PREFACE

Hello! Welcome to the UMass Amherst Student Government Association Constitution and Bylaws. In these documents you’ll find the structure and that forms the Student Government Association. We serve as the representatives for the undergraduate students at UMass Amherst, and the documents inside give us the “the right, the responsibility, and the privilege” to advocate for policies here at UMass. This is a task we do not do for ourselves, but for the betterment of the student body, and UMass Amherst itself.

I am Ryan Mahan, and I have the honor as serving as the Speaker of the Undergraduate Senate for the Student Government Association this year, along with the Associate Speaker, Clare McGladrigan. We are glad to have been chosen to lead this organization for the 2017-2018 academic year. Our mission is to provide an effective environment for Senate and the Student Government Association as a whole to accomplish its goals for change here at UMass.

The Student Government Association has been my passion for the past two years. I first served as a Senator for the Orchard Hill area, and it took me the whole year to build up the confidence to speak in front of the Senate. By the end of my freshman year I became heavily involved in my committee, Administrative Affairs, and was appointed the Chair. As chair my committee thrived and was able to work hard to create the effective environment that the Student Government Association demands. After a year of hard work I was elected by my peers to serve this year’s Senate, and I couldn’t be happier.

While you read through this document, try to remember and interpret the writer’s true meaning. This document serves as our guide through our complex organization, and a lot of the time what is written can differ from what was intended. Remember that we are not here for ourselves, but we are here for the students we represent, and to make UMass the best experience for all our students.

Thank you, and GO UMASS!

Ryan Mahan
Speaker of the Undergraduate Senate

Compiled by:
Boudicca Hawke
Chair of the Administrative Affairs Committee

Student Government Association
University of Massachusetts - Amherst

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UNIVERSITY OF MASSACHUSETTS BOARD OF TRUSTEES STATEMENT OF UNIVERSITY GOVERNANCE

I. TRUSTEE POLICY ON UNIVERSITY GOVERNANCE
   A. ENDORSEMENT OF AAUP STATEMENTS ON GOVERNANCE

1. The Board of Trustees has all authority, responsibility, rights, privileges, powers and duties of organization and government of the University of Massachusetts as provided in Chapter 75 of the General Laws of the Commonwealth. Nothing in the following statement shall be taken as contravening that authority or any applicable federal or state law or regulation; anything contravening such authority, law or regulation is void.

2. Nevertheless, as an established university discharges its obligations and responsibilities to society by the advancement and dissemination of knowledge, the variety and complexity of its tasks require and ensure the interdependence of the governing board, the administration, the faculty, and the students, as well as other groups. The Board of Trustees has long recognized this interdependence, both among campuses within the system and among the various components within a campus, and now formally adopts the principle of joint effort in governing the University.

3. Joint effort in University governance will take a variety of forms depending on the issue and the situation. The administrative officers or the Board may in some instances propose recommendations for the consideration of the faculty and/or students before taking final action. The faculty and/or students may in other instances propose recommendations subject only to the endorsement of the administration and the Board. In all instances, however, the principle of joint effort requires that components within the University remain sensitive to the interests of other components.

4. The Board of Trustees therefore endorses in principle the 1966 Statement on Government of Colleges and Universities adopted by the American Association of University Professors, the
American Council of Education, and the Association of Governing Boards of Universities and Colleges and the 1970 statement on Student Participation in College and University Government formulated by the three aforementioned organizations, insofar as both are consistent with this Trustees’ Statement on University Governance. In endorsing these two statements, the Board, while retaining its ultimate legal authority in governing the University, recognizes that the faculty, the students, and other groups within the University have the right, the responsibility, and the privilege of advising on policies affecting the University. The Board will ensure these rights, responsibilities, and privileges through the various governing bodies--both representative bodies such as senates and assemblies, and administrative bodies such as departments, school, and colleges--established by its bylaws and other actions.

B. PRIMARY RESPONSIBILITIES IN GOVERNANCE

1. The Board of Trustees recognizes that while it must exercise general authority over the University, certain components of the University, such as the President’s Office, the campus administrations, and the representative and administrative governing bodies of the faculty and the students have, by virtue of interest, training, and experience, a special concern and competence in certain areas. Subject to precedents established by components on each campus and/or the restraints and procedures specified in their constitutions, these components shall have primary responsibility in their areas of special competence and concern. Whenever the phrase “primary responsibility” appears in this statement, it shall mean the capacity to initiate recommendations, after appropriate consultation, in accordance with the procedures specified in section II. D below. Such recommendations will be overruled only by written reasons stated in detail. While it in no way is intended to contravene the authority and participation of the Board of Trustees in governance, the following is a general statement of primary responsibility in the major areas of University Life.

2. ACADEMIC MATTERS: By virtue of its professional preparation and its central concern with learning and teaching the faculty will exercise primary responsibility in such academic matters as curriculum, subject matter and methods of instruction, research, admissions, libraries, and other aspects of University life which directly relate to the educational process. Students share this concern and they will be assured the opportunity of participating in developing academic policies and in evaluating degrees, programs, and courses.
3. FACULTY STATUS: The faculty will have primary responsibility for matters of faculty status, such as appointments, reappointments, promotions, tenure, and salary adjustments. Students will also be assured the opportunity of participating in the evaluation of a faculty member’s effectiveness.

4. STUDENT AFFAIRS: Students will have primary responsibility for services and activities which are designed primarily to serve students or those which are financed primarily by students, managing student political affairs and organizational matters, and setting standards for student behavior, conduct, and discipline.

5. PLANNING, DEVELOPMENT AND BUDGET: The President is responsible for exerting educational leadership in the planning and development of the University, both before the Board of Trustees and on the various campuses. He/she shall coordinate the planning and development on the separate campuses, keep current a University master plan, and ensure that all appropriate components of the University have the opportunity to make recommendations before planning and development decisions are rendered. The President is also responsible for coordinating, preparing, and presenting to the Board of Trustees the University’s annual budget request. He/she shall represent the budget request approved by the Board to the Governor and the General Court. The Chancellors are responsible for coordinating, preparing, and presenting to the President's budget requests from the campuses. The President is responsible for continually improving the budget process and developing a calendar which allows adequate time for consultation and study by all interested components of the University.


Consistent with Chapter 15A and pursuant to Chapter 75 of the General Laws of the Commonwealth, the Board of Trustees may establish general policies governing the University. The authority of the Board shall include, but is not limited to, the following specific powers:

A. BOARD OF TRUSTEES

1. The Trustees will consider, upon the recommendation of the appropriate faculty and student governing bodies and/or other appropriate groups, the academic plans, personnel
policies, and admissions policies of each campus and of the University as a whole; plans for the establishment of new campuses, schools, institutes, and colleges, and plans for the closing of already established units and programs.

2. The Trustees will consider, upon the recommendation of the appropriate governing body(s), the establishment of degrees.

3. The Trustees will consider the budget requests of the University and the capital outlay budget requests and major amendments thereto. In addition, they will consider new student housing and other loan construction programs, accept gifts, and approve service agreements, rental agreements, and leases. Further, they will consider policies governing the solicitation of grants and research contracts.

4. The Trustees will appoint the President, the Chancellors, the Treasurer, and the Secretary of the University, set their salaries, and periodically evaluate their performance. When appointing the President, the Board will seek nominations from a broadly representative search committee appointed by the Board. The Board will determine the charge to and composition of the search committee after seeking the recommendations of the appropriate campus governing body(s) and, when appropriate, other components of the University. The Board will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s). When appointing a Chancellor, the Board will seek nominations from a broadly representative search committee appointed by the Chair of the Trustees in consultation with the President. The Chair will determine the charge to and composition of the search committee after seeking the recommendations of the appropriate campus governing body(s) and, when appropriate, other components of the University. The Board will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s). The President will recommend two or more candidates to the Board.

5. The Trustees will consider long-range development and design plans for each campus in relation to long-range academic plans and any major amendments to these plans. They will approve consulting architects, landscape architects, executive architects, and the designs for major campuses, consistent with the authority vested in the Department of Capital Planning and Operations.

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6. The Trustees will consider all policies concerning the University’s relationship with local, state, and federal governments and all policies concerning public information. In this regard the Board will consider policies concerning the University relationship with other segments of higher education.

7. The Trustees will make the final selection of all honorary degree recipients and will name all buildings and facilities.

B. PRESIDENT OF THE UNIVERSITY

1. The President is the principal academic and executive officer of the University. He/she will exercise executive authority over the campuses comprising the University subject to the direction of the Board of Trustees. He/she will serve as chief spokesman and interpreter of the University and represent it to the general public and its representatives.

2. The President will be responsible for presenting policy recommendations to the Board of Trustees and ensuring that the campuses develop ways of implementing Trustees’ policy. He/She will develop, coordinate, and keep current a master plan of the University. He/She will be responsible for the coordination and preparation of the annual budget request and its presentation to the Board of Trustees and to the Governor and the General Court. He/she will also be responsible for the allocation of the appropriated budget and all other funds.

3. The President will appoint, promote and grant salary adjustments to personnel in the President’s Office. He/She will supervise the operations of the officers and staff in the President’s Office.

4. The President will appoint the Vice Presidents with the concurrence of the Board of Trustees.

5. The President will appoint members of the faculty to tenure with the concurrence of the Board of Trustees.

6. The President will coordinate the work of all campuses of the University and promote the general welfare of the university as a whole in its several parts. He/she will ensure as much campus autonomy as possible commensurate with achieving the central purposes of the University or fulfilling his/her duties as specified herein. The President will establish
and maintain an effective communications system with the University that allows for the prompt identification of needs and problems and their analysis. In particular, the President, in concert with the Chancellors, will ensure that all appropriate components of the University have the opportunity to make recommendations prior to the establishment of policy.

7. The President may refer for investigation and report any matter of institutional concern to administrative staff, governing bodies, faculty, or students. The channel for official communications between the President and the various campus groups in such matter will be through the Chancellor.

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C. CAMPUS CHANCELLOR

1. The Chancellor is the chief academic and executive officer of the campus. He/she will exercise executive authority over the campus subject to the direction of the President. He/she will be responsible to the President for administering the various schools, colleges, divisions, departments, and other units on the campus.

2. In the formulation of policy the Chancellor will represent his/her campus to the President and the Board of Trustees, and upon the adoption of policy he/she will ensure its implementation on campus. He/she will develop, coordinate, and present to the President immediate and long-range plans for the campus. The Chancellor will also coordinate, prepare, and present to the President the annual budget request of the campus and oversee campus expenditures.

3. The Chancellor will appoint the Vice Chancellors, the Provosts, and the Deans of the campus upon delegation by the President, set their salaries, and periodically evaluate their performance. When appointing a Vice Chancellor with line responsibilities, a Provost, or a Dean, the Chancellor will seek nominations from a broadly representative search committee. The Chancellor and the appropriate governing body(s), representative and/or administrative, will mutually agree upon the composition and the charge of the search committee. The Chancellor will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s).

4. The Chancellor will appoint, promote, and grant salary adjustments to professional and nonprofessional personnel on campus.
5. The Chancellor will coordinate the work of the various units of the campus and promote the general welfare of the campus as a whole and in its several parts. He/she will ensure as much autonomy as possible to the various units of the campus commensurate with achieving the central purposes of the campus and the University as a whole or fulfilling his/her duties as specified herein. He/she will assist the President in maintaining an effective communications system within the campus that allows for the prompt identification of needs and problems and their analysis. In particular, the Chancellor will assist the President in ensuring that all appropriate components of the campus have the opportunity to make recommendations prior to the establishment of policy.

6. The Chancellor may refer for investigation and report any matter of institutional concern to administrative staff, governing bodies, faculty and students.

D. CAMPUS GOVERNING BODIES

1. Faculty and students may be organized into governing bodies, such as senates and assemblies, departments, schools, and colleges. The constitutions of the major governing bodies must be approved by the Board of Trustees.

2. When appropriate, governing bodies shall have the privilege of recommending policies and procedures affecting the campus and the University as a whole, including, among others matters, academic matters, matters of faculty status, and student affairs. Also when appropriate, governing bodies will have the privilege of contributing to long-range planning, the preparation of the annual budget request, and the allocation of available resources.

3. The Chancellor, the President, and the Board of Trustees may approve recommendations from the campus representative governing bodies at any time. Subject to precedents established by components of each campus and/or the restraints and procedures specified in their constitutions, and in accordance with the preceding statements of primary responsibility (Section I. B of this statement), recommendations adopted by the campus representative governing bodies will become policy unless (1) disapproved or sent back for reconsideration by the Chancellor within twenty working days of receipt of notification from the governing body; (2) disapproved, sent back for reconsideration, or deferred by the President within twenty working days of receipt of notification of the
Chancellor’s approval or within twenty working days following the expiration of the twenty working-day period for the Chancellor’s consideration; (3) disapproved by the President during a special thirty-working-deferral period (if the President chooses to defer his/her decision he/she will notify the governing body; the deferral period will begin at the end of the President’s initial twenty-working-day period of consideration); (4) disapproved by the Board of Trustees within these specified time limitations. The governing bodies will notify the Chancellor, the President, and the Board of Trustees of their actions as soon as possible after their adoption. Any matter not acted upon within seventy-working-days of receipt of notification by the Chancellor of an action by a governing body will be taken as approved by the Board of Trustees. When a recommendation is disapproved, the governing body will receive written reasons in detail for the adverse decision.

III. IMPLEMENTATION

Provision for implementing the foregoing policies and procedures of University governance shall be subject to the approval of the Board of Trustees

IV. APPROVAL AND EVALUATION

The Board of Trustees reserves the right to alter, amend or revoke the foregoing Statement on University Governance, in part or whole, at any time. The Board of Trustees will review the foregoing policies and procedures every five years.
Guidelines for Consultation with Undergraduate Student Body

The University of Massachusetts Amherst operates under a shared governance system outlined in the Board of Trustees Statement of University Governance (T73-098, as amended; the “Wellman Document”) whereby students, faculty, and administrators are consulted on matters of policy and procedure. Shared governance is a balance between consultation and participation from various campus groups and ultimate administrative accountability through the Board of Trustees, President, Chancellor, and the Chancellor’s designees.

This document is informed by the Wellman Document, while also acknowledging that much has changed since its original passage in 1973. These include the plethora of methods through which an administrator can and does receive feedback and consult on issues of importance to the campus community.

The following guidelines are meant to provide clarity around effective student consultation by the campus administration on Potential Significant Changes in Campus Policies and fees affecting students, including those affecting the campus community as a whole; services and activities which are designed primarily to serve students or those which are financed primarily by mandatory fees; the management of student political affairs and organizational matters; and the standards for student behavior, conduct, and discipline. They are established within an ever-changing environment demanding improved flexibility and responsiveness and a reduction in bureaucratic procedures.

Exceptions to the process outlined in these guidelines may be made at the discretion of the appropriate Administrator in Emergency Situations, in cases that the Administrator deems significant for the health and safety of the campus community, in cases where inclusion of student representatives would pose a significant privacy or security concern for the University, or in cases where the University or Administrator are legally bound or mandated to make the Potential Change. The process outlined in this document shall also not pertain to academic course and program changes submitted through the Faculty Senate, whose councils and committees already have student representation.
Nothing in this set of Guidelines can supersede policies adopted by the University of Massachusetts Board of Trustees, nor the delegated authority of the President and Chancellor.

The Chancellor and SGA Leadership agree that the guidelines presented in this document will be reconciled and merged into a single, new set of guidelines once graduate student consultation guidelines are drafted by the Graduate Student Senate.

**Definitions that will be used throughout these guidelines:**

*SGA Leadership* shall be defined as the SGA President, SGA Vice President, and SGA Speaker.

*Potential Significant Change* shall be defined as a temporary or permanent significant change to a *Campus Policy* or charge affecting the entire or large segments of the student body.

*A Campus Policy* shall be defined as a mandate on students that is codified through normal university procedures.

*Administrator* shall be defined as any member of the Campus Leadership Council, i.e., the Chancellor and his direct reports. These officials are ultimately responsible for all campus policies and procedures directly or by delegation.

*Emergency Situation* shall be defined as any current or emergent/unanticipated situation/occurrence/event that, in the judgment of the Chancellor, calls for the adoption of policy changes on a schedule that will not allow for the normal consultative process laid out in this document due to consideration of health and safety of students and/or the campus community. The Chancellor has the sole delegated authority to make this determination for the campus.

**I. Early and Timely Communication with Student Advisory Boards (Other than in Emergency Situations)**

As per the agreement between the SGA and the Administration dated January 22, 2014, there are standing Student Advisory Boards (SABs) for the Vice Chancellors of Administration and Finance, Student Affairs and Campus Life, University Relations, and Academic Affairs. A subsequent agreement also added a SAB for the Vice Chancellor for Information Services and Strategy and Chief Information Officer. The SAB agreements call for meetings with the
respective Vice Chancellor three times per semester, or more frequently if circumstances warrant.

Other than in an Emergency Situation as defined above, the relevant Administrator shall engage the appropriate SAB in a formal discussion/formulation of the Potential Significant Change, as outlined in this document. If a Potential Significant Change is to occur in an executive area without a SAB, the appropriate Administrator shall engage with SGA Leadership directly or the most directly related existing SAB. Should the Administrator appoint a special committee or Task Force for the purpose of formulating the change, the SAB shall be invited to provide representation in such a group. Exceptions may be made in Emergency Situations, in cases where inclusion of student representatives would pose a significant privacy concern or security breach for the University, or in cases where the University or Administrator are legally bound or mandated to make the Potential Significant Change.

Communication with Student Government Association

Notification to SGA Leadership
It is the responsibility of the relevant SAB to inform SGA Leadership of the Potential Significant Change under discussion immediately after the relevant Administrator informs the SAB. The SAB will be the channel through which student input will be sought at the formative stage of the formal proposal.

Once a change is decided, the Administrator shall submit a formal proposal to the SGA Leadership promptly.

SGA Senate Presentation
Following submission of a formal proposal for the Potential Significant Change to the SGA, the Administrator or his/her designee shall give a presentation on the Potential Significant Change at the next scheduled Senate meeting or other timely session as jointly agreed upon by SGA Leadership and the Administrator.

Immediately after this presentation, SGA Leadership shall create and share with the Administrator a web page that shall include a description of what the Potential Significant Change is, how it will affect students, and an online opportunity for students to submit questions. SGA Leadership shall use this web page as a tool to make their constituents aware of the Potential Change and to facilitate collection of feedback. (See “Methods of Collecting Student Feedback Directly”).
SGA Senate Vote
After going through the steps outlined in "Methods of Collecting Student Feedback Directly,” the Speaker of the Senate shall place a motion on the agenda, which will result in an official vote to determine SGA Senate support or opposition to the Potential Change. The vote will take place within three scheduled meetings of the Administrator’s SGA Senate presentation of the Potential Change. While such a vote represents the official opinion of the student body, it is non-binding on the Chancellor.

Methods of Collecting Student Feedback Directly

Vice Chancellor Student Advisory Boards
The SABs are the formal channel through which student input will be sought at the formative stage of the formal proposals.

