By-Laws.

F. Secretary

1. Shall be responsible for keeping accurate minutes of all US meetings, and making them publicly available.
2. Shall include all recorded votes in the US meeting minutes and detail all the ayes, nays, abstentions, and absences.
3. Shall not be an elected officer of the association.
4. Shall be nominated by the outgoing Secretary and confirmed by a majority vote of the incoming US.
5. May be removed by a majority vote of the US.
6. Shall have those other duties specified by the US.
7. May be paid a salary, as specified in the operating budget.

G. Other

The US shall have the power to appoint other officers, with whatever requirements and duties are appropriate. Such other officers may be paid a salary, as specified in either the operating or programming budgets of the US.

Section 3: US Meetings

A. Fair Criteria of Meetings

1. The meeting must be held on a space, whether virtual or actual, accessible by all participants, including members of the general public as required.
2. The meeting participants must be able to communicate and hold discussion in real time, both with other participants and the moderator.
3. All documents presented at the meeting must be made available to all participants at the meeting, in real-time.
4. For meetings held in a virtual space, mechanisms must exist for all functions that are conducted in real spaces. These mechanisms include, but are not limited to, means to establish roll call, motions, voting tabulation, and meeting records.
5. All motions to table a bill must be honored for all virtual meetings

B. Frequency

The US shall meet at least once each week during the academic year, excluding dead week and finals week.

Section 4: US Committees

A. Issue Committees

1. Undergraduate Senate Issue Committees: The US, and the US Chair, shall have the power to create special US Committees for specific purposes, to vest in them all appropriate powers, to determine their composition, and to designate the Chair of each Special Committee. All substantive actions of a special US Committee shall take the form of recommendations to the US, except as otherwise provided herein.
2. Joint ASSU Special Committees: Every member of the US shall be encouraged to join a joint legislative committee convened by the Executive Committee in accordance with Article 3, Section 4 of the Joint Bylaws. The teams should include members from multiple branches of the Association and will address shared priorities.

B. Membership

1. Any member of the US may attend any meeting of any US Committee. The President and Vice President of the Association shall be ex-officio members of each US Committee.
2. Every US Committee shall have the power to admit additional ex-officio members to its ranks, but not to the US proper. Such additional members shall not have a vote in the US Committees.
3. Every member of the US shall join at least one US Committee and/or joint legislative committee.

C. Meetings

1. Because US Committees are responsible for propelling the business of the US, Committee Chairs shall announce committee meetings to each member of the US. The frequency by which US Committees are obligated to meet are at the discretion of the Chair of that US Committee. However, US Committees are obligated to meet at least five times per quarter.
2. Upon the request of two members of the US, the Chair of a US Committee shall call a special meeting.
3. Complete records of all actions taken by a US Committee during committee meetings shall be made available to the US.
4. Special joint meetings of two or more US Committees may be called by the Chairs of the concerned committees, or upon the request of two members of the US.
5. Quorum
 - a. The presence of 1/2 of all voting members of a particular US Committee at their US Committee meeting shall constitute quorum to conduct business.

- b. 1/2 of all voting members of the particular US Committee shall constitute quorum for recommendations to the UG Senate.

D. Powers and Composition of US Committees

1. Except as otherwise noted in the Constitution, these Bylaws, or Acts of the US, all substantive actions of a US Committees shall take the form of recommendations to the US.
2. Each US Committee may choose a Chair from among the members of the US on the Committee.
3. If a committee chooses to do so, depending on the responsibilities that cannot be fulfilled by one chair, it may choose to appoint a deputy chair.
 - a. The Deputy Chair must be chosen from among members of the committee excluding the committee chair.
 - b. The Deputy Chair of the committee may not serve as Deputy Chair or Chair of another committee.
4. In the event that a standing committee chair resigns or can no longer complete their duties, a new chair must be chosen within two weeks of the previous chair's resignation or expulsion.

E. US Committees

1. Administration and Rules
 - a. Shall review all proposed changes to the Constitution, these By-Laws, the Rules of Order, or the Standing Rules.
 - b. Shall review the performance of all officers and bodies of the Association with respect to these rules.
 - c. Shall review all matters relating to elections and advise the Elections Commission regarding the same.
 - d. Shall interview each nominee to the Constitutional Council and report to the US concerning their qualifications for appointment.
 - e. Shall have primary responsibility for reviewing proposals for new service projects, service affiliates, or other agencies of the Association, except for new business projects or business affiliates.
 - f. Shall review any matters that do not fall under the jurisdiction of any other Standing Committee.
 - g. Shall review all proposed pieces of legislation that are unrelated to ASSU funding.
2. Appropriations
 - a. Shall formulate fiscal guidelines for all funds established under the Undergraduate Student General Fee, hereafter referred to as the USGF.
 - b. Shall formulate Funding Policies, and review proposed changes to existing Policies.

- c. Shall review all requests for Annual Grants by undergraduate student organizations.
 - d. Shall review any proposed budget changes by undergraduate student organizations receiving Annual Grants.
 - e. The Financial Manager, shall be an ex-officio member of this US Committee.
 - f. Shall present a statement of purpose for special fees (to be levied on the undergraduate population) to the US before any special fee budget is discussed. The US shall approve this statement of purpose.
 - g. The Appropriations Committee shall reserve the right to unilaterally formulate and revise Funding Policies, within the constraints of the Constitution of the Associated Students of Stanford University and in consultation with the ASSU Financial Manager, whenever the Committee deems such actions appropriate. These Funding Policies may also be called Funding Guidelines, and can be amended by a majority of the Appropriations Committee or by a $\frac{2}{3}$ vote of the Undergraduate Senate at any time during the Standards Grant Process or no later than one calendar week before the beginning of the Annual Grants Process. There must be good faith effort to provide public notice of funding guidelines.
 - h. The Appropriations Committee shall reserve the right to host Funding Office Hours wherein members of the Committee may review funding applications, throughout their term serving on the Committee, for the purpose of ensuring conformity of such applications with the Funding Policies promulgated by the Committee. Once an application is reviewed during a committee member's Funding Office Hour, it may be presented by the committee member in question for further review by the assembled Appropriations Committee. It shall be during such Funding Office Hours, as well as if needed during a weekly meeting of the full Undergraduate Senate, that members of the Committee undertake a good faith effort to administer a Green Events Checklist, to be provided by the Stanford Office of Sustainability, to all financial officers presenting funding applications, within reason, as a precondition for such funding applications to receive review by the members of the Committee. Furthermore, the Committee shall endeavor to ensure compliance with the Green Events Checklist by the organization applying for funding from the Undergraduate Senate in any manner reasonably within the capacity of the Committee. To this same end, the Committee must undertake good faith efforts to provide public notice of the contents of the Green Events Checklist and any/all regulations pertaining to its usage by the Committee during their Funding Office Hours.
3. Communications
- a. Shall facilitate communication, transparency, accountability and the exchange of information between the US and general student body.
 - b. Shall publicize and promote US initiatives, programming, campaigns, and other events.
 - c. Shall organize outreach efforts to educate students on pertinent issues.
 - d. Shall publish the voting record of every member of the US.
 - e. Shall manage the dissemination of information regarding the Undergraduate Senate.

- f. Shall provide a one-paragraph summary of each meeting for social media channels.
- g. Shall create and operate a web page under the ASSU website where all registered students of Stanford University, and only such persons, can request access to recordings of open Senate meetings which will be approved by the Communications Committee
- h. The Chair shall be responsible for keeping an audio recording of the Senate meetings, and sending it to Communications Committee Chair to be uploaded on online database. They shall also record and upload the weekly update reports of individual senators and committee chairs on ASSU US communication channels.
- i. Shall be responsible for determining the process of gathering annual Senate reports, a list of resolutions and bills voted on by the body during the term, and making these available to the public.

Section 5: Senate Projects

A. Individual Projects

- 1. Senators shall be responsible for working on an individual project on behalf of the undergraduate community.
- 2. This is not meant to preclude senators from working on projects together.
- 3. Senators shall be responsible for providing an update to the US on their progress towards completing their project every other Senate meeting.
- 4. The caretaker of the ASSU website shall be responsible for listing the projects of the individual senators on the ASSU website.
- 5. Failure to comply or dedicate meaningful effort to a project, as determined by the US, may result in a censure.

Section 6: Senate Associates

A. Membership

- 1. A Senate Associate is a non-elected, ex-officio member of the Undergraduate Senate.
- 2. Membership is determined by participation in the Leadership Development Program, which is run by the Deputy Chair of the Senate, or by a person the Chair of the Senate appoints, henceforth referred to as "*Administrator of the LDP*"

B. Meetings

- 1. Associates shall work with Senators either in committee or on an individual basis at the discretion of the Administrator of the LDP. Associates shall assist Senators on projects or research.

2. Meetings for the Senate Associates shall include weekly Leadership Development Program meetings, and shall be run by the Administrator of the LDP. This will include a check-in on current projects and assignments given to Associates by Senators. This may also include guest speakers from within the University, at the discretion/interest of the Administrator of the LDP and the Associates.
3. Attendance at general Senate meetings is not required, but may be required on a case-by-case basis, at the discretion of the Administrator of the LDP.

C. Powers of the Administrator of the LDP

1. The Administrator of the LDP may admit as many associates into the LDP as they see fit.
 - a. They may assign associates to either committees and/or individual Senators at their discretion.
 - b. They must take into account of other Senators' requests.
 - c. Associates may serve on multiple committees.
2. After a set number of unexcused absences, the Administrator of the LDP may remove Associates from the Leadership Development Program. This must be approved by a majority vote of the Senate, and the Administrator of the LDP must present a bill detailing the reasons for the Associate's removal.
3. The administrator of the LDP may be removed or reassigned by a 2/3 vote of the Undergraduate Senate.

Article III: Funding

Section 1: General

A. The Usual Method for Approving Allocations

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, all allocations of funds shall be made by majority vote of the members of the US.
2. Decisions involving funds must be made publicly available within one week of the US meeting at which they were made.
3. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, the members of the US may, by a majority vote, override any allocation of funds. This may only take place at the first US meeting after the minutes of the meeting at which the initial allocation occurred are made publicly available.

B. Transfer of Funds

Transfers of funds from a group's reserve account to its operating account shall be done by the Usual Method for Approving Allocations.