Open Forum
SGA Leadership, in consultation with the Administrator, shall host an open forum that shall take place one hour (or other reasonably agreed upon timeframe) before the scheduled Senate meeting where the formal vote shall take place.

Web Page
SGA Leadership shall garner additional feedback through a web page on their website which shall include information concerning what the Proposed Change is, relevant data and research on the rationale for the Potential Change, how it will affect students, and an online opportunity for students to submit questions.

Student Online Survey
SGA Leadership shall, with the administration’s help, create a survey that will educate and inform students on the Potential Change, including relevant data and research on the rationale for the Potential Change, while collecting feedback on the degree of support for or opposition to the Potential Change.

Mass Email
The student body shall be notified of the open forum, web page, and survey through a mass email sent by the SGA at least two weeks in advance of the Senate meeting where the formal vote shall take place. The email shall include a description of the Potential Change being
considered, details of the open forum and Senate vote, and a link to the web page and Student On-line Survey.

II. Summer Break Alternative Consultation

If a Potential Significant Change unavoidably needs to be initiated and adopted during the summer break during which the SGA Senate is in recess, the relevant Administrator shall notify and consult with the Coordinating Council in place of SGA Leadership. SGA Leadership is responsible for providing the Campus Leadership Council with an updated contact list for the Coordinating Council prior to the last day of the spring semester.

III. Emergency Situations

When the Chancellor invokes an Emergency Situation, as defined above in this document, in order to implement a change in Campus Policy or fee, the Chancellor shall inform SGA Leadership as soon as practicable. The Chancellor shall involve SGA Leadership, and others chosen by the leadership, to the fullest practicable extent in providing input and suggestions. At the outset of an Emergency Situation, the Chancellor shall make every effort to notify SGA Leadership of the Emergency Situation, and upon the conclusion of the particular Emergency Situation, the Chancellor and/or the relevant administrator shall make themselves available to the SGA senate to explain the circumstances and answer questions.
SGA Student Consultation Policy

Purpose of the Student Consultation Policy
To fully uphold the mission statement of the Student Government Association and to parallel the consultation policy created last year to ensure shared governance with administration, current SGA leaders have crafted the following Student Consultation Policy to ensure proper communication and outreach to our constituents, the undergraduate student body. To be a fully representative organization, we must create open dialogue in regards to issues that affect our peers prior to voting on motions deemed necessary in the following guidelines.

Mission Statement and SGA Membership
The Student Government Association of the University of Massachusetts Amherst abides by the following mission statement - “To establish and protect the democratic system for undergraduate university governance; to promote the general welfare of all university undergraduate students. To create and maintain strong lines of communication between students and university administrators; to work toward greater transparency in administrative decisions. To protect the accessibility and affordability of the university for all students. To work to acknowledge, appreciate, and expand the diversity of the student body, including socioeconomic, racial, religious, cultural, gender, sexual orientation, and political characteristics. To provide leadership opportunities and development for all undergraduate students and to set the standards which other schools strive to uphold when leading their students into the future.”

SGA members are defined as “Any person subject to, and having paid, the Student Activities Fee, shall be a member of the SGA for the period of calendar time to which their paid Student Activities Fee is applicable” (Title I, Chapter I of the SGA Bylaws). Therefore, all undergraduate students are ex-officio SGA members.

I. Process: Deeming a Motion as Applicable to the Policy
All motions will be received by the Speaker the Sunday prior to a Monday Senate Meeting. The Speaker, Associate Speaker, and Standing Committee Chairs will gather to vote on whether or not the motions are applicable to the policy. In order to vote on these motions their must be quorum - further defined as fifty (50) percent plus one (1) of Legislative Branch leadership. For
a motion to be deemed as necessary for student consultation, it must not fall under the categories Section III of this policy and a ⅗ majority of the Legislative Branch leadership must vote in favor of consultation.

Should a motion be deemed applicable to the Student Consultation Policy, it will be placed on the Senate’s agenda with a delay of one week from the initial submission. This time period, 8 days from the initial sending of the motion, will allow for student consultation in regards to the motion at hand.

Should the Senate disagree with the vote of consultation by the Legislative Branch leadership, they may override the vote with a ⅗ majority of voting members.

I. Motions that fall under the Student Consultation Policy
The following list provides examples of motions that would fall under the process of the Student Consultation Policy. However, as stated in Section I, a ⅗ majority of Legislative Branch leadership Team must vote in favor of consultation.

- Support or disapproval of a political movement, candidate, cause, or response to a particular event
- Support or disapproval of any state or federal legislation (i.e. the Bottle Bill)
- Support or disapproval of a particular RSO’s efforts
- Support of disapproval of policies or initiatives created by administration
- Major amendments to the SGA Bylaws (i.e. eliminating a position entirely, striking an entire section)
- Votes of no confidence

I. Motions that do not fall under the Student Consultation Policy
- Bylaw mandated motions including but not limited to the approval of the S1 Budget (SGA Bylaws 6.8), Space Allocations (SGA Bylaws 7.10), RSO Approval/Appeal (SGA Bylaws 7.8), and Elections of the SGA Senate, and Legislative, Executive, and Judicial Leadership (SGA Bylaws 8)
- RSO Emergency Funding Requests and Appeals (SGA Bylaws 6.10)
- Budget Appeals (SGA Bylaws 6.9)
- Appointment of SGA members
- Appointment of SGA members to committees
- Impeachment (SGA Bylaws 2.29)
- Appropriation of Senate Seats by the Administrative Affairs Committee (SGA Bylaws 2.4)
• Minor amendments to the SGA Bylaws (will be deemed minor by the Legislative Branch Leadership Team)
• Emergency motions during impending circumstances (will be deemed as emergency by the Legislative Branch Leadership Team)

I. Process: Outreach to the Student Body
The primary individual(s) or group responsible for outreach around a motion will be the sponsors of the motion as well as the voting members of the Senate (i.e. Senators and Committee Chairs).

The Speaker and the Chair of Outreach and Development Committee will be charged with supervising the outreach process of all motions.

The mode of outreach may include, but is not limited to, one of the following procedures -
• Holding a public forum
• Tabling in the Campus Center or other high traffic areas of campus
• Sending a survey to students using Email, Social Media, Class Pages, etc.
• Door-knocking in residential halls
• Attending RSO events and telling members about the particular motion
• Publicizing the effort through relevant media outlets in conjunction with the Secretary of Public Relations

Should the sponsor or other SGA member choose a different mode of outreach, it must be approved by the Speaker.

To be deemed as sufficient outreach, the SGA member must reach at least 150 undergraduate students and record their opinions on the particular motion.

I. Communicating Student Opinion
Upon completion of outreach to at least 150 undergraduate students, the SGA members responsible for the given motion will share their results with the Speaker and Associate Speaker by the Sunday at 5PM prior to the Senate Meeting in which the motion will be voted on. The Speaker and Associate Speaker will be responsible for sharing these results with the entirety of the SGA via email.

Sponsors of the motion will speak about their plan of outreach and the majority opinion of students when presenting their motion before the Senate. While voting members are not bound to the results of this outreach, they are strongly encouraged to consider the opinions of their constituents when casting their votes.
Motion is sent to the Speaker by Sunday at 5PM

SGA Legislative Leadership votes on Consultation

Motion falls under Student Consultation Policy
- Motion is delayed for eight days from initial submission
- Results are communicated to the Speaker by Sunday at 5PM

Motion does not fall under Student Consultation policy
- Outreach plan is created by the sponsors of the motion
- Speaker informs the SGA of the results
- Motion is placed on the agenda for the subsequent Senate Meeting
- Placed on the Senate agenda for the subsequent Senate Meeting
PREAMBLE
We, the undergraduate students of the University of Massachusetts at Amherst, in order to establish a democratic system for undergraduate University governance, and in order to promote the general welfare of all University undergraduate students, do hereby ordain and establish this Constitution of the Student Government Association at the University of Massachusetts at Amherst.

ARTICLE I
Name

Section 1 The name of this organization shall be the Student Government Association of the University of Massachusetts at Amherst, herein denoted SGA.

ARTICLE II
Membership

Section 1 All undergraduate students of the University of Massachusetts at Amherst, herein denoted the University, meeting the qualifications for SGA membership prescribed by the General By-laws of the SGA, as approved by the Vice Chancellor for Student Affairs, shall be entitled to be members of the SGA, and shall have an equal voice and vote therein with that of their fellow members.

ARTICLE III
Authority

Section 1 This Constitution shall supersede any other previously existing system of campus-wide governance for the University undergraduate population.

Section 2 The SGA shall derive its authority from the undergraduate students of the University, in general election, and The Board of Trustees, as provided for in Section 3, Chapter 75, of the General Laws of the Commonwealth of Massachusetts. Section 3 The SGA, as a governance body, shall be governed by the Board of Trustees' Statement on University Governance. [Trustee Document T73-098, as amended] Section 4 All By-laws, Acts, procedures and all other actions
of the SGA, shall be consistent with this Constitution and Trustee Document T73-098, as amended.

ARTICLE IV
Composition of the Government

Section 1
The SGA shall be composed of the Legislative, Executive and Judicial branches of government. All elected and appointed officers of the SGA shall be members of the SGA, as defined by the General By-laws of the SGA, and no SGA member shall hold elected or appointed office in more than one branch of the government, except as provided for by this Constitution or the General By-laws of the SGA.

Section 2
The University Student Trustee as defined by the General Laws of the Commonwealth of Massachusetts, shall be an ex-officio officer of the SGA.

ARTICLE V
The Legislative

Section 1
Charge - The legislative authority of the SGA, as defined in Article V, Section 4 of this Constitution, shall be vested in the University Undergraduate Senate, herein denoted the Senate, and other lesser legislative bodies recognized by this Constitution or the General By-laws of the SGA.

Section 2
Composition - The Senate membership shall be composed of representatives apportioned by the Senate to Electoral Districts, as defined by the General By-laws of the SGA.

Section 3
Election - Senators shall be elected in a manner prescribed by the General Bylaws of the SGA and shall serve for a term prescribed therein.

Section 4
Powers - The Senate shall have the power to:
A. Review and make recommendations regarding the Student Activities Fee. A recommended increase in the Student Activities Fee of over 7.5% shall require a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and an affirmative vote of the SGA membership through an Action Referendum.

B. Determine and provide for its rules and procedures, elect its officers, and fix the time and place of its meetings, provided that there be a regular meeting with fixed time and place at least once every week of the University academic calendar.

C. Require the attendance of its members by rule.

D. Expel a member of the Senate. The act of Expulsion shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.

E. Enact, amend or repeal the General By-laws of the SGA, unless otherwise provided for by the General By-laws of the SGA. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, and the approval of the Vice Chancellor for Student Affairs.

F. Ratify SGA Elections within thirty (30) calendar days of the election. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.

G. Initiate a referendum as defined by Article VIII of this Constitution. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.

H. Decide tie General or Special Elections at its first meeting following the election. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.

I. Recommend the Student Activities Trust Fund Budget Request. Such an Act shall require a majority vote of its membership in attendance at a scheduled meeting, and shall be reviewed by the Vice Chancellor for Student Affairs, the Campus Budget Officers, the Chancellor, and the University President, before submission to the Board of Trustees for approval.

J. Recommend the Student Activities Trust Fund Operating Budget by enactment of the
Annual SGA S-1 Budget Act. Such an Act shall require a majority vote of its membership in attendance at a scheduled meeting, and shall be submitted to the Vice Chancellor for Student Affairs for approval. Disbursements therefrom shall be in accordance with duly established University financial and operational policies and campus procedures.

K. Override a presidential veto. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.

L. Approve Executive Cabinet and Student Judiciary appointments. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.

M. Require reports from the President and Executive Cabinet on any matter relevant to the functioning of the SGA.

N. Impeach an elected officer of the SGA. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.

O. Provide for the succession to those elected offices of the SGA not otherwise provided for by this Constitution.

P. Provide for the transition of the SGA to this Constitution.

Q. Promote the general welfare and interests of the undergraduate student body by making recommendations on policies and procedures consistent with Trustee Document T73-098, as amended, provided that, when an action is intended as a formal recommendation from the SGA, as a governance body, it shall be submitted in accordance with the procedures prescribed in said document.

Section 5 Prohibitions - The Senate shall not:

A. Take an action abridging any of the powers delegated it by this Constitution.

B. Deny the rights and privileges of Senate membership to any duly elected Senator, except as provided for by this Constitution or the General By-laws of the SGA.

C. Recommend the appropriation of monies for a period of more than one (1) fiscal year.
D. Recommend the increase or decrease in wage of an elected officer of the SGA, effective to the incumbent at the time of the increase or decrease.

E. Infringe the secrecy of the ballot in SGA General Elections.

F. Meet in "executive session", as defined by the General Laws of the Commonwealth of Massachusetts.

Section 6 Procedures
A. No bill, unless otherwise provided for by this Constitution or the General By-laws of the SGA, shall become an Act of the SGA unless it shall have been introduced to the Senate, read and passed, by a majority vote of its membership in attendance at a scheduled meeting.
B. No bill, unless otherwise provided for by this Constitution or the General By-laws of the SGA, shall become an Act of the SGA without the signature of the SGA President, provided that withholding of her/his signature shall constitute veto, and that the President of the SGA shall notify the Speaker of the Senate within seven (7) calendar days, giving explicit reasons for the veto.
C. If a bill shall not have been vetoed within seven (7) calendar days following its passage, it shall become an Act of the SGA.
D. A vetoed bill may be enacted notwithstanding the veto of the SGA President, if it shall have been read in full a second time, and passed upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.
E. The quorum for the conduct of business at a Senate meeting, or a meeting of a Senate Committee, shall be fifty percent (50%) of the total voting membership plus one (1), unless otherwise provided for by this Constitution or the General By-laws of the SGA.

Section 7 The Speaker & Associate Speaker of the Senate
A. The Senate shall provide for the election of, from its voting membership, a Speaker of the Senate, herein denoted the Speaker, who shall serve as the chief presiding officer of the Senate.
B. The Senate shall provide for the election of, from its voting membership, an Associate Speaker of the Senate, herein denoted the Associate Speaker, who shall serve as the chief clerk and parliamentarian of the Senate.
C. If a vacancy shall occur in the office of Speaker, the Associate Speaker shall become Speaker for the duration of the unfinished term.

ARTICLE VI
The Executive

Section 1 Charge - The executive authority of the SGA shall be vested in an SGA President, herein denoted the President, and other lesser executive officers recognized by this Constitution or the General By-laws of the SGA.

Section 2 Election - The President shall be popularly elected by a majority or plurality of the SGA membership voting, on or before March 25 of each calendar year and shall serve for a term of one (1) calendar year, here defined as April 1 to March 31, and said election shall be held in a manner prescribed by the General By-laws of the SGA.

Section 3 The President shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:
A. "I do affirm to faithfully execute the office of SGA President and support the Constitution and General By-laws of the Student Government Association."

Section 4 Vacancies - If a vacancy shall occur in the office of President, the Speaker shall become President for the duration of the unfinished term.

Section 5 Power - The President shall have the power to:
A. Act as the chief executive of the SGA.
B. Take care that all the provisions of this Constitution, the General By-laws of the SGA, and Acts of the SGA are faithfully executed.
C. Appoint, upon a majority vote of the Senate membership in attendance at a scheduled meeting, the Executive Cabinet.
D. Appoint, upon the recommendation of the Coordinating Council, and upon a majority vote of the Senate membership in attendance at a scheduled meeting, the seven (7) Justices of the Student Judiciary.
E. Appoint all lesser executive officers and external SGA committees as defined by the General By-laws of the SGA.
F. In a manner prescribed by the General By-laws of the SGA, call the Senate into Session.
G. Be an ex-officio member of the Senate, as defined by the General By-laws of the SGA, and shall, in an address upon taking office, and at the first scheduled Senate meeting of a new
Session, put forward her/his legislative agenda for consideration by the Senate.
H. Veto any bill except Resolutions, the Annual SGA S-1 Budget Act, and Articles of Impeachment.
I. Initiate a referendum as defined in Article VIII of this Constitution and the General By-laws of the SGA.

ARTICLE VII
The Judicial

Section 1 Charge - The judicial authority of the SGA shall be vested in a Student Judiciary.

Section 2 Jurisdiction - The Student Judiciary shall have original jurisdiction over any controversy arising under this Constitution, the General By-laws of the SGA, or any Act of the SGA.

Section 3 Composition - The Student Judiciary shall be composed of seven Justices appointed and confirmed in a manner prescribed by Article VI, Section 5 Sub-section D of this Constitution, and who shall serve for the calendar period of their SGA membership.

Section 4 Power - The Student Judiciary may hold, by declaratory judgment, any act by any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to be unconstitutional, or in violation of any By-law or Act of the SGA, and therefore, invalid, provided said action is not a governance item approved by the Board of Trustees.

Section 5 Procedure - Any person(s), with the exception of members of the Student Judiciary, may file with the Student Judiciary a Petition for a Ruling on the constitutionality and/or validity of any act by any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, within ninety (90) days of said action, and the Student Judiciary shall issue a ruling on same, provided said action is not a governance item approved by the Board of Trustees.

Section 6 Quorum - The Quorum for the conduct of business for the Student Judiciary shall be five (5) Justices; one (1) of whom shall be the Chief Justice or Associate Chief Justice.

Section 7 Chief Justice & Associate Chief Justice
A. The Student Judiciary shall provide for the election of, from its voting membership, a Chief Justice of the Student Judiciary, herein denoted the Chief Justice, who shall serve as the chief presiding officer of the Student Judiciary.
B. The Student Judiciary shall provide for the election of, from its voting membership, an Associate Chief Justice of the Student Judiciary, herein denoted the Associate Chief Justice, who shall serve as the chief clerk of the Student Judiciary.
C. If a vacancy shall occur in the office of Chief Justice, the Associate Chief Justice shall become Chief Justice for the duration of the unfinished term.

ARTICLE VIII
Referenda

Section 1 There shall be two primary types of referenda:

A. Action - An Action Referendum, if approved, shall become an Act of the SGA, shall not be subject to presidential veto, and when such an action is intended as a formal recommendation from the SGA, as a governance body, it shall be submitted in accordance with the procedures prescribed in Trustee Document T73-098, as amended.
B. Advisory - An Advisory Referendum shall only be a measure of public sentiment.

Section 2 All referenda shall be clearly labeled and understood by the SGA membership to be either an Action or Advisory Referendum.

Section 3 Action or Advisory Referenda shall be initiated by any one of the following:

A. The University Student Trustee
B. The Senate
C. The SGA President
D. The signatures, on a petition, of not less than five percent (5%) of the SGA membership.
Section 4 Advisory Referenda shall be initiated by the Chancellor or the Vice Chancellor for Student Affairs.

ARTICLE IX
Amendment

Section 1 This Constitution shall be amended through either of the processes prescribed in Article IX,

Section 2 An amendment to this Constitution shall be passed upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and a majority vote of the SGA membership voting on the amendment through an Action Referendum.