C. Schedule

1. Standard Grants may be disbursed on the first day of the school year in the case of early discretionary funding or within five days of approval of the request by the US for rolling allocations. Quick Grants may be disbursed within five days of approval of the request by the US. All Annual Grants shall be available on the first day of the school year.
2. A portion of the Student Activities Fee shall be allocated during Spring Quarter for the first few weeks of the following academic year. The remainder shall be reserved for quarterly allocations.
3. Quarterly allocations shall be made on a rolling basis. Funds may be made available for the remainder of the current quarter, for subsequent quarters, or for the remainder of the fiscal year.

D. Funding Role and Membership of the Appropriations Committee

1. The Appropriations Committee shall review Annual, Standard, and Quick Grant requests from all Voluntary Student Organizations, and present a recommendation on each to the US.
2. The Appropriations Committee, with unanimous consent, may directly allocate Quick Grants under \$6,000.

3. The Undergraduate Senate shall have the authority to override all decisions made by the Appropriations Committee.

E. Budget

1. A yearly budget shall be assembled for Standard Grant and Quick Grant expenditures and shall be presented to the US body for majority approval.
2. The US Chair, the US Deputy Chair, the Chair of the Appropriations Committee, the US Treasurer, and the FM shall be responsible for assembling the yearly budget.
3. This budget shall be presented no later than at the first meeting of the US during fall quarter of the senatorial term.
4. With the exception of early discretionary funding, the US shall not appropriate any Standard Grant or Quick Grant funds for the new fiscal year until a budget has been passed.
5. The Standard Grant and Quick Grant expenditure budget shall include:
 - a. A cap on total Standard Grant expenditures.
 - b. A monthly guideline for expenditures, with requirements for monthly or quarterly presentations on the activity of the Appropriations Committee to the Senate body by the Chair of the Appropriations Committee.
6. The US shall only exceed the established budget with 2/3 approval for each individual appropriation request.

Section 2: Undergraduate Student General Fee

A. General

1. The terms "Undergraduate Student General Fee" shall be used to refer collectively to all General Fees paid exclusively by undergraduates.
2. The overall budget of the Undergraduate Student Activities Fee for the current year shall be published in quarterly installments online.
3. Elected and appointed officers and staff members of the Association may inspect and make public the financial records of any VSO receiving funds from the USGF, except as specified in the Constitution, the Association By-Laws and Policies, or these By-Laws.

Article IV: Elections

Section 1. General

This article of these By-Laws shall have no jurisdiction over any election held under the terms of Article VI of the Association Constitution.

Section 2. Certification of Election Results

A. Definition of Certification

1. A result of a US election, or portion thereof, shall be certified upon the approval of a recommendation of certification by the US. Certifications may not be rescinded or reconsidered.
2. The recommendation shall take the form of a bill submitted by the Elections Commission specifying:
 - a. The number of votes cast for the appropriate candidate;
 - b. The requirements for certification of this result as specified in the Constitution, the Association By-Laws, these By-Laws, the Association Elections Polices, or the US Elections Polices;
 - c. Any other information deemed appropriate by the Commission.
3. An election may only be certified at a regular meeting of the US at least one, but not more than five, weeks after the end of the election. Should the US fail to hold a vote regarding certification within the five-week period, then the election shall be automatically certified.
4. No candidate may be certified if the US has approved an appropriate resolution of disqualification.
5. No member of the US shall take office unless and until the appropriate election result has been certified.
6. The Elections Commission shall verify the eligibility of each candidate before submitting a certification bill to the US.

B. Refusal of Certification

1. The US shall not certify an election in which there were cases of voter fraud or voter disenfranchisement as defined by the Association By-Laws.
2. The US shall not certify an election that was conducted in a partisan manner by the elections officers or an election that was not in accordance with the Constitution.
3. Should the US vote against certification of an election, then the Elections Commission shall hold new elections, using the procedures outlined in the Association By-Laws for invalidated elections.

Section 3: Resolution of Ties

A. Definition

1. A tie shall exist when the US is unable to certify US election results in a manner that shall fill all fifteen seats in the US.
2. A class shall be defined as Freshman, Sophomore, Junior, and Senior, as determined by the form of ballot a voter chooses. Undergraduate Coterminal students shall be assumed to be Seniors.

B. Procedure

1. The US shall certify the election of all US candidates that do not involve ties before any tie is resolved.
2. The Elections Commissioner shall present along with US election vote totals, the breakdown of each tied candidate's votes by class.
3. The US shall certify the election of the candidate with the most evenly distributed vote total among the four classes. In the event of multiple ties, this procedure shall be repeated until all ties are resolved.
4. In the event the procedure above cannot settle all ties, each candidate involved in an unresolved tie shall be allowed to speak and answer questions before the US. The US shall vote on each tied issue, the result resolving the tie.

Article V: Proposed Judicial Changes

Section 1: Review of Draft and Proposed Judicial Changes

A.

Proposed judicial changes shall consist of the following:

1. Amendments to the Judicial Charter, which require US approval.
2. New or modified Judicial Board By-Laws, which may be vetoed by the US.
3. New or modified provisions of the Student Conduct Penalty Code, which may be vetoed by the US.
4. Any other changes related to the University judicial process, which require the approval of, or may be vetoed by, the US.

B.

Draft judicial changes shall consist of non-finalized versions of any potential proposed judicial change, i.e. those which have not yet been formally approved by the relevant judicial body.

C.

Judicial Review Committee

1. Upon receipt of a notice of a draft or proposed judicial change, the US shall form a Judicial Review Committee, hereafter referred to as a JRC. The JRC shall consist of all US members interested in reviewing the judicial changes.
2. The JRC shall select its own Chair and determine its own procedures.
3. The JRC is encouraged to contact the judicial body proposing the judicial changes to discuss any concerns that arise, particularly if it plans to recommend that the judicial changes be rejected. In the latter case, the JRC is encouraged to work with the relevant judicial body to develop mutually acceptable revisions of the judicial changes.
4. The JRC shall report back to the US in a timely manner with its recommendations for the judicial changes, along with the reasons for the recommendations. If the JRC recommends that a judicial change should be vetoed, the recommendation should include a description of the modifications that would be required for the JRC to recommend approval.

Section 2: Consideration of Draft and Proposed Judicial Changes

A.

The US shall consider the JRC's recommendations, in the form of a bill that lists each judicial change as a separate item. This bill must be previous-noticed and contain the complete text of the JRC's recommendations.

B.

Failure to consider a given judicial change bill shall not be equivalent to approval of that bill, or of any of the judicial changes in it.

C.

Each proposed judicial change must be approved by a 2/3 vote, or else it shall be considered vetoed.

D.

Draft judicial changes may be provisionally approved or vetoed. Such action shall serve only to indicate to the relevant judicial body the US's position on the current language of the judicial change.

E.

A provisional approval/veto of a draft judicial change binds the US as to eventual approval or rejection of the corresponding proposed judicial change only if the language of the proposed judicial change is identical to the corresponding draft judicial change.

Appendix I: Election Policies

Section 1: General

These Policies shall apply only to those candidates, slates, Annual Grants requests, and sponsors whose election issues can be voted upon exclusively by members of the undergraduate population.

Section 2: Candidates

A. Members of the US

1. Any members of the undergraduate population declaring intent to become a member of the US, and requesting to appear in the Elections Handbook and on the ballot, must submit to the Elections Commission a petition of at least 100 members of the undergraduate population.
2. The Senate may unanimously vote to send any upperclass candidate (designated as such in the Elections Handbook), to the Elections Commission to have their status as an upperclass candidate reviewed. The Elections Commission will then have the authority to remove the designation of “upperclass candidate” as defined in Article II, Section 3.A.3 of the ASSU Constitution.
3. Candidates who do not meet the definition of “upperclass candidate” in Article II, Section 3.A.3 of the ASSU Constitution may not petition the Elections Commission to be designated as upperclass candidates. Disputes regarding the definition of “upperclass candidate” shall be resolved by the ASSU Constitutional Council.
4. If the Elections Commission removes the designation of upperclass candidate, the candidate in question is still eligible to run as an at-large candidate, but cannot be treated as an upperclass candidate for the purposes of Article II Section 3.A of the ASSU Constitution, regardless of their academic status as defined by the University Registrar.

B. Class Presidents

1. Any members of the undergraduate population declaring intent to become Class Presidents, and requesting to appear in the Elections Handbook and on the ballot, must submit to the Elections Commission a petition of at least 100 members of the undergraduate population.
2. There shall be Sophomore, Junior, and Senior Class Presidents. The Class Presidents will be elected during the Spring General Election. Students may vote for the Class Presidents for only one class, and candidates for Sophomore and Senior Class Presidents shall be slates of four people. Slates for Junior Class Presidents may have up

to six people, on the condition that at least four of them are present on campus at any given time during the term of office.

3. To the extent that it is possible, the only students who will run or vote for a given Class President slate will be students in the class immediately below (i.e. only freshmen will run or vote for Sophomore Class Presidents). Because it may not be possible to accurately determine the class to which a given student belongs, the Elections Commission shall err on the side of allowing students to declare what class they belong to. For the purposes of this subsection, a student's class shall be the one which they identify themselves with socially, which may or may not be the same as the class status assigned to them by the University Registrar.
4. Instant Runoff Voting (hereafter "IRV") shall be used in elections for Class Presidents as defined by the following procedure:
 - a. Should a slate receive a majority of the vote, the US shall certify the election of that slate.
 - b. Should no slate receive a majority of the vote, there shall be successive IRV rounds using the rankings on voters' ballots cast in a General Election.
 - c. In each IRV round, the highest-ranked valid votes on voters' ballots shall be tallied, and the slate with the fewest votes shall be eliminated. Votes for that slate shall not be considered valid in subsequent rounds. If no valid choice is indicated on a ballot, then that ballot shall be removed from subsequent tallies.
 - d. IRV rounds shall be repeated until one slate remains. The US shall certify the election of that slate as the Class Presidents.
5. If resolution of a tie vote is necessary to determine the slate to be eliminated in a given round of the instant runoff, the tie shall be resolved by eliminating the tied slate that had the fewest votes in successively previous rounds until the tie is resolved or all previous rounds have been considered. If the tie cannot be resolved by this method, it shall be resolved by utilizing the same procedure specified for resolving US ties.