Section 3 An amendment to this Constitution shall be passed upon a two-thirds (2/3) vote of the SGA membership voting on the amendment through an Action Referendum.

Section 4 If the amendment process prescribed in Article IX, Section 2, of this Constitution shall have been invoked, then, following an amendment's passage in the Senate, the amendment shall appear as an Action Referendum before the SGA membership, no more than thirty (30) calendar days from the calendar date of the amendment's passage in the Senate.

Section 5 No person shall formally introduce an amendment to this Constitution, who shall not have first consulted the Chief Justice and the Directing Attorney of Student Legal Services Office, or her/his designee.

ARTICLE X
Ratification

Section 1 This Constitution shall be ratified upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, a majority vote of the voting SGA membership on an Action Referendum, and the approval of the Board of Trustees.
TITLE I
ADMINISTRATIVE
Chapter 1
Definitions

Section 1  “Student Government Association Member” - The term “Student Government Association Member” or “SGA Member” shall hereby be defined as any undergraduate student of the University of Massachusetts Amherst who is subject to, and having paid, the Student Activities Fee for the calendar time to which their paid Student Activities Fee is applicable.

Section 2  “Student Government Association Officer” - The term “Student Government Association Officer” shall hereby be defined as, unless otherwise provided for, an SGA Member who holds an elected or appointed position within the Student Government Association.

Section 3  “Student Government Association Leadership” - The term “Student Government Association Leadership” shall hereby be defined as, unless otherwise provided for, an SGA Officer, who holds one of the following positions:

1. President
2. Vice President
3. Speaker
4. Secretary
5. Associate Speaker
6. Chair of a Senate Standing Committee

Section 4  “Dilatory”- The term “Dilatory” shall be defined as follows; a point or motion that in the chairs judgement are introduced to obstruct the conduct of the Senate’s business.

Section 5  “Wellman Document” - The term “Wellman Document,” otherwise and formally known as “Trustee Document T73-098”, shall hereby be defined as a statement of governance from the Board of Trustees. The “Wellman Document” gives the Student Government Association their rights, responsibilities, and privileges through the General Laws of the Commonwealth.

Section 6  “Articles of Impeachment” - The term “Articles of Impeachment” describes the formal charges or petition brought to the Rules and Ethics Sub-Committee or Administrative Affairs Committee against the Student Government Association President or Vice-President for engaging in any act or practice that include but are not limited to practices and or behavior that violates the Constitution or Bylaws of the SGA, and may result in the removal of the accused official from their position.
Section 7  “Quorum” - The term “Quorum” shall hereby be defined as, unless otherwise provided for, as fifty (50) percent plus one (1) of Legislative Branch leadership.

Section 8  “Calendar Days” - The term “Calendar Days” shall hereby be defined as, unless otherwise provided for, all days throughout the academic calendar with the following exemptions:

1. Thanksgiving Recess, Winter Recess, Spring Recess and Summer Recess.
2. All other days resulting in the closing of the campus.

Section 9  “Business Days” - The term “Business Days” shall hereby be defined as, unless otherwise provided for, all days throughout the calendar with the following exemptions:

1. Saturday and Sunday.
2. Federal and state holidays.
3. All other days resulting in the closing of the campus.

Section 10  “RHA” - The term “RHA” shall hereby be defined as, unless otherwise provided for, Residence Hall Association (RHA), a subsidiary governance body of the University of Massachusetts Undergraduate Student Government Association.

Section 11  “Subsidiary Motion” - The term “Subsidiary Motion” shall hereby be defined as, unless otherwise provided for, a type of motion by which an assembled Senate deals directly with a main motion prior to (or instead of) voting on the main motion itself. Subsidiary Motion terms include as follows:

1. Adjourn
2. Call the Amendment
3. Amend
4. Amend an Amendment
5. Call the Main Motion
6. Change the Voting Procedure
7. Overrule the decision of the Speaker
8. Recess
9. Recognize a Non- Member of the Senate
10. Call the Reconsideration
11. Reconsider
12. Suspend the Rules to Consider A Main Motion Not Previously
13. Table
Section 12  “General Elections” - The term “General Elections” shall hereby be defined as, unless otherwise provided for, as those elections in which the University Student Trustee, the Student Government Association President, Student Government Association Vice President, and the Senate are elected in anticipation of the expiration of a term as defined by the Constitution or By-laws of the Student Government Association.

Section 13  “Special Elections” - The term “Special Elections” shall hereby be defined as, unless otherwise provided for, as those elections called to fill vacancies not occurring as the result of the expiration of a term, as defined by the Constitution of the Student Government Association or By-laws of the Student Government Association, for the University Student Trustee, Senate, and Student Government Association Leadership.

Section 14  “Ex-Officio” - The term “Ex-Officio” shall hereby be defined as, unless otherwise provided for, SGA membership by virtue of fulfilling the requirements of being an “SGA Member” and possessing the right to address their respective bodies or agencies in accordance with the rules and bylaws of said bodies or agencies (without their prior consent). However, an ex-officio member may not make any motion, cast any vote, count toward quorum, or exercise any authority, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

Section 15  “Transition Binder” - The term “Transition Binder” shall hereby be defined as, unless otherwise provided for, a binder, both virtual and physical, for the successor of each position for which a binder is required, detailing useful information and details on projects from previous years.

Section 16  “Senate Session” - The term “Senate Session” shall hereby be defined as, unless otherwise provided for, a meeting consisting of no less than the quorum number of the members of the Student Government Association Senate either a regular period or special period.

Section 17  “Action Referendum” - An Action Referendum, if approved, shall become an Act of the SGA, shall not be subject to presidential veto, and when such an action is intended as a formal recommendation from the SGA, as a governance body, it shall be submitted in accordance with the procedures prescribed in Trustee Document T73-098, as amended.

Section 18  “Student Activities Trust Fund Fee” - The term “Student Activities Trust Fund Fee,” also commonly referred to as the “SATF” fee, shall hereby be defined as, unless otherwise provided for, a mandatory student fee paid by all undergraduate members of the Student Government Association.
Section 19  “Majority” - The term “Majority” shall hereby be defined as, unless otherwise provided for, fifty (50) percent of all voting members plus one (1) in attendance, provided that quorum of all voting members is achieved.

Section 20  “Parliamentary Points” - The term “Parliamentary Points” shall hereby be defined as, unless otherwise provided for, a point made by a member of a body wants to draw attention to a particular issue in a meeting. Parliamentary Points terms include as follows:

1. Point of Order
2. Point of Information
3. Point of Parliamentary Inquiry
4. Point of Personal Privilege
5. Point of Clarification

Section 21  “Advisory Referendum” - The term Advisory Referendum shall be defined as a question for the use of advisory given to the undergraduate body on a ballot in which the outcome shall be taken by the Student Government Association into consideration on a plan of action but shall not be binding to approve such a course of action.

Section 22  “Supermajority” - The term “Supermajority” shall hereby be defined as, unless otherwise provided for, sixty-six (66) percent of all voting members in attendance plus one (1), provided that quorum of all voting members is achieved.

Section 23  “Frozen” - The term “Frozen” shall hereby be defined as, unless otherwise provided for, the time period for which an RSO cannot use any of the funds provided for them by the SGA. The RSO may continue to use other resources given to them by the SGA.

Section 24  “RSO Suspension” - The term “RSO Suspension” shall hereby be defined as, unless otherwise provided for, the suspension of an RSO’s charter. As soon as an RSO’s charter is suspended, they are no longer allowed to use any of the benefits provided for them by the SGA under the purview of being an RSO. This includes, but is not limited to, spending funds given to them by the SGA, meeting in a space provided for them by the SGA, or having the SGA, in any way, advocate or provide support for the RSO.

Section 25  “Inactive” - The term “Inactive” shall hereby be defined as, unless otherwise provided for, an RSO which has been inactive for over five (5) years. Upon an RSO being classified as inactive, the RSO ceases to exist and must re-apply as an entirely new RSO should they decided that they want to be an RSO again.
Section 26 The Regular Period - The term “Regular Period” of the Senate shall hereby be defined as the calendar period extending from the first meeting of the Senate in the fall semester to the final meeting of the Senate in the same fall semester as well as the first meeting of the Senate in the subsequent spring semester to the final meeting of the Senate in the same spring semester. “Semester” shall be defined by the official academic calendar of the University.

Section 27 The Special Period - The term “Special Period” of the Senate shall hereby be defined as the calendar period extending from the final meeting of the Senate in the spring semester, to the first meeting of the subsequent fall semester, as well as the calendar period extending from the final meeting of the Senate in the fall semester, to the first meeting of the subsequent spring semester.

Section 28 Registered Student Organization Councils, hereby referred to as RSO Councils, are subsidiary governance bodies of the Student Government Association.

Chapter 2
Cross Branch Service

Section 1 SGA members may hold elected or appointed office in more than one (1) branch of the government provided that no more than one (1) of said offices is at or above the rank of Executive Cabinet member, Senator, Student Judiciary member, or RSO Council President.

Chapter 3
Equal Opportunity Policy

Section 1 No person, having qualified for SGA membership in the manner prescribed by Title 1, Chapter 1, Section 1, of the By-laws of the SGA, shall be denied the rights and privileges of SGA membership, on the basis of age, marital status, physical ability, class, national origin, political affiliation, race, religion, sex, sexual orientation, or any other category or group of individuals protected by either federal, state, or local anti-discrimination statutes and Bylaws.

Chapter 4
SGA Code of Conduct
Section 1  No officer or agent of the SGA shall participate in any private business or professional activity or have any direct or indirect financial interest which would create a conflict between that private interest and the best interests of the SGA.

Section 2  No officer or agent of the SGA shall use or allow the use of any SGA property, facilities, or personnel of any kind for any activity not officially sanctioned by the Constitution of the SGA, the By-laws of the SGA or an Act of the SGA.

Section 3  No person shall give, offer, or promise to any officer of the SGA, any benefit not authorized by the Constitution of the SGA, the By-laws of the SGA, or by Act of the SGA, for any performance or nonperformance of an act, whether or not the officer is capable.

Section 4  No officer or agent of the SGA shall intentionally and wrongfully harm or threaten to intentionally and wrongfully harm any person by the performance or nonperformance of an act.

Section 5  No officer or agent of the SGA shall aid, advise, procure or in any other way directly induce another to act in violation of the Constitution of the SGA, the By-laws of the SGA, or an Act of the SGA.

Section 6  All elected or appointed officers and agents of the SGA shall adhere to the following Officer Standards:

1. No profanity shall be allowed in the office or at any SGA event.
2. No jokes or remarks that can be considered oppressive or offensive towards race, gender, age, disability, sexual preference, religion, class, creed, orientation, and/or any other identity shall be tolerated.
3. No sexual remarks nor acts shall be tolerated in the office or at any SGA event.
4. Professionalism shall be maintained while in the office, at any SGA event, and while displaying any SGA paraphernalia, and/or while acting as an agent of the SGA.
5. Any conduct that is in violation of these Standards should be reported to the SGA advisor and/or the Judicial.

Section 7  Title I, Chapter 5 will become the Annual SGA S-3 Officer Standards and is to be ratified each year by the 4th to last senate meeting of the Spring session in the spring by the end of the session, and is to be presented during Senate trainings.
Section 8  Title I, Chapter 5 of the By-Laws of the SGA shall be amended by a two-thirds (2/3) majority vote of the Senate membership in attendance at a scheduled meeting.

Section 9  If Title I, Chapter 5 is not ratified by the end of the session, the previous year’s Code of Conduct and Officer Standards will remain in effect.

Chapter 5
Open Meetings

Section 1  All meetings of the Senate, Senate Committees, Sub Committees or Commissions, the Coordinating Council, Student Judiciary Hearings, the recognized bodies of the Area Governments and Agencies of the SGA, shall be open to the public at all times, and no action of any of the above named entities shall be considered binding, except when made at such a public meeting.

Section 2  The public shall be afforded reasonable prior notice of such meetings. Twenty-four (24) hours notice shall be presumed to be reasonable.

Section 3  Deliberative Sessions of the Student Judiciary, and meetings of the Elections Commission when they shall be assembled to count the ballots of an Election, shall be exempt from this chapter of the By-laws of the SGA.

Chapter 6
Public Records

Section 1  All official SGA records, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA shall be open for inspection, with reasonable supervision, by any person.

Section 2  An SGA officer or agent having custody of any official SGA records shall permit them to be inspected and examined, upon receiving a formal request, at reasonable times, during reasonable working hours, and shall furnish certified copies thereof upon request. A formal request for information shall be defined as any request sent in writing, whether on paper or electronically, that is dated and also filed with the Associate Speaker of the Senate. The request shall be considered a SGA public record, and must be kept on file by the Associate Speaker.
Section 3 If the number of certified copies requested exceeds two (2), the SGA may assess a fee which shall not exceed the cost of duplication.

Section 4 The Constitution of the SGA, the Bylaws of the SGA, and the Acts of the SGA shall be regularly compiled and updated by the Administrative Affairs Committee and copies of the same shall be in the possession of the President, the Speaker, the Chief Justice, the Directing Attorney of the Student Legal Services Office and the Office of Student Activities and Involvement.

Section 5 If the request for information is not fulfilled within seven (7) calendar days of the request being made, the petitioner may file a request for investigation by the Rules and Ethics Subcommittee in a joint effort with the SGA Attorney General.

Section 6 If the Rules and Ethics Subcommittee finds the office holder to be in error, the Committee will present its findings to the Senate. The Rules and Ethics Subcommittee shall then proceed as guided in Title II, Chapter 28, Section 3, Subsection A.

Chapter 7
The Coordinating Council

Section 1 There shall be a Coordinating Council, which shall be charged with facilitating communication among the three branches of government and dispensing discretionary funds during the special period.

Section 2 The Coordinating Council shall exercise no authority not otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

Section 3 The Coordinating Council shall be composed of the membership prescribed herein:

1. The President.
2. The Speaker.
3. The Chief Justice.
4. The Vice President.
5. The Associate Speaker.
6. The Executive Cabinet.
7. The Chair or their designee of each of the Standing Committees of the Senate.
8. Six (6) Senators appointed, upon a majority vote of the Senate membership in attendance at a scheduled meeting, by the Speaker.

Section 4 For the term of the special period, the President, Vice President, Executive Cabinet, Chief Justice, Speaker, and Associate Speaker shall serve as ex-officio members.

Section 5 The Coordinating Council shall be chaired by the Speaker. In the event that the Speaker is unable to serve for the term of the special period, the Associate Speaker shall serve as the chair of the Coordinating Council.

Section 6 Coordinating Council seats, other than the Speaker or the Associate Speaker, that are vacated during the Regular Period shall be filled by the qualifications prescribed for said seat by this Chapter.

Section 7 Coordinating Council seats vacated during the term of the Special Period shall remain vacant for the term of the Special Period.

Section 8 The President, the Speaker, the Chief Justice and the Executive Cabinet, shall serve on the Coordinating Council for their term of office. The Senators serving on the Council shall serve for one (1) Senate Session.

Section 9 The Coordinating Council shall meet at least once a month.

Chapter 8
The University Student Trustee

Section 1 The University Student Trustee shall be elected in a manner prescribed by the General Laws of the Commonwealth of Massachusetts and Title VIII of the By-laws of the SGA, and shall serve for the term of one (1) calendar year, here defined as July 1 to June 30.

Section 2 If a vacancy shall occur in the office of University Student Trustee, the Elections Commission shall call a Special Election to fill the vacancy.

Section 3 The University Student Trustee shall not be subject to impeachment or recall as prescribed by the Constitution of the SGA and the By-laws of the SGA, and shall not receive a pecuniary benefit for their service.
Chapter 9
Anti Redundancy Clause

Section 1 In the event of conflicting statements within the bylaws in which neither of the conflicting bylaws have been violated, the procedure for resolving the conflict should be as follows:

1. The conflict shall be brought forth to the Administrative Affairs Committee.
2. Upon review, the Administrative Affairs Committee shall determine if there is a conflict. Shall the conflict be found to be true by two-thirds (2/3) majority, then the Administrative Affairs Committee must resolve the conflict by amending the bylaws so that they comply with the most recently written bylaw.

Section 2 In the event of conflicting statements within the bylaws in which one of the conflicting bylaws has been violated, the procedure for resolving the conflict should be as follows:

1. The conflict shall be reported to the Judiciary.
2. Based on the ruling of the Judiciary, one of the conflicting statements shall be struck from the bylaws.

Chapter 10
Amendment to the By-laws of the SGA

Section 1 The Bylaws of the SGA, unless otherwise provided for by the By-laws of the SGA, shall be amended upon a two-thirds (2/3) majority vote of the Senate membership in attendance at a scheduled meeting, and the approval of the Vice Chancellor for Student Affairs and Campus Life.

Section 2 To propose an amendment to the By-Laws of the SGA, with the exception of Title VI, the motion must first be heard by the Administrative Affairs Committee. Upon receiving a positive recommendation by the Administrative Affairs Committee the the Chair of the Administrative Affairs Committee must consult with the Directing Attorney of the Student Legal Services Office (or their designee). Upon consulting with the aforementioned, the motion can then be submitted to the Speaker’s Office to be placed on the Senate’s agenda.

Section 3 All amendments to be made to Title VI. must first be heard by the Ways & Means Committee. Upon receiving a positive recommendation by the Ways & Means Committee the the Chair of the Ways & Means Committee must consult with the Directing Attorney of the Student Legal Services Office (or their designee). Upon consulting with the aforementioned, the motion can then be submitted to the Speaker’s Office to be placed on the Senate’s agenda.
Chapter 11
Student Legal Services Office Legal Memos

Section 1 There shall be three (3) ways to obtain a legal memo from the Student Legal Services Office:

1. The Judicial Method – the Judiciary shall have the power to ask for a legal memo through the procedure set down in Title IV
2. The Legislative Method – Upon a majority vote of the Administrative Affairs Committee, a majority vote of the Senate, or at the request of the Speaker
3. The Executive Method – Upon the request of the President or the Attorney General

Chapter 12
Website

Section 1 The SGA shall maintain an updated website building a foundation for constituent transparency.

Section 2 The content of the website shall include, but is not limited to:

1. Times and dates of all Senate meetings, Judicial hearings, and all other SGA sponsored events
2. The minutes of the previous meeting, including all passed and not passed motions
3. All motions to be considered at the next Senate meeting, posted 24 hours in advance of said Senate meeting if possible
4. Names, email addresses, area of representation (if applicable), and projects of all Senators, SGA Executive Officers and Cabinet members, and the Speaker and Associate Speaker.
5. An electronic copy of the SGA Constitution and Bylaws, the Wellman Document, all Judicial documents, and all acts of the SGA.
6. An open copy of the current year’s budget appropriations, as well as at least five years of previous budgets.
7. Information pertaining to all agencies financially supported by the SGA, and resources for Registered Student Organizations.
8. All relevant information pertaining to regular and special elections, including but not limited to:
   a. Downloadable nomination forms
   b. Full text of all petitions and referenda
   c. Names of all candidates for all elected positions, with the option for each to include a 200 word explanation of their platform

9. Resources for constituent feedback and comments

10. UVC video recordings of Senate meetings, as available
TITLE II

LEGISLATIVE
Chapter 1
The Senate Session

Section 1  The term “Senate Session” shall hereby be defined as, unless otherwise provided
for, a meeting consisting of no less than the quorum number of the members of the Student
Government Association Senate as well as the members of Student Government Association
Leadership, as defined in Chapter two entitled “Definitions” Section two of Title one, and
divided into either a regular period or special period. The Regular period and the Special period
are as prescribed herein:

1. The Regular Period - The term “Regular Period” of the Senate shall hereby be defined as
the calendar period extending from the first meeting of the Senate in the fall semester to
the final meeting of the Senate in the subsequent spring semester, but not including the
Winter Recess “Semester” shall be defined by the official academic calendar of the
University.