Section 3: US Oath of Office

The following shall be the oath of office for the members of the US:

"I, (name), do solemnly swear (or affirm) that I will faithfully execute the duties of the office of Undergraduate Senator of the Associated Students of Stanford University; that I take this obligation freely; that I will advocate for and serve the interests of the entire undergraduate population; and that I will uphold the Constitution of the Associated Students of Stanford University."

Appendix II: Funding Policies

Section 1: General

A. The Usual Method for Approving Allocations

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, all allocations of funds shall be made by a majority vote of the members of the Appropriations Committee.
2. Decisions involving funds must be made publicly available within one week of the Appropriations Committee meeting at which they were made.
3. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, the members of the US may, by a 2/3 vote, overrule any allocation of funds. This may only take place at the first US meeting after the minutes of the meeting at which the initial allocation occurred are made publicly available. Any motion to overrule a decision of the Appropriations Committee shall require at least 72 hours prior notice to the Appropriations Committee, and all representatives of the Appropriations Committee must be given a reasonable opportunity to speak.

B. Transfer of Funds

Transfers of funds from a group's reserve account to its operating account shall be done by the Usual Method for Approving Allocations.

C. Schedule

1. Approximately 2/3 of the Undergraduate Programming, Social, and Community Service Organization Fee will be allocated during the spring election through Annual Grants. All Annual Grant allocations shall be available on the first day of the school year.
2. Approximately 1/4 of the Undergraduate Programming, Social, and Community Service Organization Fee will be allocated throughout the year to Standard Grants, which shall be available within five days of the Undergraduate Senate's first meeting of the month.
3. Approximately 1/12 of the Undergraduate Programming, Social, and Community Service Organization Fee will be allocated throughout the year to Quick Grants, which shall be available within five days of the Appropriations Committee's approval of the recommendation.
4. 4. Annual Grant allocation decisions will be made during the spring election, Standard Grant allocation decisions will be made at the Undergraduate Senate's first meeting of each month, and Quick Grants funds will be allocated throughout the year.

D. Funding Role and Membership of the Appropriations Committee

1. The Appropriations Committee shall review Annual, Standard, and Quick Grant requests from all Voluntary Student Organizations, and present a recommendation on each to the US.
2. The Undergraduate Senate shall have the authority to override all decisions made by Appropriations Committee.
3. No member of the Appropriations Committee shall formulate a recommendation for a request from a VSO of which s/he is a member.

Section 2: Undergraduate Student Standard Grants

A. General

Standard Grants shall be allocated routinely by the Senate, and shall be the primary means of funding large expenses that can be predicted a short time in advance.

1. Applications for Standard Grants shall be solicited at most twice per month.
2. The Appropriations Committee shall set allocation targets for Standard Grants funds to ensure the
3. efficient distribution of events and the proper balancing of funds during each round to effect maximum benefit for the student body without reducing available funds during the year.

B. Approval of Standard Grants

1. The Appropriations Committee shall set a monthly deadline for the submission of Standard Grant requests. The Appropriations Committee shall enforce any deadlines strictly. Waivers shall only be given for exceptional circumstances, and require approval of the Undergraduate Senate.
2. To request a Standard Grant, a student organization shall follow the standard process set in Article III, Section 6 of these by-laws.
 - a. The process shall require that the organization submits a specific budget detailing the expenses for which a Standard Grant is sought.
 - b. The Appropriations Committee may require additional materials to be submitted, and shall have the power to determine the form of the budgets to be submitted. The Appropriations Committee shall ensure that the process appropriately balances efficiency with the need for completeness.
3. The Undergraduate Senate may, by majority vote, approve each Standard Grant. Grants that are not approved shall not be disbursed.
4. The Financial Manager shall disburse approved Standard Grants as quickly as practical.

Section 3: Undergraduate Student Annual Grants

A. General

Annual Grants shall be allocated prior to the beginning of Fall Quarter each year. Annual Grants shall be the primary means of funding major expenses from the Undergraduate Fee.

B. Approval of Annual Grants

1. Annual Grants shall be given only for expenses that can be predicted accurately. Accurate predictions shall include, but are not limited to, actual figures from one or more previous similar expenses, or actual quotes for the proposed expenses. Expenses that cannot be predicted accurately, or expenses that are tentative, are not appropriate for Annual Grants.
2. The Appropriations Committee shall enforce any deadlines for Annual Grant requests strictly. Waivers shall only be given for exceptional circumstances, and require approval of the Undergraduate Senate.
3. To request an Annual Grant, a student organization shall follow the standard process set by in Article III, Section 6 of these by-laws.
 - a. The process shall require that the organization submits a specific budget detailing the expenses for which a Annual Grant is sought, a full current budget and a summary of actual expenditures to the Appropriations Committee.
 - b. The Appropriations Committee shall have the power to modify requests as it sees fit, and shall recommend a full package of Annual Grants to the Undergraduate Senate for approval at least 31 days before the Spring Quarter General Election.
 - c. The Undergraduate Senate must approve the package of recommended Annual Grants requests by a 2/3 vote; if the package of Annual Grants is not approved, the Appropriations Committee must propose a new package of Annual Grants requests within five days.
 - d. The Elections Commissioner shall authorize the placement on the ballot of all approved Annual Grants requests. The ballot shall list an option to approve or deny the entire Annual Grants package at once. The ballot shall also give the voter the option to approve or deny each individual Annual Grant within the package.
4. If a student organization is not satisfied with the Annual Grant approved in the standard process, they may petition the student body directly for a different Annual Grant.
 - a. The organization shall prepare a budget detailing the expenses for which a Annual Grant is sought, and submit this, along with the current budget and a summary of actual expenditures, to the Elections Commissioner in the form of a petition. Such petitions must bear the signatures of 15 percent of the members of the relevant Association population, and request the placement of the amended Annual Grant on the ballot for consideration.

- b. The Elections Commissioner must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying the petition, the Elections Commissioner shall place the Annual Grant on the ballot for consideration by the relevant population of the Association.
- c. The Undergraduate Senate shall have the authority to specify the form in which the detailed budget and summary of actual expenditures must be presented and the information they must contain, and to establish regulations defining the proper form for petitions and governing the circulation thereof.
- d. Petitions shall not be accepted less than seven days before the election, and the Elections Commission shall have the power to set a specific deadline consistent with this section that shall be binding upon groups.
- e. The ballot shall list the amended Annual Grant, and shall contain a statement approved by the Undergraduate Senate that explains why the Annual Grant is listed separately from the Annual Grants package.
- f. The Association legislative bodies shall not have the power to remove an Annual Grant from the ballot which has properly qualified under this section.
- g. The Undergraduate Senate may, by 2/3 vote, allow an Annual Grant to qualify for the ballot under this section even if it has not properly qualified under this section due to extenuating circumstances.

C. Approval by the Association

All members of the Association who are charged the Undergraduate Fee shall be eligible to vote on each Annual Grant. During the general election, each member of the Association may cast one vote either in favor or in opposition to each Annual Grant. A vote in favor or against the Annual Grants package shall be construed to apply individually to each grant within the Annual Grants package, unless the voter has elected to give specific preferences as provided above. An Annual Grant shall be deemed to have passed if a majority of those voting on it were in favor.

During the general election a summary of all financial information submitted by the student organization seeking an Annual Grant shall be made available to all members of the Association.

D. Class President Discretionary Funding

- 1. The Undergraduate Senate may, by 2/3 vote, make discretionary funds available to Undergraduate Class Presidents for events and initiatives the Senate deems exceptionally valuable to the undergraduate community.
- 2. For events and initiatives that have expenses that can be reasonably projected in advance, the Undergraduate Senate shall make those funds available during the budgetary process in Spring Quarter.

3. For events and initiatives that have expenses that cannot be reasonably projected in advance, the Undergraduate Senate shall make those funds available through Standard Grants.
4. Quick Grant funds may not be allocated to Class Presidents.

E. Unapproved Annual Grants

If an Annual Grant is not approved because a majority of voters did not approve the grant, the Undergraduate Senate shall not fund the same expenses in the same amounts through another process, and shall consider the Annual Grants rejection in their funding decisions.

F. Modifications to Annual Grants

In extraordinary circumstances, the Undergraduate Senate Appropriations Committee may unanimously approve a request to modify an annual grant. If unanimous consent is not reached on the Appropriations Committee, then the modification may be approved by a 2/3 vote of the Undergraduate Senate.

Section 4: Undergraduate Student Quick Grants

A. General

Quick Grants shall be allocated by the Appropriations Committee on an as-needed basis for expenses that could not be predicted in time for an Annual or Standard Grant. The Appropriations Committee should make all practical efforts to approve or deny Quick Grants within seven days of receipt, consistent with this section.

B. Approval of Quick Grants

1. To request a Quick Grant, a student organization shall follow the standard process set in Article III, Section 6 of these by-laws.
 - a. The process shall require that the organization submits a specific budget detailing the expenses for which a Quick Grant is sought.
 - b. The Appropriations Committee may require additional materials to be submitted, and shall have the power to determine the form of the budgets to be submitted. The Appropriations Committee shall ensure that the process appropriately balances efficiency with the need for completeness.
2. Quick Grants under \$6,000 require unanimous approval of the Appropriations Committee
3. Quick Grants under \$6,000 not receiving unanimous approval of the Appropriations Committee may be
4. approved by a 2/3 vote of the Undergraduate Senate.

5. Quick Grants of \$6,000 or more shall require the 2/3 approval of the Undergraduate Senate prior to being
6. disbursed.
7. The Financial Manager shall disburse approved Quick Grants as quickly as practical.

Section 5: Funding Coordinator

A. Selection and Term

1. The Funding Coordinator shall be nominated Spring Quarter by the incoming Appropriations Committee Chair, subject to approval by the incoming US.
2. The Funding Coordinator shall serve at the pleasure of the Appropriations Committee.

B. Duties

1. The Funding Coordinator shall serve as the chief administrator of the Standard and Quick Grant funds.
2. The Funding Coordinator shall solicit, monitor, assist, and analyze VSO applications for Standard and Quick Grants.
3. The Funding Coordinator shall report to the US the state of the Standard and Quick Grant funds.
4. The Funding Coordinator shall inform VSOs of their Standard and Quick Grant allocations and ensure they receive their funding.