2. The Special Period - The term “Special Period” of the Senate shall hereby be defined as
the calendar period extending from the final meeting of the Senate in the spring semester,
to the first meeting of the subsequent fall semester, as well as the Winter Recess.

Chapter 2
The Regular Period

Section 1  The first meeting of the Senate Regular Period shall commence a Senate Session.

Section 2  Within fourteen (14) calendar days of ratification of the Fall General
Election, the President shall convene the first meeting of the Regular Period.

Section 3  If, within fourteen (14) calendar days of ratification of the Fall General Election,
the President shall have failed to convene the first meeting of the Regular Period of the Senate,
the Coordinating Council shall convene said meeting, and the Coordinating Council Chair shall
preside at said meeting.

Chapter 3
Elections Commission Appointment

Section 1  The President shall, on or before October 15 of each calendar year, submit five (5)
candidates to Senate for the Elections Commission.
1. The President shall have the ability to submit their representative to the Senate before taking office, but only after the ratification of the election.
2. The Senate shall have the power to confirm Elections Commission nominees prior to the beginning of the nominee’s prospective term. If confirmed, the Election Commission shall follow the procedures outlined in Title VIII, Chapter entitled “Installation of Elections Commission Members.”
3. The President shall notify all applicants of their acceptance/rejection, and shall notify accepted applicants of their required attendance at confirmation hearings in the Administrative Affairs Committee and the Senate.

Section 2 If the Senate shall not have acted to confirm or deny a Elections Commission appointment of the President within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 3 If the Senate shall have voted to deny a Elections Commission appointment, the President shall submit a second named representative to the Senate within ten (10) calendar days.

Chapter 4
The Annual SGA F-1 Apportionment Schedule

Section 1 The Annual SGA F-1 Apportionment Schedule Act shall denote the proportionment of Senate seats among the Electoral Districts.

1. The Annual SGA F-1 Apportionment Schedule Act must be submitted to Senate in the fall semester of the Academic year, but no later than the third to last meeting of the fall semester.

2. The Annual SGA F-1 Apportionment Schedule Act must pass through Senate with two-thirds (2/3) majority to be ratified for the following General Election.

   a. If The Annual SGA F-1 Apportionment Schedule Act fails to be ratified by the last meeting of the fall semester by Senate the previous Annual SGA F-1 Apportionment Schedule Act shall remain in effect.

3. The Annual SGA F-1 Apportionment Schedule Act may not be amended by Senate, but may be tabled back to the Administrative Affairs Committee to be
placed on the next agenda of a regularly scheduled Administrative Affairs Committee Meeting.

Section 2 The apportionment of an Electoral District in the Annual SGA F-1 Apportionment Schedule Act shall not be below three-fourths (3/4) or above five-fourths (5/4) of its representative proportion.

Section 3 The Administrative Affairs Committee has the responsibility of drafting the Annual SGA F-1 Apportionment Schedule Act.

Chapter 5
Electoral Districts

Section 1 Electoral districts shall be as prescribed herein:

1. By means of academic year, which shall be defined as their official expected graduation date
   a. Freshman
   b. Sophomore
   c. Junior
   d. Senior
2. Senators shall be members of the Electoral District from which they shall have been elected

Section 2 Senate seats shall be apportioned so that there are sixty (60) Senators, to be divided among the Senate electoral districts. The number of Senators elected in each electoral district shall be calculated by the Elections Commission preceding each Senate election.

1. The number of Senators allocated to an electoral district shall at no time fall below three-fourths (3/4) or be higher than five-fourths (5/4) of those originally allocated in the Apportionment Schedule.

Section 3 If, after the ballots have been counted by the President, no nominee for the office of Elections Chancellor shall have received a majority of the votes cast, the nominee receiving the lowest total votes for Elections Chancellor shall be eliminated, and the ballots for Elections Chancellor shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for Elections Chancellor shall have received a majority.

Section 4 The Elections Chancellor elected in the Session immediately preceding shall be
eligible to be nominated for Elections Chancellor.

**Section 5** An Elections Commissioner may, within twenty-four (24) hours of the election, request a recount.

**Section 6** No business shall be conducted by the Elections Commission prior to the election of the Elections Chancellor.

**Section 7** The Chancellor of Elections shall, upon taking office, be administered the following affirmation by the Chief Justice, or at their request the Speaker, before the Senate membership: "I do affirm to faithfully execute the office of Elections Commissioner and support the Constitution and By-laws of the Student Government Association."

**Chapter 6**
**Term of Senate Office and Vacancies**

**Section 1** The Senate members of the Sophomore, Junior, and Senior Electoral Districts shall be elected or appointed in the Spring semester, on or before March 25th, of each calendar year, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 1, entitled Senate Session, in this Title of the By-laws of the SGA.

1. Voting members elected in the Spring shall serve as ex-officio members until the Regular Period convenes in the Fall. The Senate members of the Freshman and Electoral District shall be elected or appointed no later than five (5) weeks after the start of the fall semester, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 7, entitled Senate Session, in this Title of the By-laws of the SGA.

**Section 2** If a vacancy shall occur in the office of Senator, the vacancy shall be filled for the duration of the unfinished term, upon a majority vote of the Outreach and Development Committee in attendance at a scheduled meeting, and upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

**Section 3** If a vacancy shall occur in the office of Senator, the Outreach and Development Committee shall advertise the position to the electoral district of the vacancy for a period of fourteen (14) calendar days. Should no candidate be approved by the Outreach and Development Committee within these fourteen (14) calendar days, the Senate seat shall become opened to members of any electoral district.
1. If vacated, a seat occupied by a member of a different electoral district than its original apportionment the seat shall be returned to the district the seat was originally apportioned to.

2. A seat shall only be allocated to another electoral district if three-fourths (3/4) or more of an electoral district’s allocated seats in the Apportionment Schedule remain allocated to that district, and if the district receiving the seat will not be moved over five-fourths (5/4) of that district’s original allocation of Senate seats in the Apportionment Schedule.

3. The appointed Senator shall be a representative of their corresponding electoral district, as defined in the Chapter entitled “Electoral Districts” of this Title.

Section 4  In the case of filling a vacancy in the Senate, an SGA member, meeting the qualifications for Senate membership, shall be administered the following oath of office by the Speaker or acting Speaker: “I do affirm to faithfully execute the office of SGA Senator and support the Constitution and By-Laws of the Student Government Association.”

Chapter 7  Senate Attendance

Section 1  Senators shall attend all meetings of the Senate and the Senate Committee to which they are assigned. All absences and the nature thereof, shall be recorded in the minutes of the meeting.

Section 2  The Associate Speaker of the Senate shall take roll call at the beginning and end of all meetings of the Senate. An unexcused absence from each roll call shall constitute one-half (1/2) absence from the Senate.

Section 3  In the event of a roll call vote during a formal Senate session, one-half (1/2) absence shall be attributed to any Senator not present.

Section 4  The Chair of each Senate Committee shall take attendance at the beginning of each RHA meeting of the Committee. An unexcused absence from a Committee meeting shall constitute one-half (1/2) absence from the Senate.

Section 5  A Senator may only accumulate one (1) full absence per Senate meeting.

Section 6  Upon a Senator’s accumulation of two (2) unexcused absences from the Senate,
the Associate Speaker shall notify said Senator that accumulation of unexcused absences totaling three (3), shall result in resignation by non-attendance.

**Section 7** Upon accumulation of three (3) unexcused absences from the Senate, the Associate Speaker shall consider the Senator to have resigned their Senate seat by nonattendance, and shall declare the seat vacant.

**Section 8** If a Senator shall appeal the decision of the Associate Speaker after having resigned by non-attendance, the Senator may be reinstated and have up to one (1) absence stricken from the record, upon a majority vote of the Senate membership in attendance at a scheduled meeting.

**Section 9** At the beginning of each Regular Period of the Senate, as defined by Title II, Chapter 2, of the By-laws of the SGA, the Associate Speaker shall record zero (0) absences for each Senator.

**Section 10** Absences from a meeting of the Senate may be excused by the Associate Speaker. Absences from a meeting of a Committee of the Senate may be excused by the Committee Chair. Absences from either, may be excused for any one (1) of the reasons prescribed herein:

1. Personal illness
2. Family illness
3. An exam is scheduled for the day immediately following the Senate meeting.
4. Required class meeting or other scholastic duty.
5. Religious observances

**Section 11** Any Senator who has resigned by non-attendance shall not be appointed back in the Senate by the Senate during the current Senate Session unless provided by Section 8 of this chapter.

**Chapter 8**
Constituent Communication

**Section 1** Each Senator shall attend a two (2) Community Outreach Events each semester. One (1) campus wide SGA event organized by the Outreach and Development Committee, and one (1) hosted by a group of Senators held at a publicly accessible location.

**Section 2** The campus wide Community Outreach Event shall be planned and organized by
the Outreach and Development Committee and will take place once a semester. All Senators shall be held responsible for attending this Event each semester.

a. The Campus Wide Community Outreach Event shall be accessible to all members of the SGA. The purpose of the event is to provide students with information about the current state of the SGA, including, but not limited to, the SGA’s initiatives, projects, and goals. Senators shall be expected to hold conversations with SGA members and provide said information.
b. The Outreach and Development Committee shall be responsible for properly advertising the campus wide Community Outreach Event through flyers, social media, and any other appropriate means.

Section 3 The Senator led Community Outreach Event shall be organized by a group of a maximum of twelve (12) Senators once per semester. This group of Senators shall be responsible for selecting a location, creating advertising material, and organizing any necessary materials.

1. The Senator led Community Outreach Event shall be scheduled by the Outreach and Development Committee. The Committee shall select dates and times for six (6) events per semester and will keep a list of Senators who are planning each event. Senators shall be responsible for signing up for a date and time of an event they wish to plan and host.
   a. The Outreach and Development Committee shall assist Senators in selecting locations, booking spaces on campus, and ensuring that the events are completed.
   b. Each group of Senators shall be responsible for properly advertising each Senator led Community Outreach Event through standard flyers, social media, and any other appropriate means.

Section 4 Materials necessary for the announcement of such meetings (i.e. photocopies, posters, markers, etc.) shall be made available by the SGA.

Section 5 The SGA will appropriate a semester budget to the Outreach and Development Committee for Community Outreach Events. Said budget will be determined after the first round of Community Outreach Events by the Ways and Means Committee. The funds are to be used for the purposes of advertising and providing refreshments.

Section 6 Failure to attend a Community Outreach Event will constitute a full absence for purposes of Senate attendance.

Section 7 The Speaker and/or the Associate Speaker shall be responsible for taking attendance for the Community Outreach Events.

Section 8 Absences from a Community Outreach Event may be excused by the Speaker. Absences may be excused for any one of the reasons prescribed herein:

A. Personal Illness
B. Family Illness
C. An exam is scheduled for the day immediately following the Senate meeting
D. Required class meeting or other scholastic duty
E. Religious observances
F. Conflicting SGA Senate Committee meeting commitment
G. Previously scheduled work commitment

Section 9 Each voting member of the Legislative Branch during the regular period shall attend no less than two (2) ESO events and/or meetings each semester.

   a. Voting members are to attend ESO events solely as an SGA representative with the goal of supporting our ESOs and procuring more knowledge to help further SGA’s goal of “acknowledging, appreciating and expand the diversity of the student body”.
   b. Voting members cannot attend a meeting or event of an ESO that they are a member of for the purpose of attendance.

Section 10 The Outreach and Development Committee will be responsible for sending out the dates and times of student run events by the beginning of each month to the voting members of the legislative branch of the SGA.

Section 11 Each voting member that attends an ESO event and desires to give a report at a Senate meeting will have a designated time in the agenda to do so.

Section 12 Failure to attend two (2) ESO events and/or meetings in one semester will constitute one-half (1/2) an absence for purposes of Senate attendance.

   a. The first event shall be submitted by the withdrawal with a W date in the UMass academic calendar each semester. The second event shall be submitted by the time the registering for classes for the next semester opens.

Section 13 It is the responsibility of the Associate Speaker to determine the way by which attendance at these events and/or meetings will be counted and tracked in conjunction with the Committee Chairs.

Chapter 9
Expulsion of a Legislative Officer

Section 1 For the purpose of this chapter “Legislative Officer” shall be defined as an SGA Officer with the title of Speaker, Associate Speaker, or Senator.

Section 2 Only the Senate shall be empowered to expel a Legislative Officer, regardless of whether the Legislative Officer was appointed or elected.
Section 3  A petition of one-hundred (100) SGA members of the Legislative Officer’s constituency or if the Speaker or Associate Speaker are the subject of expulsion, the signatures of one-hundred (100) SGA members, may request the expulsion of a Legislative Officer by filing written charges with the Speaker, unless if they are the subject of expulsion, and the Chair of the Rules and Ethics Subcommittee of the Administrative Affairs Committee.

Section 4  Upon the receipt of written charges, and within thirty (30) calendar days, the Rules and Ethics Subcommittee shall investigate the charges in a manner prescribed by a majority vote of its membership in attendance at a scheduled meeting.

Section 5  Within fourteen (14) calendar days of its investigation, the Rules and Ethics Subcommittee shall, upon a majority vote of its membership in attendance at a scheduled meeting bring expulsion proceedings before the Senate.

Section 6  If the Rules and Ethics Subcommittee shall have voted to bring expulsion proceedings before the Senate, the Chair shall submit to the subject Legislative Officer written notice of the charges no less than seventy-two (72) hours prior to the Senate meeting at which the expulsion proceedings shall be considered.

Section 7  If the Rules and Ethics Subcommittee shall not have acted on the charges within fourteen (14) calendar days of their investigation, the matter may be brought before the Senate upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

Section 8  If the Rules and Ethics Subcommittee shall have voted not to bring expulsion hearings before the Senate, the Chair shall make a report to the Senate detailing the written charges and an explanation of the reasons as to why an expulsion hearing was not necessary. The Senate may then, upon a three-fourths (3/4) vote, elect to bring expulsion proceedings before the next regularly scheduled Senate meeting.

Section 9  If expulsion proceedings shall have been brought before the Senate, the charges shall be announced, the Rules and Ethics Subcommittee report on the matter shall be entered into the minutes, and the subject Legislative Officer shall be afforded an opportunity to address the Senate for twenty (20) minutes, which shall not be infringed by any person.

Section 10  If, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, the Senate shall have voted to expel the subject Legislative Officer, then, upon the announcement of the vote by the Speaker, the expulsion shall be complete.
Section 11 The subject Legislative Officer may, up until the time that expulsion proceedings are brought before the Senate, resign and formal charges shall be dropped.

Chapter 10
Installation of the Senate

Section 1 The President shall convene the first meeting of the Senate Session, and shall preside in the manner prescribed herein:

1. The President shall call the meeting to order.
2. The President shall take a roll call to determine if quorum is present.
3. The President shall present to the Senate-Elect, the final report of the Elections Commission on the Fall General Elections, as ratified by the Coordinating Council.
4. The President shall yield the chair to the Chief Justice, or in the absence of the Chief Justice, the Associate Chief Justice, who shall administer the following affirmation to the Senate-Elect: “I do affirm to faithfully execute the office of SGA Senator and support the Constitution and By-laws of the Student Government Association”
5. Following the installation of the Senate, the Chief Justice shall yield the chair to the Speaker, or, in the absence of the Speaker, the Associate Speaker.

Chapter 11
Election of the Speaker & Associate Speaker

Section 1 Chancellor of Elections, or in their absence, an Elections Commissioner shall conduct the election of the Speaker and Associate Speaker of the Senate in the meeting that is at least three weeks before Spring elections in the manner prescribed herein: the last meeting of the Senate’s Regular Session in the manner prescribed herein:

1. The Chancellor of Elections shall announce that nominations for Speaker of the Senate are open.
2. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
3. The Chancellor of Elections shall entertain and record nominations for Speaker until a motion shall have been made, seconded, and approved by unanimous consent, to close said nominations.
4. Following the closing of nominations for Speaker, the Chancellor of Elections shall read,
from the minutes, the nominations made and seconded for Speaker and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.

5. The Chancellor of Elections shall then announce that nominations for Associate Speaker of the Senate are open.

6. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.

7. The Chancellor of Elections shall entertain and record nominations for Associate Speaker until a motion shall have been made, seconded and approved by unanimous consent to close said nominations.

8. Following the closing of nominations for Associate Speaker, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Associate Speaker and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.

9. The Chancellor of Elections shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Senate for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.

10. When each nominee shall have been provided the opportunity to address the Senate and entertain questions, the Chancellor of Elections shall read again, from the minutes, all nominations for both offices in the order in which the nominations shall have been recorded in the minutes.

11. The Chancellor of Elections shall then distribute to each Senator one (1) ballot, which shall be plain and otherwise unmarked.

12. The Chancellor of Elections shall then direct each Senator to cast, from the list of nominations recorded for each office in the minutes, one (1) vote for Speaker of the Senate above the fold of the ballot, and one (1) vote for Associate Speaker of the Senate below the fold of the Ballot.

13. Following this direction, and the elapse of five (5) minutes, the Chancellor of Elections shall retrieve the ballots in the manner in which they were distributed, and take them to a separate room to be counted by the Elections Commission.

14. The Chancellor of Elections shall then call a recess of the Senate pending the completion of the ballot count.

15. Following the completion of the ballot count, the Chancellor of Elections shall call the meeting back to order, report to the Senate the complete numerical tabulation of the results, and declare those persons having received the majority of the votes for each
office, to be elected to that office.

16. The Chancellor of Elections shall then yield the chair to the Speaker of the Senate and proceed to destroy the ballots following the expiration of twenty-four (24) hours.

Section 2 No nomination shall be recorded in the minutes which shall not have received a second.

Section 3 No Senator shall make more than one (1) nomination for each office.

Section 4 If, after the ballots shall have been counted by the Elections Commission, no nominee for the office of either Speaker or Associate Speaker shall have received a majority of the votes cast, the nominee receiving the lowest total for that office shall be eliminated, and the ballots for that office shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for each office shall have received a majority.

Section 5 The Speaker elected in the Session immediately preceding shall be eligible to be nominated for either Speaker or Associate Speaker.

Section 6 The Associate Speaker elected in the Session immediately preceding shall be eligible to be nominated for either Speaker or Associate Speaker.