Section 6: Application Procedure

A. General

1. Voluntary Student Organizations seeking funds from the Appropriations Committee shall have the right to send a representative to any US or Appropriations Committee meeting at which their funding allocations are discussed.
2. No funds may be allocated to a group that is not a Voluntary Student Organization registered with the Office of Student Activities.
3. No funds collected from only the undergraduate population may be allocated to a student organization that is not an undergraduate or joint undergraduate and graduate student organization.
4. The US reserves the right to cancel or suspend an allocation if the funds are not being used within the specifications of the allocation.
5. Modifications of the specifications of an allocation, excluding the total amount allocated, may be made at the discretion of the US. Modifications of the total amount may be made by the Usual Method for Approving Allocations.

B. Requests

To be reviewed by the Appropriations Committee, funding requests shall contain the following information, in separate sections:

1. 1. For Standard Grant Requests:
 - a. The name of the organization requesting funds.
 - b. The name(s), email address(es), and phone number(s) of the member(s) making the request.
 - c. The Association account number for the organization.
 - d. A certification that the organization will comply with all terms and conditions for use of funds specified in the Constitution, the Association By-Laws and Policies, and the US By-Laws and Policies; and the allocation approved by the US.
2. For Quick Grant Requests:
 - a. All of the information above required for a Standard Grant request.
 - b. An explanation for why the group is seeking a Quick Grant instead of an Annual or Standard Grant.
 - c. A description of what the funds will be spent on, as Quick Grants requests are not required to abide by line items.
3. For Annual Grants requests:
 - a. The name of the organization requesting the grant.
 - b. The name(s), email address(es), and phone number(s) of the member(s) making the request.
 - c. The Association account number for the organization.
 - d. A signed contract specifying that the group receiving an Annual Grant agrees to cover all refunds in excess of their allocated refund buffer (set by the Association FM).
 - e. Groups applying for Annual Grants from both Graduate and Undergraduate populations (hereafter referred to as joint groups) shall submit a pre-proposal to each legislative body. The criteria for this pre-proposal shall be developed by each legislative body and passed to groups through the elections commission.
 - f. A brief description of the group, including a list of previous major activities (if any), an estimated percentage of its active participants that are members of the undergraduate population, and a list of what other sources the organization has obtained or is seeking funds from.
4. 5. For Standard and Annual Grant requests:
 - a. A budget, following the format of the sample provided by the Appropriations Committee. It shall contain:
 - i. The time period for which the allocation would be effective.
 - ii. An itemization of all sources of funding and all expenses.
 - iii. A breakdown of expenses for each specific activity of the organization.
 - iv. Line item numbers as defined by the Students' Organizations Fund.

- v. Description of each line item as necessary.

C. Guide

To assist organizations in the preparation of applications, the Appropriations Committee shall publish a guide describing the goals of the Standard and Quick Grants funds, terms and conditions for use of funds, and all application procedures, and containing a sample application and funding agreement form.

The Committee shall only recommend an allocation of money from the Standard or Quick Grants fund to a group if that group fits the statement of purpose for that fee.

D. Applications

Applications shall be kept on file and made available by the Appropriations Committee Chair.

Section 7: Reserve Funds

A. General

This section is intended to clarify the process for administering unspent funding from the Undergraduate Fee, and as such it also appears verbatim in the Fee Statement for the Undergraduate Fee. This section shall be changed if the Fee Statement is altered, as the Fee Statement takes precedence over these By-Laws.

It is the intent of the undergraduate students of Stanford University to rein in the long-term growth of groups' reserve funds. To balance this goal with the diverse reasons for groups to have retained reserve funds historically, all unspent funding allocated to a group in a given year through Annual Grants shall be taxed, unless otherwise exempted by the Undergraduate Senate. The remaining unspent funding that is not taxed shall be added to that individual group's reserve account, if one currently exists. All unspent funding allocated to a group in a given year through Standard or Quick Grants will be automatically added to the allocable amount for the next year at the close of the fiscal year.

B. Tax on Unspent Funding

1. The Tax on Unspent Funding shall be assessed on the total amount of funding (from Annual, Standard, or Quick grants) unspent in a given fiscal year.
2. Tax rates will be indexed to the size of a group's existing reserve funds, plus its amount of unspent funds, as a percentage of its budget in a fiscal year.
3. For the purposes of this subsection, a group's "budget" will be defined as the sum of its Annual, Quarterly, and Quick grant allocations in a given fiscal year.

4. The Financial Manager will have the power to set progressive tax rates, subject to majority approval by the Undergraduate Senate. No tax rate shall exceed 100%.
5. For groups with reserve holdings no greater than 80% of their budget, the Tax on Unspent Funding shall be 0%.
6. Revenue from the Tax on Unspent Funding will be deposited in a fund to support Standard and Quick Grants in the next fiscal year.