Section 7 A Senator may, within twenty-four (24) hours of the election, request a recount.

Section 8 No business shall be conducted by the Senate prior to the election of the Speaker and Associate Speaker.

Section 9 The Chancellor of Elections shall yield the chair to the Chief Justice, or in the absence of the Chief Justice, the Associate Chief Justice, who shall administer the following affirmation to the Speaker-Elect: “I do affirm to faithfully execute the office of SGA Speaker and support the Constitution and By-laws of the Student Government Association”

Section 10 The Chancellor of Elections shall yield the chair to the Chief Justice, or in the absence of the Chief Justice, the Associate Chief Justice, who shall administer the following affirmation to the Associate Speaker-Elect: “I do affirm to faithfully execute the office of SGA Associate Speaker and support the Constitution and By-laws of the Student Government Association”
Chapter 12
The Speaker of the Senate

Section 1  The Speaker shall be elected in the manner prescribed by the Title II Chapter entitled “Election of the Speaker & Associate Speaker” of the By-laws of the SGA and shall serve for the term of one (1) Session of the Senate.

Section 2  The Speaker’s term in office commences after the last meeting of the Senate in spring semester and ends after the last meeting of the following spring semester.

Section 3  The Speaker, as the chief presiding officer of the Senate, as defined by the Constitution of the SGA, shall:

1. Solely in the event of a tie, cast a vote in the Senate.
2. Appoint, upon a majority vote of the Senate membership in attendance at a scheduled meeting, all Standing and Select Committees of the Senate.
3. Chair all meetings of the Senate, and shall be an ex-officio member of all Standing and Select Committees of the Senate.
4. Act as the chief spokesperson of the Senate.
5. Call, for extraordinary reasons, emergency meetings of the Senate provided that forty-eight (48) hours prior notice of the date, time and location of the emergency meeting shall have been granted the Senate.
6. Adjust the location of a Senate meeting under any one of the conditions prescribed herein:
   a. The location becomes unavailable.
   b. Five (5) Senators request, in writing, and thirty-two (32) hours prior to a meeting, that they adjust the location of the meeting.
   c. They are convinced that an emergency exists which requires the adjustment.
   d. There is an error in the agenda regarding the location.
7. Take care that Senate business is conducted in a manner prescribed by, and consistent with, the Constitution of the SGA, the By-laws of the SGA, and the Acts of the SGA.
8. Hold signature responsibility, herein denoted SR, as defined by the University.
9. Swear-in Senators nominated by the Administrative Affairs Committee and approved by the Senate.
10. The Speaker shall be required to update their position’s transition binder by the end of their term.
a. A Transition binder shall be herein defined as a binder, both virtual and physical, for the successor of said position, detailing useful information and details on projects from previous years.

Chapter 13
The Associate Speaker of the Senate

Section 1 The Associate Speaker shall be elected in the manner prescribed by the Title II Chapter entitled “Election of the Speaker & Associate Speaker” of the By-laws of the SGA, and shall serve for the term of one (1) Session of the Senate.

Section 2 The Associate Speaker’s term in office commences after the last meeting of the Senate in spring semester and ends after the last meeting of the following spring semester.

Section 3 The Associate Speaker, as the chief clerk and parliamentarian of the Senate, as defined by the Constitution of the SGA, shall:

1. Vote only in the event of a tie while acting as Speaker.

2. Record the minutes of all Senate meetings.
   a. The minutes shall be required to include:
      i. Exact vote counts during roll-call votes.
      ii. Notes during all announcements and reports.
      iii. All vacancies regarding Senate Seats.
      iv. All reports or presentations made during Senate that can be disseminated.
   b. Additionally, the Associate Speaker shall submit one (1) copy of the minutes of all Senate meetings through e-mail to each of the following:
      i. The President
      ii. The Vice President
      iii. The Chief Justice
      iv. The Student Activities Office
      v. The Vice Chancellor for Student Affairs
      vi. The Collegian
      vii. WMUA
      viii. UVC
      ix. The Directing Attorney, Student Legal Services Office
      x. All SGA Governors
xi. All SGA Senators
xii. All Members of the Cabinet

3. Be responsible for maintaining accurate attendance records, the correspondence of the Senate, and the permanent records of the Senate.
4. Act as the parliamentarian of the Senate; the chief advisor to the Speaker on the rules and procedures of the Senate.
5. Chair the Senate in the absence of the Speaker or if the chair shall have been yielded.
6. Maintain at least two (2) current and updated copies of the SGA constitution and By-Laws (no more than one (1) year old) in the W.E.B. DuBois Library.
7. Collect all special orders, motions, and other information required to make an agenda as prescribed by the Title II Chapter entitled “Order of Senate Agenda”.
8. The Associate Speaker shall be responsible for creating the agenda and ensuring its availability at least twenty-four (24) hours prior to the scheduled regular meeting.
9. The Associate Speaker shall be required to update their position’s transition binder by the end of their term.
10. Shall be responsible for maintaining the accurate attendance of ESO events.

Section 4  If a vacancy shall occur in the office of Associate Speaker, an election will be held in the manner prescribed in Chapter 11 of this Title.

Section 5 The Speaker shall determine if quorum for a Senate meeting is present any time said quorum is questioned.

Section 6 The Special Assistants to the Associate Speaker, of which there shall be up to three (3) per Standing Committee, shall be appointed by the Associate Speaker, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter entitled Senate Session in this Title of the By-laws of the SGA.

Section 7 The Special Assistants shall:

1. Be ex-officio members of the SGA Senate.
2. Each be an ex-officio member of one (1) of the Standing Committees of the SGA Senate.
3. Assist the Senate and the Speaker in the development of legislation related to their Committee assignments.
4. Meet as needed with the Speaker and Associate Speaker.

5. Be subject to an attendance policy: upon accumulation of three (3) unexcused absences from their assigned Committee meetings, the Speaker shall consider the Special Assistant to have resigned their position by nonattendance, and shall declare the position vacant.

Chapter 14
Rules of Senate Procedure

Section 1 All meetings of the Senate and its Standing or Select Committees, as well as all formal bodies or agencies of the SGA, shall be held in a manner prescribed by Title II, Chapters 17-27 of the By-laws of the SGA, herein denoted the Rules of the Senate, and the Senate shall recognize only said rules in the conduct of its meetings.

Section 2 “Majority” shall be defined as fifty (50) percent of the membership in attendance voting “aye” or “nay” plus one (1).

Section 3 No ex-officio member or member of the Senate shall speak without having been recognized by the Speaker, unless otherwise provided for by the Rules of the Senate.

Section 4 No person shall speak at a meeting of the Senate who shall not be an ex-officio member or member of the Senate unless Section 5, Subsection 10 of the Title II Chapter 21 entitled “Subsidiary Motions” of the By-Laws has been invoked, or otherwise specified by the Constitution and the By-Laws of the Student Government Association.

Section 5 No ex-officio member shall participate in debate unless yielded the floor by a member of the Senate.

1. On motions sponsored by the President, the President will act in capacity of a member of the Senate during debate.

Section 6 No ex-officio member or member of the Senate, upon recognition during debate, shall speak for more than eight (8) minutes.

1. A member of the Senate while debating a main motion, may yield the remainder of their
time to questions in accordance to parliamentary procedure.

Section 7 No person shall use the Rules of the Senate to obstruct the conduct of the Senate’s business.

Section 8 The Speaker of the Senate shall have the power to control the length of time given to announcements and reports.

Chapter 15
Role of the Acting Speaker

Section 1 All persons shall address all motions, points, and comments to the Speaker of the Senate.

Section 2 The Speaker shall be empowered during the conduct of the Senate’s business in a scheduled meeting to:

1. Judge the validity and order of all motions and points.
2. Rule dilatory, all motions and points which, in their judgment are introduced to obstruct the conduct of the Senate’s business.
3. Call the Senate into recess for a non-renewable period of time which shall not exceed sixty (60) minutes.
4. Expel, with stated cause, any person from the Senate chambers for the duration of a Senate meeting.
5. In the absence of the Associate Speaker, yield the chair of Associate Speaker to any Senator.

Section 3 The Speaker shall yield the chair when they shall desire to make an Announcement of a partisan nature or to participate in debate.

Section 4 When the Speaker shall have yielded the chair, the chair shall remain yielded for the duration the Announcement or the debate and vote on a Main Motion.

Chapter 16
Main Motions

Section 1 All business of the Senate shall be categorized in a manner prescribed herein:
1.  *Acts of the SGA* – An Act which compels an action, or a change in established policy or procedure, or a formal recommendation of the SGA, a Categories of Senate Legislatures defined by Trustee Document T73-098, as amended.

2.  *Resolutions* – An expression of the sentiment of the Senate on an issue which does not compel an action, change established policy or procedure, and is not a formal recommendation of the SGA, as defined by Trustee Document T73-098, as amended.

3.  *Articles of Impeachment* - A formal process in which an official is accused of an activity that violates the Constitution of the SGA or the Bylaws of the SGA, the outcome of which, may include the removal of that official from office.

### Section 2

All motions shall be signed in the following manner or the following people:

1. Acts of the SGA
   a) If the Act is a motion to appoint to a position or other office or board, it shall be signed by the Speaker, as a witness of its passing, and the President
   b) If the Act is an allocation by the Finance Committee, it shall be signed by the Speaker, as a witness of its passing, and the President
   c) If the Act is the S-1 Budget Act, it shall be signed by the Speaker, as a witness of its passing, and the Vice Chancellor of Student Affairs
   d) If the Act is an official recommendation of the Student Government Association to the Administration, it shall be signed by the Speaker, as a witness of its passing, the President, and the Vice Chancellor of Student Affairs
   e) If the Act is an Act not otherwise defined by the above statements, it shall be signed by the Speaker, as a witness of its passing, the President, and the Vice Chancellor of Student Affairs

2. Resolutions – All resolutions shall be signed by the Speaker

3. Articles of Impeachment – All Articles of Impeachment shall be signed by the Speaker and the Vice Chancellor of Student Affairs

### Chapter 17

Order of Senate Agenda

### Section 1

All business of the Senate shall be organized on a formal agenda in the manner prescribed herein:

1. Call to order
2. Announcements
3. Roll Call
4. Approval of the Minutes
5. Officer Reports:
   A. The University Student Trustee
   B. The President
   C. The Vice President
   D. The Speaker
   E. The Associate Speaker
   F. The Chief Justice (If requested)
   G. Residence Hall Association Vice President
   H. Area Governors
   I. The Cabinet
   J. Faculty Senate Representative
   K. ESO Event Representative
   L. Advisory Board Representative
6. Senate Committee Reports
7. SGA Advisor
8. The Committee of the Whole
9. Special Orders
10. Unfinished Business – Main Motions
11. New Business – Main Motions
12. Roll Call

Chapter 18
Motions

Section 1 All motions before the Senate shall be categorized in the manner prescribed herein:

1. Main Motions
2. Special Orders
3. Subsidiary Motions

Chapter 19
Main Motions
Section 1  All Main Motions of the Senate shall be introduced to the Senate through the office of the Speaker, by either the President, a Senator, or a majority vote of a Standing or Select Committee’s membership in attendance at a scheduled Committee meeting, and shall be time stamped.

Section 2  All Main Motions introduced to the Senate through the Office of the Speaker, shall be appropriately ordered at the direction of the Associate Speaker.

Section 3  All Main Motions introduced to the Senate through the office of the Speaker by the President, with the exception of presidential appointments, shall be co-sponsored by a Senator.

Section 4  All Main Motions introduced by a majority vote of a Standing or Select Committee’s membership in attendance at a scheduled meeting, shall be placed on the agenda of the next scheduled Senate meeting.

Section 5  All Main Motions shall be submitted to the office of the Speaker twenty-four (24) hours prior to the scheduled Senate meeting at which it shall appear on the agenda. Upon submission, if the particular bill involves an Agency or RSO, those organizations have the right to be given a copy of the motion. They shall have to be informed of the Senate time and location and the right to speak on the topic to Senate, through a majority vote. If individual RSOs or Agencies were not informed within twenty-four (24) hours of the meeting, and have not waived their right to speak, the motion shall be ruled dilatory by the speaker for the immediate meeting. This motion shall automatically be placed upon the next week’s agenda after the RSO and Agency have been informed.

Section 6  All cabinet appointments to be made by the President, and special assistant nominations to be made by the Speaker, must first receive confirmation from the Administrative Affairs Committee by a majority vote of its membership in attendance at a regularly scheduled meeting before they can be put forth for a confirmation vote by the general Senate membership.

Chapter 20
Special Orders

Section 1  Motions to fill vacant Senate seats, Elections Commission appointments, Special Assistant Appointments, Senate Committee Appointments, Presidential appointments, the
Annual SGA S-1 Budget Act, Motions for Expulsion, and Articles of Impeachment, shall appear as Special Orders on the Agenda.

Section 2  A vetoed bill of the Senate shall appear as a Special Order on the agenda of the scheduled Senate meeting immediately following the veto.

Section 3  In the event of multiple special orders on the agenda, said orders may be combined, presented on, and voted on as a single block. This includes orders such as appointments to vacant Senate seats, Special Assistantships, Elections Commissioners, and Committees. Combined motions will be presented by the sponsors of the original orders.

1. If a combined special order should fail, it shall be separated back into the original special orders, which shall be then considered separately.

Chapter 21
Subsidiary Motions

Section 1  Subsidiary Motions shall be in order only after Special Orders, unless otherwise provided for by the Rules of the Senate.

Section 2  No Senator shall make a Subsidiary Motion, with the exception of the Motion to Overrule the Decision of the Speaker, or the Motion to Change the Voting Method, who shall not have been recognized by the Speaker.

Section 3  All Subsidiary Motions shall require a second and no Subsidiary Motion not having received a second shall be considered.

Section 4  Any Senator making a Subsidiary Motion shall be entitled to make a brief presentation of the factual description of the Motion and may, during the presentation, yield to any individual recognized to address the Senate as per the SGA Constitution and By-Laws.

Section 5  The Subsidiary Motions prescribed herein shall be recognized:

1. Adjourn – Non-debatable, majority vote of Senate membership in attendance at a meeting required.
   a. The Motion to Adjourn shall be in order only between the consideration of Main Motions.
2. *Call the Amendment* – Non-debatable, majority vote of Senate membership in attendance at a meeting required.

3. *Amend* – Debatable, majority vote of Senate membership in attendance at a meeting required.
   a. The Motion to Amend a Main Motion shall be in order only after the factual presentation of a Main Motion.
   b. The consideration of an Amendment to a Main Motion shall be conducted in the manner prescribed herein:
      i. The Speaker shall read the Amendment.
      ii. The sponsor of the Amendment shall present a factual description of the Amendment and may, during the presentation of the factual description, yield to any ex-officio member or member of the Senate, or, any person recognized by the Senate in the manner prescribed by Title II, Chapter 24, Section 5, Subsection 10, of the By-Laws of the SGA.
      iii. The sponsor of the Amendment may, during the presentation of the factual description of the Amendment, and provided the Amendment is not sponsored by a Senate Standing or Select Committee or Subcommittee, withdraw the Amendment.
      iv. The Speaker shall entertain a second.
      v. The Speaker shall ask the Senate if there exists a need for debate.
      vi. If no member of the Senate indicates a need for debate, the Amendment shall be called.
      vii. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open. Debate shall follow procedure outlined in Title II, Chapter 21, Section 6.

4. *Amend an Amendment* – Debatable, majority vote of Senate membership in attendance at a meeting required.
   a. The Subsidiary Motion to Amend an Amendment to a Main Motion shall be in order only during the consideration of an Amendment to a Main Motion.
   b. A motion to amend the Amendment of an Amendment to a Main Motion shall not be in order.
   c. The consideration of an Amendment to the Amendment to a Main Motion shall be conducted in the manner prescribed herein:
   d. The Speaker shall read the Amendment to the Amendment.
   e. The sponsor of the Amendment to the Amendment shall present a factual description of the Amendment to the Amendment and may, during the presentation of the factual description, yield to any ex-officio member or member
of the Senate or, any person recognized by the Senate in the manner prescribed by
Title II, Chapter 24, Section 5, Sub-section 10, of the By-laws of the SGA.

f. The sponsor of the Amendment to the Amendment may, during the presentation
of the factual description of the Amendment to the Amendment, and provided the
Amendment to the Amendment is not sponsored by a Senate Standing or Select
Committee or Subcommittee, withdraw the Amendment to the Amendment.

g. The Speaker shall entertain a second.

h. The Speaker shall ask the Senate if there exists a need for debate.

i. If no member of the Senate indicates a need for debate, the Amendment to the
Amendment shall be called.

j. If a member of the Senate indicates the need for debate, the Speaker shall declare
debate open. Debate shall follow procedure outlined in Title II, Chapter 21,
Section 6.

5. Call the Main Motion – Non-debatable, majority vote of Senate membership in
attendance at a meeting required.

   a. The Subsidiary Motion to Change the Voting Procedure shall be in order at
      any time during the conduct of a Senate Meeting.

7. Overrule the decision of the Speaker – Non-debatable, majority vote of Senate
   membership in attendance at a meeting required.
   a. The Subsidiary Motion to Overrule the decision of the Speaker shall be in
      order at any time during the conduct of a Senate Meeting.

8. Recess – Non-debatable, majority vote of Senate membership in attendance at a meeting
   required.
   a. The Senator making the Subsidiary Motion to Recess shall specify the period of
time for which the Senate is to be recessed.

9. Recognize a Non-Member of the Senate – Non-debatable, majority vote of Senate
   membership in attendance at a meeting required.
   a. The Subsidiary Motion to Recognize a Non-Member of the Senate shall be in
      order at any time during the conduct of a Senate meeting.
   b. A recognized non-member of the Senate may address the Senate for the duration
      of the Announcement, Report, or Debate on the Main Motion during which they
      were recognized.
   c. A Senator shall be able to motion to recognize multiple Non-Members of the
      Senate if all have similar Announcements, Reports, or Debates.

10. Call the Reconsideration – Non-debatable, majority vote of Senate membership in
    attendance at a meeting required.
11. **Reconsider** – Debatable, two-thirds (2/3) vote of Senate membership in attendance at a meeting required.
   a. The Motion to Reconsider shall be in order only if the Main Motion or Special Order to be reconsidered shall have been made defeated at the meeting in which the Motion to Reconsider shall have been made.
   b. The Motion to Reconsider shall be in order only between Main Motions.
   c. The Motion to Reconsider shall be entertained in the manner prescribed herein:
      i. The Speaker shall entertain a second.
      ii. The Speaker shall ask the Senate if there exists a need for debate
      iii. If no member of the Senate indicates a need for debate, the Reconsideration shall be called.
      iv. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open. Debate shall follow procedure outlined in Title II, Chapter 21, Section 6.

12. **Suspend the Rules to Consider A Main Motion Not Previously on the Agenda or To Rearrange the Order of the Agenda** - Non-debatable, two-thirds (2/3) vote of Senate membership in attendance at a meeting required.
   a. The Subsidiary Motion to Suspend the Rules shall be in order only between the consideration of Main Motions.
   b. The Motion to Suspend the Rules shall be entertained in the manner prescribed herein:
      i. If the Subsidiary Motion is to Suspend the Rules to Consider a Main Motion not Previously on the Agenda:
         1. The Speaker shall read the Main Motion.
         2. The Speaker shall entertain a second.
         3. The Speaker shall call the vote on whether to Suspend the Rules.
         4. If the vote to suspend the rules shall have passed, the motion in question shall be placed last on the agenda
      ii. If the Subsidiary Motion is to Suspend the Rules to Rearrange the Order of the Agenda:
         1. The Speaker shall read the proposed rearranged agenda.
         2. The Speaker shall entertain a second.
         3. The Speaker shall call the vote on whether to Suspend the Rules.
         4. When the Motion to Suspend the Rules shall have been voted upon, the Senate shall either proceed to the Agenda as amended or onto the Agenda as rearranged.

13. **Table** – debatable, majority vote of Senate membership in attendance at a meeting
a. The Motion to Table is a motion to table a Main Motion and any pending Amendments.

b. Tabled Main Motions shall be re-introduced to the Senate through the Office of the Speaker in the Manner prescribed by Title II, Chapter 22 of the By-laws of the SGA.

c. The Senator making the Motion to Table a Main Motion shall specify:
   i. To whom it is being tabled:
      1. Committee
      2. A future scheduled meeting of the Senate
   ii. For how long it is being tabled:
      1. Indefinitely
      2. Definitely

Section 6 The procedure for debate shall follow the procedure described herein:

1. The Speaker shall recognize a member of the Senate in opposition for the purpose of debate.
2. The Speaker shall recognize a member of the Senate in support for the purpose of debate.
3. The Speaker may recognize the Subsidiary Motion.
4. The Speaker shall not recognize the Subsidiary Motion until a member of the Senate in opposition, and a member of the Senate in support, shall have both been recognized.
5. Debate shall continue, one (1) member of the Senate in opposition and one (1) in support, until a Subsidiary Motion shall have been made which shall have ended debate.
6. When debate shall have ended and the Subsidiary Motion shall have been voted upon, the Senate shall return to the matter under consideration.
7. A member of the Senate while debating a main motion, may yield the remainder of their time to questions in accordance to parliamentary procedure.
8. No ex-officio member or member of the Senate, upon recognition during debate, shall speak for more than eight (8) minutes.

Chapter 22
Parliamentary Points

Section 1 No ex-officio member or member of the Senate shall make a Parliamentary Point,
with the exception of the Point of Order, and the Point of Personal Privilege, who shall not have been recognized by the Speaker.

Section 2  Parliamentary Points shall be recognized at any point in the conduct of a Senate meeting.

Section 3  The Parliamentary Points prescribed herein shall be recognized:

A. Point of Order
   I. The Point of Order shall be the Parliamentary point used to protest a violation of the rules or procedures of the Senate, such as a lack of quorum; and to bring said violation to the attention of the Speaker.

B. Point of Information
   I. The Point of Information shall be a question of fact, which shall at no time be intended as a form of debate.
   II. An ex-officio member or member of the Senate shall be allowed one (1) follow-up to a Point of Information.

C. Point of Parliamentary Inquiry
   I. The Point of Parliamentary Inquiry shall be a request to clarify the Rules of the Senate.

D. Point of Personal Privilege
   I. A Point of Personal Privilege shall be the parliamentary point invoked to bring to the attention of the Senate, a physical or verbal impediment to the conduct of a Senate’s meeting.

E. Point of Clarification
   I. The Point of Clarification shall be a request to share outside information, not as an argument, but rather to establish background information pertinent to the Senate’s deliberations. Upon recognition by the Speaker, the recognized Senator shall give a brief description of what information they wish to relate and what gives them the authority to relate said information. Upon the approval of the Speaker, said Senator shall then give a factual presentation not to exceed one minute in length.

Chapter 23
The Consideration of Main Motions and Special Orders

Section 1  For the purpose of this Chapter of the By-laws of the SGA, “Main Motion” shall
be defined as “Main Motion or Special Order”.

Section 2   The Senate shall consider only one (1) Main Motion at a time.

Section 3   The consideration of a Main Motion shall be conducted in the manner prescribed herein:

   A. Speaker shall read the Main Motion
      1. The sponsor of the Main Motion may, during the presentation of the factual description of the Main Motion, and provided the Main Motion is not sponsored by a Senate Standing or Select Committee or Subcommittee, withdraw the Main Motion.
      2. The sponsor of the Main Motion may, at the end of the factual description of the Main Motion yield the floor to questions of fact in accordance to Parliamentary procedure.
   B. If the Main Motion shall not be a presidential appointment or a vetoed Act, and shall have been introduced by the President and a Senator, or, an individual Senator, the Speaker shall entertain a second for the Main Motion.
   C. If the Main Motion introduced by the President or, the President and a Senator or, an individual Senator, shall not have received a second it shall not be considered.
   D. The Speaker shall ask the Senate if there exists a need for debate.
   E. If no member of the Senate indicates a need for debate, the Main Motion shall be called.
   F. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open.
   G. The Speaker shall recognize a member of the Senate in opposition to the Main Motion for the purpose of debate.
   I. Upon completion of debate by the member in opposition, the Speaker shall seek and recognize, if available, a member of the Senate in support of the Main Motion for the purpose of debate.
   J. The Speaker may recognize the Subsidiary Motions to Call the Main Motion.
      1. The Speaker shall not recognize the Subsidiary Motion to Call the Main Motion, until a member of the Senate in opposition, and a member of the Senate in support of the Main Motion, shall have both been recognized.
   K. Debate shall continue, one (1) member of the Senate in opposition and one (1) in support, until a Subsidiary Motion shall have been made which shall have ended debate.
Chapter 24
Voting

Section 1  The methods of Senate voting prescribed herein shall be recognized:

A. Call of the Ayes, and Nays, and Abstentions – Voice Vote
B. Division of the Assembly – Hand Count
C. Roll Call – Individual vote
D. Use of the iClicker System - Electronic Individual vote

Section 2  The Call of the Ayes, Nays, and Abstentions shall be the primary method of voting in the Senate.

Section 3  If a Senator or the Speaker shall be in doubt of a vote, they may call the Division of the Assembly on a motion by making the Subsidiary Motion to change the voting procedure, provided that the Subsidiary Motion is made prior to the Speaker lowering the gavel on the motion.

Section 4  When the Speaker shall have lowered the gavel on a Special Order, Main Motion, or Subsidiary Motion, the decision of the body shall stand, and may only be reconsidered in a manner prescribed by the Rules of the Senate.

Chapter 25
Senate Committees

Section 1  All Committees of the Senate shall be designated Standing Committee or Select Committee, as defined herein and which shall meet during the Regular Period of the Senate:

1. Standing Committee – A permanent Committee of the Senate, established by the By-laws of the SGA, charged with carrying out a specific charge or area of responsibility.
2. Select Committee – A Select Committee is a temporary Committee of the Senate, established by a majority vote of the Senate membership in attendance at a scheduled meeting, charged with carrying out a specific task which is not appropriately assigned to a Standing Committee, in existence for one academic year or until the committee goals are met.
3. The Chairperson of a Select Committee is required to give a committee report detailing
progress made towards reaching the Committee’s outlined goals before a Select Committee can be reactivated.

4. Select Committees shall only be reactivated each Senate Session by a majority vote of the Senate membership in attendance at a scheduled meeting.

Section 2 Members of all Standing Committees shall serve for the term of one (1) Regular Period of the Senate.

Section 3 Only Senators shall serve as members of Standing or Select Committees of the Senate.

Section 4 Upon the appointment of the Chair and a majority vote of the Committee in attendance at a scheduled meeting, any person may serve as an ex-officio member of a Senate Standing or Select Committee.

Section 5 Senators shall serve on at least one (1) Committee of the Senate and no Senator shall be required to serve on more than one (1) Committee of the Senate.

Section 6 The Speaker, upon a majority vote of the Senate membership in attendance at a scheduled meeting, shall appoint Senators to the Standing and Select Committees of the Senate.

Section 7 All Standing Committees of the Senate shall be appointed within twenty (20) calendar days of the first meeting of a Senate Session.

Section 8 A Senator may appeal their Committee appointment to the Senate membership in attendance at a scheduled meeting.

Section 9 The conduct of Standing or Select Committee meetings shall be subject to the Rules of the Senate as defined by Title II, Chapters 17-27.

Section 10 If there are less than five (5) Senators assigned to a Standing Committee it will be considered inactive and may not convene.

Chapter 26
Appointment of Committee Chairs

Section 1 The Chairpersons of the Standing and Select Committees of the Senate shall be
appointed from among the Senators elected in the Spring in accordance with the Title II Chapter 6 by the new Speaker at the last meeting of the Senate’s Regular Session, and confirmed by a two-thirds (2/3) majority vote of the Senate membership.

**Section 2** The appointed Committee Chairs shall take office upon the conclusion of the Regular Session, and shall remain in office until the conclusion of the Regular Session the following year.

**Section 4** In the event of the failure of a motion to appoint a Committee Chair, the Speaker shall call the meeting into recess for a duration of no less than five (5) minutes to consider new appointees. Upon the conclusion of the recess, the Speaker shall introduce an alternate motion to appoint another SGA member to the position in question.

**Section 5** The Committee Chairs shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:

1. "I do affirm to faithfully execute the office of SGA Committee Chair and support the Constitution and General By-laws of the Student Government Association."

**Chapter 27 Committee Chairs**

**Section 1** The Chair shall be the chief presiding officer of the Standing or Select Committee.

**Section 2** In the event the Chair is unable to attend a meeting of the Committee, they shall appoint a member of the Committee to chair the meeting.

**Section 3** The Chair shall, upon a majority vote of the Committee membership in attendance at a scheduled Committee meeting, appoint the Chairs of the Committee’s Subcommittee(s).

**Section 4** All Chairs, or their designee, shall be required to record the minutes of each Committee meeting. The recording shall be in written form and one (1) copy shall be distributed to each Committee member within seven (7) calendar days of the meeting. In addition, one (1) copy shall be submitted to the Associate Speaker.

**Section 5** All Chairs shall be required to update their position’s transition binders by the end
of their term.

Section 6 The minutes of each meeting shall include the information prescribed herein:

1. The name and title of the chair
2. Committee members present
3. Committee members absent
4. All motions and votes taken

Section 7 If a vacancy shall occur in the office of Standing or Select Committee Chair, the Speaker shall appoint a new Chair in a manner prescribed by the Title II Chapter entitled “Appointment of Committee Chairs”.

Section 8 Committee membership shall be empowered to remove their Chairperson from the position of Chair. Such an act will require a two-thirds (2/3) majority vote of committee membership in attendance at a regularly scheduled meeting.

1. A vote to remove a Chairperson from their position of chair must be conducted by either the Speaker (or their designee) or the Chair of the Administrative Affairs Committee (or their designee).
2. At the next regularly scheduled Senate meeting following the removal of a Chair, the Senate may override the decision by a two-thirds (2/3) vote. If the Senate shall choose to remove the Chair from their office, said Chair shall retain their Senate seat. If the Senate shall choose to not remove the Chair from their office, the Chair shall be returned to the committee’s Chairship.

Section 9 Chairs may appoint a Vice Chair from the voting members of their own committee at any time, provided that the Vice Chair position is not already filled.

1. The Vice Chair shall act as an aid and resource to the Chair.
2. At such times the Chair deems necessary or is not in attendance at a scheduled meeting, the Vice Chair may become Acting Chair and may exercise powers of the Chairship.
3. At any time the committee can remove the Vice Chair of their committee from office by a two-thirds (2/3) majority vote.

Chapter 28
Standing Committees
Section 1  There shall be Seven (7) Standing Committees of the Senate as prescribed herein.

Section 2  The Ways and Means Committee – The Ways and Means Committee shall:

1. Sponsor an enactment which will constitute the official recommendation of the SATF fee level for the successive fiscal year upon Senate approval.
2. Review and recommend to the Senate, legislation relating to Title VI of the By-laws of the SGA.
3. Formulate the Proposed Annual SGA S-1 Budget Act.
4. Assist the Secretary of Finance in the effective implementation Acts of the SGA within the Committee’s jurisdiction.
5. Work collaboratively with the Treasurer for their council to ensure RSOs in their council(s) are following SGA and University of Massachusetts Amherst Spending Policies.
6. Train and assist the BRC for their RSO Council(s).
7. Conduct at least one (1) budget training at the general body meeting of each council they represent.

Section 3  Administrative Affairs Committee – The Administrative Affairs Committee shall:

1. Maintain the Constitution and By-laws of the SGA, entertain all motions for amendment thereof, and make available up-to-date versions of said documents.
   a. Make corrections to the Constitutions and Bylaws limited to spelling, punctuation, and formatting which do not change the wording or meaning of said documents. Any such changes will be presented before the next senate general body meeting.
2. Review and recommend to the Senate, legislation relating to Title I, II, III, IV, V, VII, and VIII of the By-laws of the SGA.
3. Review all SGA personnel matters including the appointments to fill Committee Chair, Cabinet, Elections Commission, and Special Assistant vacancies unless otherwise provided by the Constitution or By-laws of the SGA, and recommend to the Senate appropriate legislation pursuant thereto.
4. Assist the Vice President and the Secretary of the Registry in the effective implementation of Acts of the SGA within the Committee’s jurisdiction.
5. Assist the Secretary of the Registry in the implementation of the sections of Title VII under the committee’s jurisdiction.
6. The Rules and Ethics Subcommittee – The Rules and Ethics Subcommittee of the
Administrative Affairs Committee shall:
   a. Facilitate the processes of the Senate and assist the Speaker in planning and organizing meetings of the Senate.
   b. Entertain all motions of Impeachment and Expulsion.
   c. Assist the Attorney General in the effective implementation of Acts of the SGA within the Subcommittee’s jurisdiction.

7. In the event that an Agency wishes to amend its charter, the Committee shall review the amendment and make a recommendation to the Senate.

Section 4  The Finance Committee – The Finance Committee shall:

1. Research and recommend to the Senate legislation which shall provide financial information and other such services to Registered Student Organizations.
2. Entertain all motions to appropriate monies from the Finance Reserves.
3. Assist the Secretary of Finance in the effective implementation Acts of the SGA within the Committee’s jurisdiction.
4. Research and review student fee creations and changes not including the SATF fee.
5. Be a member of the the Treasurers’ Board

Section 5  The Undergraduate Experience Committee – The Undergraduate Experience Committee shall:

1. Act as the Senate’s liaison between the undergraduate students and the University administration to maintain and improve campus services, specializing in each of the following fields and any additional fields identified by the Committee:
   a. Advising, Career, and Internship Services
   b. Campus Enterprises, including UMass Dining, Auxiliary Services, Parking Services
   c. Constituent Outreach
   d. Health Services including University Health Services and Center for Counseling and Psychological Health
   e. Campus-wide Events
   f. Student Safety including UMass Police Department
   g. Technology Access and Initiatives.
2. Develop campaigns on topics of the Committee’s choosing to increase awareness and address controversies around issues that are relevant to the undergraduate population.
3. Review and recommend to the Senate legislation regarding any University Policy related
to student life issues.
4. Have first consideration in the appointment of Undergraduate seats on Faculty Senate Committees and Councils relevant to the mission of the Committee.

Section 6 Social Justice and Empowerment Committee – The Social Justice and Empowerment Committee shall:

1. Organize and collaborate on campaigns for increased rights and representation for undergraduate students in university decision-making pursuant to Trustee Document T73-098 and for historically marginalized students in conjunction with the Secretary of Diversity and Established Student Organizations such as Student Bridges, CEPA, and cultural RSOs.
2. Collaborate with campus, state, and federal student organizations and coalitions on campaigns that advocate for fully funded, affordable, accessible, well-staffed, and democratic systems for public higher education, and to mobilize students to lobby for these state and federal campaigns and legislation.
3. Work with the Secretary of University Policy and External Affairs, who will act as an ex-officio member acting as student representatives of the University to the town of Amherst, the Commonwealth of Massachusetts, and the Government of the United States.
4. The Chairperson of the Social Justice and Empowerment Committee shall sit on the Center for Education Policy & Advocacy Advisory Board and the Student Bridges Advisory Board as the Speaker’s designee.
5. Committee members shall receive first consideration in the appointment of Undergraduate seats on Faculty Senate Committees and Councils that work on relevant issues to the committee, such as diversity, gender equity, and affordability. Committee members should maintain networks and relationships with student groups that are invested in social justice work.

Section 7 The Outreach and Development Committee – the Outreach and Development Committee shall:

1. Act as the liaison between the SGA Senate, the other branches of the SGA, undergraduate students, Agencies, Area Governments, and Subsidiary Governance Bodies to maintain and improve transparency and constituent communication.
2. Organize events and canvassing campaigns in the dorms, DC’s, and off-campus living areas to get input from and build relationships with students and to inform and educate students about existing campaigns.
3. Ensure that one (1) campus wide Community Outreach Event is held each semester.
4. Schedule dates for six (6) Senator led Community Outreach events and create a signup list for Senators who will be planning those meetings.
5. Develop and organize SGA trainings, professional development workshops, and cooperative training experiences.
6. Review and recommend to the Senate legislation regarding SGA transparency and constituent outreach.
7. Create and disseminate a calendar of SGA events at the beginning of each semester.
8. Outreach and advertise vacant Senate positions.
9. Review and recommend to the Senate appointments to fill vacant Senate seats and Elections commission positions throughout each semester.
   a. ODC has the power to set a date within the second half of the second academic semester after which no new Senator appointments may be processed for the remainder of the academic year.

Section 8 The Academic Oversight Committee - The Academic Oversight Committee Shall

1. Keep in constant communication with the Provost’s Office. AOC shall have first consideration in the appointment of Undergraduate seats on Faculty Senate Committees and Councils relevant to the mission of the Committee and/or shall sit on Department Student Advisory Boards.
2. Review and encourage efforts to decrease the cost of required classroom materials on campus.
3. Review the requirements for UMass Undergraduates to graduate, including, but not limited to General Education Requirements and advising processes.
4. Review and evaluate the opportunities for students to participate in internships.
5. Work on initiatives to create positive relationships between professors and their students.

Section 9 The Committee of the Whole – The Committee of the Whole shall:

1. The Committee will be used in such times where the Senate or the Speaker wish to discuss a topic not on the agenda in the form of a motion, or to hold a discussion not otherwise allowed by parliamentary procedure.
2. The Committee shall be chaired by the Speaker and shall be exempt from Title II, Chapter 26 “Election of Committee Chair”, and Chapter 27, “The Committee Chair”.
3. The Associate Speaker of the Senate shall record the minutes of the committee and send them in addition to the minutes of the Senate meetings.
4. The Committee shall be called into a meeting in the following manner:
   a. When arriving to the Committee of the Whole section on the Senate agenda, the Speaker shall address the Senate for any points to utilize the Committee for necessary discussion purposes. If there are none, the agenda will carry on as usual.
   b. Given there is a point of discussion, the Speaker may call the Senate into recess and gavel the Committee of the Whole into session at such times as he/she deems necessary.