C. Exemption from the Tax on Unspent Funding

1. The Undergraduate Senate shall have the power to exempt groups from the Tax on Unspent Funding.
2. A group may apply for an exemption for one of the following reasons:
 - a. Holding reserves to pay for up-front costs that are not covered entirely by other ASSU funding sources
 - b. Extenuating circumstances that necessitate additional funds being held untaxed into the following fiscal year. Extenuating circumstances shall be discretionarily defined by the Financial Manager. The Undergraduate Senate may overrule.
3. To request an exemption, a group shall submit a request to the Senate Appropriations Committee detailing, among other things:
 - a. The reason they need an exemption
 - b. The anticipated balance of their reserve account throughout the year
 - c. The group's requested maximum reserve amount
4. An exemption may be approved by a 2/3 vote of the Undergraduate Senate.
5. Every two years, the Appropriations Committee shall review the size and use of a group's reserve during
6. winter quarter to determine whether it is consistent with the group's initial plan. Upon a 2/3 vote of the Undergraduate Senate, the group's reserves shall be transferred into the Quick Grants Fund and the group will be unable to apply for an exemption in the next academic year.

Section 8: Review Procedure

The Appropriations Committee shall prepare a brief recommendation to the US regarding each Annual and Standard Grant proposal and all Quick Grant proposals exceeding \$6,000. At the first US meeting after preparation of the recommendation, the Appropriations Committee shall summarize the application and present its recommendation.

In evaluating Grant applications, the Appropriations Committee should consider the following criteria before recommending placement on the ballot:

1. Evaluation of outside revenue
2. Impact on student body and/or community impact
3. Benefit to undergraduate population, past and future

4. Past performance/budgeting, refund rates
5. Established funding policies for each line-item

Section 9: Terms and Conditions for Use of Funds

A. Notification

The Funding Coordinator shall notify an organization when funds become available to it.

B. Extensions

The Appropriations Committee Chair may, at his/her discretion, grant extensions to the ending date of an allocation to ensure that all transactions are cleared. No extension may be granted beyond the end of the fiscal year to which the allocation applies.

C. Reclamation

Unless otherwise specified by the US, title to all tangible property purchased, in whole or in part, through the use of Standard or Quick Grants, shall vest with the Association, and possession shall devolve upon the Association in the event of the dissolution of the VSO possessing the property.

D. Dissolution

A VSO shall be considered to be dissolved upon the receipt of a declaration of dissolution by its membership, failure to register with the Office of Student Activities for 15 months, or after a declaration of dissolution by the US following reasonable efforts to contact the last known officers of the VSO. All allocations to a VSO shall end upon dissolution of that VSO.

E. Co-Sponsorship

Advertisements for events funded by Standard or Quick Grants shall cite the Undergraduate Senate as a sponsor or cosponsor.

Section 10: Verification

The Appropriations Committee may seek independent reports on the success of an organization's activities from those who attended one or more of those activities. The Committee may arrange to send volunteers to gather information for such a report.

Section 11: Collection Schedule

Equal fractions of all fees shall be collected in the Fall, Winter, and Spring Quarters. No fee shall be collected in the Summer Quarter.

Appendix III: Online Meetings Policies

Section 1: Spirit of an Online Meeting

The online meeting is to be used as a means to resolve any issue that has arisen unexpectedly in a short timeline. The purpose of an online meeting is not to discuss contentious issues. All other means, including a physical meeting, must be considered before calling an online meeting. All rules that apply to actual meetings should apply to online meetings, such as giving 72 hours public notice and providing previous notice for all bills.

Section 2: Protocol for Online Meetings

1. Chair calls meeting to order.
2. Roll Call
3. Chair asks for acceptance of the agenda.
4. Chair must remind participants that excessive discussion is not encouraged and that any motions to table will be honored. Only questions of clarification will be accepted.
5. Chair recognizes presenter of bill.
6. Chair opens floor for questions of clarification.
7. Chair asks if there are any motions to table.
8. Vote is taken for presented bill.

Appendix IV: Transition of Funds due to Undergraduate Funding Reform

This section is enacted by initiative, and may not be modified or repealed by the Undergraduate Senate.

1. The purpose of this appendix is to provide for the transition of existing reserve and buffer funds into the new Undergraduate Funding system.
2. After March 30, 2015, a maximum of \$140,000 may be spent from the existing Undergraduate Programming and Community Service Reserve, to be spent over the course of the 17th Undergraduate Senatorial term. The Financial Manager shall not make any allocation that may allow a greater expenditure.
3. After March 30, 2015, a maximum of \$50,000 may be spent from the existing Publications Board Reserve, to be spent over the course of the 17th Undergraduate Senatorial term. The Financial Manager shall not make any allocation that may allow a greater expenditure.
4. After March 30, 2015, a specific amount, set by the Joint Legislative Committee on Buffer Fund Expenditures, may be spent from the existing Undergraduate Buffer Fund for purposes identified by the Joint Legislative Committee on Buffer Fund Expenditures. The Financial Manager shall not make any allocation that may allow a greater expenditure. The amount identified by the Joint Legislative Committee on Buffer Fund Expenditures shall serve as the "appropriate amount" enumerated in the Fee Statement for the Undergraduate Fee.
5. On July 1, 2016, the remaining funds in the Undergraduate Programming and Community Service Reserve and the Publications Board Reserve shall be transferred to the allocable amount of Standard and Quick Grants for the following fiscal year.