5. The Committee shall be used solely for discussion purposes; no official votes shall be taken during the point and time.

6. The membership of the committee shall include all current members and ex-officio members of the Senate.

7. The Speaker shall have the ability to end the committee, and the Senate shall reserve the right to overrule the Speaker as enumerated in the by-laws. Additionally, any Senator may make a motion to adjourn the committee, and the motion will need a two-thirds (2/3) vote to pass.

8. All powers of the Speaker to run the Senate meeting shall apply to the Committee of the Whole.

Chapter 29
Impeachment and Recall

Section 1 A petition of one-hundred (100) SGA Members may request the impeachment of the President or the Vice President, by filing written charges with the Rules and Ethics Subcommittee of the Administrative Affairs Committee.

Section 2 Upon the receipt of written charges, and within thirty (30) calendar days, the Rules and Ethics Subcommittee shall investigate the charges in a manner prescribed by a majority vote of its membership in attendance at a scheduled meeting.

Section 3 Within fourteen (14) calendar days of its investigation, the Rules and Ethics Subcommittee shall vote on whether Impeachment proceedings shall be brought before the Senate.

Section 4 If the Subcommittee shall have voted not to bring impeachment hearings before the Senate, the Chair shall make a report to the Senate detailing the written charges and an explanation of the reasons as to why an impeachment hearing was not necessary. The Senate
may then, upon a three-fourths (3/4) vote, elect to bring impeachment proceedings before the next regularly scheduled Senate meeting.

Section 5  If the Rules and Ethics Subcommittee shall have voted to bring Impeachment proceedings before the Senate, the Chair shall submit to the subject SGA Officer written notice of the charges no less than seventy-two (72) hours prior to the Senate meeting at which the Impeachment proceedings shall be considered.

Section 6  If the Rules and Ethics Subcommittee shall not have acted on the charges within fourteen (14) calendar days of their investigation, the matter may be brought before the Senate upon a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

Section 7  If Impeachment proceedings shall have been brought before the Senate, the charges shall be announced, the Rules and Ethics Subcommittee report on the matter shall be entered into the minutes, and the subject SGA Officer shall be afforded an opportunity to address the Senate for twenty (20) minutes which shall not be infringed by any person.

Section 8  If, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, the Senate shall have voted to impeach the subject SGA Officer, then, upon the announcement of the vote by the Chief Justice, the Impeachment shall be complete, and the Senate shall submit to the Student Judiciary, unless otherwise provided for by the By-laws of the SGA, a Petition for a Ruling as to whether the subject SGA officer shall be recalled.

Section 9  The subject SGA Officer may, up until the time that Impeachment proceedings shall have been brought before the Senate, resign and formal charges shall be dropped.

Section 10  The Chief Justice shall chair Senate meetings at which Articles of Impeachment shall be considered.

Chapter 30
Senate Budget Hearing

Section 1  The following sections shall only be in effect at the annual SGA Budget meeting.

Section 2  The SGA Budget Act shall be the first motion on the agenda of the meeting(s) that it will be heard and shall supersede all motions previously or currently on the agenda. The SGA Budget Act may not be tabled.
Section 3  The Budget shall be considered until any and all organizations that have applied for funding and have also filed an Appeal of Appropriations, shall have been given the opportunity to present before the Senate.

Section 4  No organization shall be allowed to present to the Senate unless they have submitted to the Speaker of the Senate, twenty-four (24) hours in advance of the budget meeting, an Appeal of Appropriations and have requested a hearing with the Ways and Means Committee.

Section 5  An Appeal of Appropriations shall include the following:

1. The name(s) of the persons appealing the Ways and Means budget recommendation.
2. The organization they are representing.
3. The office they hold within the organization.
4. The reason for appeal.
5. Whether they have had a hearing with the Ways and Means Committee and the result of that hearing.

Section 6  The Appeal of Appropriation shall specifically state that it is an appeal to the Senate and not the Ways and Means Committee and the organization may not appeal to the Senate unless it has previously requested a hearing with the Ways and Means Committee.

Section 7  The Speaker of the Senate shall give to all organizations that have applied for funding, and at least six (6) days prior to the budget meeting, the Ways and Means recommendation and a copy of an Appeal of Appropriation with the deadline.

Section 8  Appeals of Appropriation shall also be made available at the Student Government and Student Activities Center offices at least six (6) days prior to the budget meeting.

Section 9  If the budget shall fail upon its initial vote it shall be broken into organizations. Upon receiving a negative vote on the organization, the organization’s account will be broken down by line item.

Section 10  Any organization shall be allowed to present on their budget if the initial Ways and Means recommendation shall have failed before the Senate, provided that they may not address the Senate for a duration of time exceeding ten (10) minutes.
Section 11 Subsidiary motions to amend, amend an amendment, call the amendment, recess (no greater than fifteen (15) minutes) and recognize a non-member shall be in order if the original Ways and Means budget shall have been failed.

Chapter 31
Training for Senators

Section 1 Each Senator shall attend a comprehensive SGA training, which shall be coordinated by the Speaker and Associate Speaker. Student Legal Services Office and, if possible, the Student Activities and Involvement Office shall help in the training, planning, and facilitating. This training shall occur within two (2) weekends following the SGA elections in the fall and spring.

Section 2 This training will be mandatory for the Speaker, Associate Speaker, all Senators, the SGA President, and the Vice President. The President, Vice President, Speaker, Associate Speaker, Chief Justice or their designee, Executive Cabinet, and Committee Chairs shall present on their roles, responsibilities, and goals at the training. The Presidents of the House Councils will also be invited and encouraged to come but they are not required to do so.

Section 3 Each full day of the training that a Senator misses will count as an one-half (½) absence. Excused absences will be granted as outlined in the Title II Chapter entitled “Senate Attendance”. If any office holder, besides a Senator, does not attend the training, the SGA President shall be expected to sanction or reprimand them in a manner they see fit.

Section 4 The Speaker or President shall be empowered to ask for the resignation of any SGA officer who does not attend training, without being excused. Furthermore, not attending training shall be grounds for a petition of Expulsion or Impeachment to be sent to the Rules and Ethics Subcommittee of the Administrative Affairs Committee.

Section 5 It shall be at the discretion of the Speaker and President as to how long and over how many days the training will take place. It will also be at the discretion of the Speaker and President to require the attendance of the Student Trustee, the Executive Cabinet, and the Student Judiciary for a limited amount of the training. Incumbent Senators will be required to attend the training but will be expected to assist the Speaker and President in facilitating the training.

Section 6 This training shall be open to all SGA Members.
Section 7  The Chancellor of Elections shall inform all the Senate candidates and all above named members of the SGA, before the election takes place, that they must attend this required training.

Section 8  The training shall include, but not be limited to, the topics of Senate procedure, the Judicial Branch, the Executive Branch and its procedure, the history of the SGA, extensive training on the Constitution, By-Laws, and Wellman Document, Robert’s Rules of Order, the Senate Committees and how they work with the other branches, working with other UMass authorities, and community organizing.
TITLE III
EXECUTIVE
Chapter 1
Authority

Section 1    In addition to the power vested in the President under Article VI of the Constitution of the SGA, the President shall be vested with the additional powers prescribed herein:

1. To authorize or establish whatever formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other necessary structural bureaucracy, with the exception of the Executive Cabinet, may, in their discretion, deem appropriate for the efficient operation of the Executive Branch. The President shall not create any Executive Cabinet positions without first sponsoring an amendment to the General By-laws to create the position.
2. To appoint or employ administrative/clerical aides to assist the University Student Trustee, the President, the Speaker, the Student Judiciary, or the Executive Cabinet, provided an act of the Senate has appropriated funds for said purpose.
3. To dismiss or remove from office, any member of the Executive Cabinet or the Executive Branch, whose dismissal or removal from office is not otherwise provided for by the Constitution or the Bylaws of the SGA. The President is further empowered to delegate this power to members of the Cabinet.

Section 2    The President shall create no formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other structural bureaucracy which is superior in rank to the Executive Cabinet.

Section 3    The President shall provide a weekly oral report to the Senate at every meeting, or, in cases such that the President is unable to attend the scheduled Senate meeting, the President will provide a report to Senate.

Chapter 2
Community Meetings

Section 1    The President, or at their discretion, one of the Executive Cabinet members, shall be responsible for attending at least one of the “Back to the People” meetings, as defined in the Title II Chapter entitled “Constituent Communication”, from each other the Residential Areas at least once a semester.
Chapter 3
The Vice President of the SGA

Section 1 The Vice President shall:

1. Be the head of the Executive Branch when the President is not in attendance.
2. Be empowered to act for the President as their official representative in all capacities with the exception of signing or vetoing legislation, so long as the President has given prior consent to their actions. The Vice President shall also be empowered to delegate this responsibility to any member of the Executive Cabinet.
3. At such times as the President deems necessary, the Vice President may become Acting President and be empowered to exercise all the powers of the Presidency, including, but not limited to, hiring and firing staff and signing and vetoing legislation. The President shall inform the Senate of this transfer of power either electronically or in person.
4. Act as the President’s liaison to the Area Governments.
5. Act to effectively execute Title V of the By-laws of the SGA and fulfill all powers and responsibilities granted to him/her therein.
6. Serve as the chief adviser to and receive instruction and direction from the President.
7. If a vacancy shall occur in the office of the Vice President, the President shall appoint a replacement in the manner provided in Title III, Chapter 5.

Chapter 4
The Executive Cabinet

Section 1 The President shall appoint, and the Senate shall confirm, in a manner prescribed by the Constitution of the SGA, and the By-laws of the SGA, the Executive Cabinet, herein denoted the Cabinet.

Section 2 The Cabinet shall be directly responsible and accountable to the President, in whose name the Cabinet shall act.

Section 3 Should a cabinet member fail to provide a written or verbal report at a regular scheduled meeting of the Senate for three weeks, they shall have resigned by non-action.

Section 4 For the Secretary of Finance, Secretary of Registry, and the Attorney General a section provides a list of responsibilities that are required of those cabinet members. These
responsibilities provide clarity to their listed job description. Should a cabinet member fail to fulfill his or her required responsibilities as delineated in this section they shall have resigned by non-action.

Section 5    If a cabinet member has resigned by non-action, the President and Speaker shall remove him from all public listings of positions and freeze his pay.

Section 6    The President has the ability to reappoint a cabinet member who has resigned by non-action through the Senate as detailed in the Title III Chapter entitled “Cabinet Vacancies”.

Chapter 5
Composition of the Cabinet

Section 1    The Cabinet shall be composed of individuals qualified to fulfill the positions prescribed herein:

1. The Chief of Staff
2. The Secretary of Finance
3. The Secretary of the Registry
4. The Attorney General
5. The Secretary of University Policy and External Affairs
6. The Secretary of Diversity Issues
7. The Secretary of Technology
8. The Secretary of Public Relations and Marketing
9. The Secretary of Sustainability
10. The Secretary of Veterans Affairs

Chapter 6
Cabinet Appointment

Section 1    The President/President-Elect shall, within thirty (30) calendar days of the ratification of their election, submit to the Administrative Affairs Committee one (1) named representative for each of the Cabinet post appointments, who, upon confirmation by the Administrative Affairs Committee, shall be submitted to the Senate for final confirmation.
1. The President-Elect shall have the ability to submit their representative to the Administrative Affairs Committee before taking office, but only after the ratification of the election.

2. The Senate shall have the power to confirm Cabinet nominees prior to the beginning of the nominee’s prospective term. If confirmed, the Cabinet-Designees shall not take the oath of office until the beginning of their terms.

Section 2 The President/President-Elect, along with the counsel of the Vice President-Elect, shall follow selecting named representatives for Cabinet posts as follows:

1. For all subsections of Title III, Chapter 6, Section 2, prospective named representatives for Cabinet posts shall herein be referred to as “applicants”, and this section of the appointment process shall be conducted as an application process.

2. The President/President-Elect shall write and release the applications for all Cabinet posts, which shall include, but not be limited to, the SGA Equal Opportunity Policy, as per Title I, Chapter 4.

3. The Application shall not request any demographic information beyond the applicant’s name or year of graduation.

4. The President/President-Elect shall create a job announcement for all Cabinet posts, which shall include the application deadlines and a description of the application process.

6. The President/President-Elect shall accept applications for at least seven (7) calendar days following the release of applications and posting of the job announcement.

7. Every application from SGA Members that the President deems suitable shall be afforded the opportunity for an interview, which shall take place at a mutually agreed upon time in a neutral location outside of the SGA Office.

8. No individual may be selected for a Cabinet post until all applicants for said post have been fully considered.

9. The President/President-Elect shall notify all applicants of their acceptance/rejection, and shall notify accepted applicants of their required attendance at confirmation hearings in the Administrative Affairs Committee and the Senate.

10. Once the President/President-Elect has chosen their named representatives for each Cabinet post, they shall send each representative’s completed application materials to the Administrative Affairs Committee for review during their confirmation hearings.

Section 3 If the Senate shall not have acted to confirm or deny a Cabinet appointment of the President/President-Elect within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.
Section 4  If the Senate shall have voted to deny a Cabinet appointment, the President/President-Elect shall submit a second named representative to the Senate within ten (10) calendar days.

Chapter 7  
Term and Installation of Cabinet Members

Section 1  Cabinet members shall serve the same term of office as the President and Vice President. The Cabinet shall take office on April 20 and shall serve until April 19 of the following year.

Section 2  The Cabinet shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:

“I do affirm to faithfully execute the office of Executive Cabinet Member and support the Constitution and By-laws of the Student Government Association”

Chapter 8  
Cabinet Vacancies

Section 1  If a vacancy shall occur in a Cabinet post, the President shall, within thirty (30) calendar days of said vacancy, submit to the Senate, one (1) named representative for the Cabinet post vacated.

Section 2  If the Senate shall not have acted to confirm a Cabinet appointment of the President within fifteen (15) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 3  If the Senate shall have voted to deny a Cabinet appointment, the President shall submit a second named representative to the Senate within ten (10) calendar days.

Section 4  If the vacancy shall have occurred on or after March 1, the President shall submit to the Senate one (1) named representative for the Cabinet post vacated at their discretion, and the Senate shall act accordingly.
Section 5 If a vacancy shall appear in a cabinet post or the President has chosen not to fill a position, the President shall inform the Senate of said vacancy.

Chapter 9
Responsibilities of the Cabinet

Section 1 The Cabinet Members shall hold the responsibilities defined herein:

1. They shall be directly responsible for the effective implementation and execution of Acts of the SGA relevant to their administrative area.
2. They shall be responsible for representing the President’s sentiments on matters relevant to their administrative area.
3. They shall be directly responsible for the execution of all tasks prescribed for their administrative area by the Constitution of the SGA, the By-laws of the SGA, Acts of the SGA, or the President.
4. They shall be responsible for submitting to the President and Senate, a written or verbal report on the activities and functions of their administrative area no less than once every calendar month. In addition, any Senator may request a written or verbal report at any time.
5. They shall serve as an ex-officio member of the Senate

Chapter 10
The Chief of Staff of the SGA

Section 1 The Chief of Staff shall:

1. Act as the head liaison to the Executive Branch.
2. Coordinate all Presidential appointments including creating a full list of any committees, councils, and advisory boards that the President has the authority to appoint student representation to.
3. Serve as the chief adviser and receive instruction and direction from the President and Vice President.
4. Be responsible for hiring and giving directions to the SGA Office Manager.
   a. The office manager will be responsible for day-to-day operations of the SGA office.
      i. Signing bikes in and out of the SGA office
      ii. Checking out keys for RSO lockers.
iii. Assisting students in reserving meeting spaces, event spaces, and conference rooms.
iv. Ensuring that the needs of day-to-day office functions are satisfied.
v. Managing the office phone.
vi. Managing a calendar to keep an up-to-date schedule of meetings and events.
vii. Sorting incoming files, paperwork, and the historical archives.
viii. Acting as a greeter with access to a calendar of SGA members’ office hours.
ix. Maintaining a basic understanding of cabinet members’ projects.
x. Office supplies and cleaning supplies inventory.

Chapter 11
The Secretary of Finance

Section 1 The Secretary of Finance shall:

1. The Secretary of Finance is responsible for ensuring compliance of ESO with the financial policies of the SGA. They are responsible for the keeping of accurate financial records and is responsible for ensuring that all ESO accounts are in order. They shall ensure that all agencies, area governments, and student businesses are financially solvent.
2. The Secretary of Finance shall be responsible for appointing and giving direction to the SGA auditor who shall assist the Secretary of Finance in systematically auditing accounts
3. The Secretary of Finance shall be accountable to the SGA president, and shall receive their direction from them.
4. The Secretary of Finance shall schedule bi-weekly meetings with the Student Engagement Stakeholders to review ESO discrepancies and to develop policy that addresses ESO financial issues.
5. The Secretary of Finance and the Secretary of the Registry shall serve as a mechanism for ESO financial support; they are responsible for long-term and short-term analysis of the SATF. They shall maintain records, and be abreast of issues including but not limited to:
Administrative Overhead recharge policy, Copyright deficit/charges for Established Student Organizations, and SATF allocation.

6. Tasks of the Secretary of Finance including but not limited to:
   
a. Managing Budgets of
   
i. Senate Operations
   
ii. SGA Revenue account
   
iii. SGA Stabilization account
   
b. Advising the Ways & Means and Finance Committee Chairs on financial issues that surface during the course of their term.
   
c. Oversight of S-1 Budget spending to
   
i. Signing off on fee account transfers
   
ii. Reviewing unusual expenditures for appropriateness
   
iii. Setting in conjunction with Student Engagement Stakeholders, year-end spending guidelines for Established Student Organizations.
   
iv. Managing SGA fund-raising efforts
   
v. Evaluating expenses of the Student Activities Trust Fund

7. The Secretary of Finance will have the authority to appoint an auditor.
   
a. The auditor shall assist the Secretary of Finance in systematically auditing accounts.

8. The Secretary of Finance will have the authority to freeze student group accounts on the SATF for any Student Government Association or University Policy violations.
   
a. The Secretary of Finance must keep abreast of groups spending and be aware if any RSO has a deficit in either of their accounts. This information is available from the Business department of Student Activities Center.
   
b. The Secretary of Finance will advise the RSO forty-eight (48) hours prior to freeze suspension, They will also advise Student Activities Center at least forty-eight (48) hours prior.
   
c. A group freeze must be put in writing, and the Secretary of Finance will be responsible for maintaining a record of all suspensions and notices.
d. The Secretary of Finance shall inform and consult with the Secretary of the Registry when freezing an ESO.

e. Upon freezing an RSO, the Secretary of Finance must notify the RSO about the freeze and email the RSO the details of the appeals process. This email must include, but not be limited to the Director of finance and business services, the RSO, the Chair of the Administrative Affairs Committee, the Chair of the Ways and Means Committee, and the Chair of the Finance Committee, and the Secretary of the Registry.

9. If an RSO wishes to appeal the freeze put on their accounts by the Secretary of Finance the process shall be as follows:

   a. The RSO will have two (2) weeks after receiving notice of the freeze of their RSO to file for an appeal.

   b. The RSO must contact the Chair of the Finance Committee.

      i. The Chair of the Finance Committee is responsible for creating an Ad-hoc committee to meet within two (2) weeks from receiving the appeal herein denoted as the “Freeze Appeal Committee” containing a member from the Finance Committee, the Chair of Ways and Means committee, a member from the Ways and Means Committee, and the Chair of the Administrative Affairs Committee or their designees.

   c. When the RSO meets with the Freeze Appeal Committee someone from the RSO with signature responsibility must be in attendance at the meeting.

   d. If the RSO appeal passes through the Freeze Appeal Committee with a two-thirds (2/3) majority. The appeal shall then go onto Senate.

   e. If the RSO appeal passes through Senate with a two-thirds (2/3) majority, the freeze shall be reversed. If it does not pass, the freeze remains.

10. Secretary of Finance shall hold Signature Responsibility as defined by the University system.

11. The monthly report shall include a summary expenditure of the SGA Operations account (fee and revenue).

   a. This report shall be sent out to all SGA Officers once it is compiled each month.
12. The Secretary of Finance shall be required to appoint an SGA Treasurer as their Undersecretary. The SGA Treasurer shall initiate and develop fund-raising efforts for the SGA Operations account. All such revenues are to aid in the execution of business for the SGA. The SGA Treasurer shall also assist in the oversight of spending and running balances on all SGA accounts, which shall include:
   a. The SGA Operations account (fee and revenue)
   b. The campaign fund
   c. Finance Reserves
   d. Capitalization and equipment fund
   e. Senate operations
   f. Short-term stabilization funds
   g. SGA Readership Program
   h. New Group Reserve

13. Work collaboratively with the treasurer of each RSO Council.
14. Meet at least twice (2) a semester with the Treasurers’ Board and the Ways and Means Representative for their council.

Chapter 12
The Secretary of the Registry

Section 1 The Secretary of the Registry shall:

1. Act to effectively implement Title VII of the By-laws of the SGA.
2. Be empowered to suspend the Charter of an RSO or agency which is in violation of the Constitution of the SGA, the By-laws of the SGA, or an Act of the SGA.
3. Act as the President’s liaison to Established Student Organizations, Agencies, and Student Activities and Involvement.
4. Work with the Secretary of Public Relations and Recruitment in assisting ESOs with the advertisement of events
5. Coordinate with University Administration to effectively work with ESOs in campaigns, projects, or events
6. Be directly responsible for the official Registered Student Organization records of the SGA including, but not limited to, the Charters and/or Constitutions of Registered Student Organizations. The Secretary of the Registry shall aid the Student Activities and Involvement in ensuring that all RSOs and Agencies have their updated Charter/Constitution available on Campus Pulse.

7. The Secretary of the Registry shall have the power to suspend any ESO for any Student Government Association or University Policy violations.

8. Upon suspending an ESO, the Secretary of the Registry must notify the ESO forty-eight (48) before the suspension takes place about the suspension and email the ESO the details of the appeals process. This email must include, but not be limited to the the ESO and the Chair of the Administrative Affairs Committee.
   a. If an ESO wishes to appeal the suspension placed by the Secretary of the Registry the process shall be as follows:
      i. The ESO will have two (2) weeks after receiving notice of the suspension of their ESO to file for an appeal.
      ii. The ESO must contact the Chair of the Administrative Affairs Committee.
         1. The Chair of the Administrative Affairs Committee is responsible for scheduling a time for the Administrative Affairs Committee to meet for the appeals.
      iii. When the ESO meets with the Administrative Affairs Committee someone from the executive board of the RSO must be in attendance at the meeting.
      iv. If the ESO appeal passes through the Administrative Affairs Committee with a two-thirds (⅔) majority. The appeal shall then go onto Senate.
      v. If the RSO appeal passes through Senate with a two-thirds (⅔) majority, the suspension shall be reversed. If it does not pass, the suspension remains.

9. Be an ex-officio member of the Administrative Affairs Committee and shall assist the committee with research and development of legislation.

10. Be responsible for assigning and maintaining student space in the Student Union, in accordance with Title VII. The Secretary shall be empowered to determine which student
spaces shall be assigned to RSOs and Agencies as offices, and what space shall be assigned for other uses, including but not limited to RSO Storage Rooms and SGA-Student Conference Rooms.

   a. The Secretary of the Registry shall be responsible for ensuring ESOs assigned to an office space are maintaining the space in accordance with all SGA, Student Activities and Involvement, and Campus Center/Student Union policies

   b. The Secretary of the Registry shall be responsible for the upkeep and scheduling of the SGA-Student Conference rooms.

11. Have the power to appoint an Undersecretary of the Registry. The Undersecretary of the Registry shall assist the Secretary in the carrying out of their duties and shall serve as an additional resource to RSOs.

12. Chair RSO Council meetings where impeachment charges are on the agenda.

13. Act as a member of the Council Board and call meetings as needed.

14. Require RSO Councils to hold a training on a specific topic at their next regularly scheduled meeting.

Chapter 13
The Attorney General

Section 1 The Attorney General shall:

1. Act to effectively implement Title III of the By-laws of the SGA.

2. Act, in conjunction and consultation with the Directing Attorney of Student Legal Services Office, as the chief legal counsel to the SGA. The Attorney General shall be responsible for meeting with the Directing Attorney of Student Legal Services Office on a monthly basis, at least.

3. Act as the President’s liaison to the Student Judiciary, the Dean of Students Office, and the University Judicial System.

4. File charges with the Dean of Student’s office for violations of the Code of Student Conduct relevant to the Constitution of the SGA, the By-laws of the SGA or Acts of the SGA.

5. Be directly responsible for the official judicial records of the SGA including, but not limited to Student Judiciary Majority Rulings.

6. Supervise and coordinate the Judicial Advisors Program, as defined by the University.
7. Be an ex-officio member of the Senate Administrative Affairs Committee, and shall assist said committee in the research and development of legislation.
8. Be an ex-officio member of the Senate Administrative Affairs Committee Rules and Ethics Sub-Committee, and shall assist said sub-committee in the research and development of legislation.
9. Act as a member of the Student Legal Services Office Advisory Committee.
10. Be directly responsible for the official records and correspondence of the SGA not otherwise provided for by the bylaws of the SGA.
11. The Attorney General is required to have met with Student Legal Services Office once every 30 days, or they shall have resigned by non-action.
12. The Attorney General shall work on expanding and protecting the SGA Member’s rights on campus.

Section 2  The Attorney General may elect to represent any person(s) before the Student Judiciary.

Chapter 14
The Secretary of University Policy and External Affairs

Section 1  The Secretary of University Policy and External Affairs shall:

1. Act as the President’s liaison to the Faculty Senate.
2. Be an ex-officio member of the Undergraduate Experience, Academic Oversight Committee, and the Social Justice and Empowerment Committee, and shall assist said committee in the research and development of legislation.
3. Continuously develop recommendations to the Senate, President, and UMASS Administration on University Policy
4. Act as the President’s liaison to the town of Amherst. The Secretary shall sit on the Student Town Advisory Board.
5. Act as the President’s liaison to the Commonwealth of Massachusetts.
6. Act as the President’s liaison to the Government of the United States.
7. Ensure collaboration and communication between the SGA, its Agencies, and Subsidiary Governance Bodies.

Chapter 15
The Secretary of Diversity Issues
Section 1  The Secretary of Diversity Issues shall:

1. Be directly responsible for advocating on behalf of a diverse student representative governance body. Diverse student representative, for the purposes of this position, shall be defined as working with the at least following groups:
   a. CMASS and other groups that advocate for typically underrepresented student communities.
   b. The UMASS Greek Community including all the fraternities, the Interfraternal Greek Council, the Multicultural Greek Council, Pan-Hellanic Council and the National Pan-Hellanic Council
   c. The RSOs and other organizations widely used by the UMASS community, of a religious nature.
   d. The students identified as disabled by Disabilities Services and be the liaison to that office.
   e. The Stonewall Center, RSOs and other organizations widely used by the UMass community identifying in the LGBTQIA Community.

2. Be responsible for convening a campus-wide Diversity Roundtable that shall meet no less than one (1) time per academic month to discuss campus wide diversity issues.

3. Be responsible for advocating and supporting all appropriate Acts and Resolutions of the Student Government Association relative to diversity

4. Work with the Chancellor of Elections to promote all SGA elections to diverse campus populations.

5. They shall be responsible for obtaining and distributing information regarding outlets of diversity on campus upon request.

6. Be an ex-officio member of The Social Justice and Empowerment Committee, and shall assist said committee in outreach to a diverse student population.

Chapter 16
The Secretary of Technology

Section 1  The Secretary of Technology shall:

1. Be responsible for updating the Student Government Association’s website, as defined in Title 1, Chapter 13, of the SGA bylaws.

2. Provide support for Student Government Association initiatives utilizing technology, including, but not limited to the following:
   a. Collaborating with all SGA Cabinet members to connect with constituents using modern media.
3. Lead projects leveraging technology to help build stronger relationships with constituents, such as further promoting the Student Government Association’s presence on campus, strengthening students’ voice, and creating a better connected campus community.

4. Maintain internal technology services and accounts that are essential to the function of the SGA within the Secretary’s jurisdiction, including but not limited to accounts and services storing electronic data over the Special Period.

5. Sit on the Information Communication Technology Council, The IT Student Advisory Board, and shall collaborate with the Office of Information Technology so as to ensure a comprehensive view of technology initiatives on campus affecting students.

Chapter 17
The Secretary of Public Relations and Marketing

Section 1
The Secretary of Public Relations and Recruitment shall:

1. Act as the President's liaison to the campus media and coordinate the SGA's distribution of information on campus. Furthermore, they must deliver press releases when requested about SGA activities to campus news media organizations.

2. Send out a bi-monthly SGA newsletter to the Dean of Students to be forwarded to all SGA members, which highlights significant events and activities in the SGA.

3. Help the Chancellor of Elections market SGA Elections while maintaining viewpoint neutrality in regards to all individual campaigns when acting as Secretary of Public Relations and Recruitment.

4. Actively recruit SGA members to run for Senate prior to the elections.

5. Engage incoming freshman and transfer students during New Student Orientations if possible, and during the semester.

6. Recruit undergraduate students for Faculty Senate councils and committees.

7. Work with RSOs to help plan and organize events that promote a positive UMass image.

8. Work with Area Governments, RHA, and any other relevant officials to organize outreach meetings, events and canvassing campaigns in the dorms, DC’s, and off-campus living areas for two purposes:
   a. To get input from and build relationships with students
   b. To inform and educate students about existing campaigns

9. Shall sit on the University Relations Vice Chancellor Advisory Board.

Chapter 18
The Secretary of Sustainability
Section 1  The Secretary of Sustainability shall:

1. Act as the liaison to the President for students, faculty and administration on all matters pertaining to the environment and offer advice to SGA Officers for collaborative projects.
2. Serve as a liaison to, and help to coordinate the efforts of, the following groups:
   a. Sustainability Steering Committee (SSC)
   b. Sustainability Coordinator and the Sustainability Initiative
   c. The Eco-Rep Program
   d. Any environmentally-related Registered Student Organizations
   e. Any subsequent groups that emerge as leaders in campus sustainability
3. Write legislation pertaining to environmental policy on campus.
4. Research current sustainability initiatives on campus, as well as potential initiatives that could bolster the University’s environmental sustainability.
5. Ensure that student and administrative environmental initiatives are communicated to the student body.
6. Be responsible for appointing and giving direction to the Bike Share Program Manager. The Bike Share Program Manager shall be responsible for, at the least, the overseeing of the expansion, advertising, and day-to-day operations of the Bike Share Program.
7. Assisting in the sustained success of the Bike Share program.
   a. Maintaining waivers for the program.
   b. Signing bikes in and out of the SGA office.
   c. Coordinating advertising and social media marketing.
   d. Ensuring bikes are maintained by implementing contracts between the Bike Share and Bike Co-op and following up on repairs and regular maintenance.
   e. Working to improve and expand the program.

Chapter 19
Secretary of Veterans Affairs

Section 1  The Secretary of Veterans Affairs shall:

1. Act as the liaison of the Student Government and the campus body to the military veteran, reserve, and active-service member population studying, working and visiting the University of Massachusetts, Amherst.
2. Work with the University departments and student organizations including Health Services and the campus Veteran Services Office on health, safety, and integration issues that may arise.
3. Work with the university development and admissions office to encourage veteran and active-service enrollment at the university.

4. Coordinate with the Air Force and Army Reserve Officer Training Corps on student – soldier training, integration, and assistance.

5. Work in the Veteran-Center and with military programs to assist with deployment issues and support.

6. The Secretary of Veterans Affairs shall contribute to the existing Veteran Newsletter by providing the Veteran Services Coordinator with a monthly report, which details the endeavors and accomplishments of the Secretary of Veterans Affairs.

7. Obtain and distribute information regarding events, support services, and RSO’s which involve veterans on campus upon request.

8. Have the power to appoint an Under Secretary of Veteran Affairs. The Under Secretary shall assist the Secretary in the carrying out of their duties.

Section 2  The Veterans Services Office and veteran RSO’s shall have ten business days from the President’s swearing-in date to submit nominations for the position.
TITLE IV
JUDICIARY
Chapter 1
The Student Judiciary

Section 1 The authority of the Student Judiciary shall be vested in seven (7) Justices, appointed and confirmed in a manner prescribed by Article VI, Section 5, Sub-section D, of the Constitution of the SGA, and the By-laws of the SGA.

Chapter 2
Authority of the Student Judiciary

Section 1 In addition to the power vested in the Student Judiciary under Article VII, Section 4, of the Constitution of the SGA, the Student Judiciary shall be vested with the powers prescribed herein:

1. Mandamus - Here defined as the power to order any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to perform a task which, in the Student Judiciary's judgment, is mandated by the Constitution of the SGA, the By-laws of the SGA or Acts of the SGA.
2. Injunction - Here defined as the power to order any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to cease a practice which, in the Student Judiciary's judgment, is in violation of the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.

Section 2 "Contempt" shall be defined here as the failure of any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to comply with the orders of the Student Judiciary. The Student Judiciary is further empowered to order the Attorney General to file formal charges against said agent with the Dean of Students.

Chapter 3
Student Judiciary Appointment

Section 1 If a vacancy shall occur in a Student Judiciary post, the President shall, within thirty (30) calendar days of said vacancy, submit (1) named representative for the Student Judiciary post vacated.
Section 2 If the President shall have failed to submit to the Senate one (1) named representative for the Student Judiciary post vacated within thirty (30) calendar days of the vacancy, the Senate shall be empowered to appoint and confirm one named representative to the vacated Student Judiciary post, upon a majority vote of its membership in attendance at a scheduled meeting, provided the President shall not have acted by the convention of said meeting.

Section 3 If the Senate shall not have acted to confirm a Student Judiciary post appointment of the President within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 4 If the Senate shall have voted to deny a Student Judiciary appointment, the President shall submit a subsequent named representative to the Senate within ten (10) calendar days.

Chapter 4
Installation of Student Judiciary Members

Section 1 Student Judiciary Justices shall, prior to being installed, consult the Directing Attorney of Student Legal Services or their designee.

Section 2 Student Judiciary Justices shall, upon taking office, be administered the following affirmation by the Speaker before the Senate membership: "I do affirm to faithfully execute the office of Student Judiciary Justice and support the Constitution and By-laws of the Student Government Association."

Chapter 5
Term of the Student Judiciary

Section 1 All meetings of the Student Judiciary, shall be conducted in a Term of the Student Judiciary, here defined as April 1 to March 31, and herein denoted the Term.

Chapter 6
Convention of the Term

Section 1 On or before April 15, the Senate shall convene the first meeting of the Student Judiciary Term and the Speaker shall preside at said meeting.
Section 2 If, on or before April 15, the Senate shall have failed to convene the first meeting of the Student Judiciary Term, the President shall convene the first meeting of the Student Judiciary Term, and shall preside at said meeting.

Section 3 If Title IV, Chapter 6, Section 2 of the By-laws of the SGA shall not have been invoked, the Senate shall convene the first meeting of the Student Judiciary Term and the Speaker shall preside in the manner prescribed herein:

1. The Speaker shall call the meeting to order.
2. The Speaker shall take a roll call to determine if quorum is present.
3. The Speaker shall yield the chair to the Chancellor of Elections, or, in the absence of the Chancellor of Elections, an Elections Commissioner.

Chapter 7
Election of the Chief Justice and Associate Chief Justice

Section 1 The Chancellor of Elections, upon assuming the chair at the first meeting of the Student Judiciary Term, shall conduct the election of the Chief Justice and Associate Chief Justice of the Student Judiciary in the manner prescribed herein:

1. The Chancellor of Elections shall announce that nominations for Chief Justice of the Student Judiciary are open.
2. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
3. The Chancellor of Elections shall entertain and record nominations for Chief Justice until a motion shall have been made, seconded and approved by unanimous consent, to close said nominations.
4. Following the closing of nominations for Chief Justice, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Chief Justice and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
5. The Chancellor of Elections shall then announce that nominations for Associate Chief Justice of the Student Judiciary are open.
6. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
7. The Chancellor of Elections shall entertain and record nominations for Associate Chief Justice until a motion shall have been made, seconded and approved by unanimous consent to close said nominations.

8. Following the closing of nominations for Associate Chief Justice, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Associate Chief Justice and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.

9. The Chancellor of Elections shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Student Judiciary for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.

10. When each nominee shall have been provided the opportunity to address the Student Judiciary and entertain questions, the Chancellor of Elections shall read again, from the minutes, all nominations for both offices, in the order in which the nominations shall have been recorded in the minutes.

11. The Chancellor of Elections shall then distribute to each Justice one (1) ballot

12. The Chancellor of Elections shall then direct each Justice to cast, from the list of nominations recorded for each office in the minutes, one (1) vote for Chief Justice of the Student Judiciary above the fold of the ballot, and one (1) vote for Associate Chief Justice of the Student Judiciary, below the fold of the Ballot.

13. Following this direction, and the elapse of five (5) minutes, the Chancellor of elections shall retrieve the ballots in the manner in which they shall have been distributed, and, in the presence of the Student Judiciary, count the ballots.

14. Following the completion of the ballot count, the Chancellor of Elections shall report to the Student Judiciary the complete numerical tabulation of the results, and declare those persons having received the majority of the votes cast, to be elected Chair.

15. The Chancellor of Elections shall then yield the chair to the Chief Justice, and proceed to destroy the ballots at the expiration of twenty-four (24) hours.

Section 2 No nomination shall be recorded in the minutes which shall not have received a second.

Section 3 No Justice shall make more than one (1) nomination for each office.

Section 4 If, after the ballots have been counted by the Chancellor of Elections, no nominee for the office of either Chief Justice or Associate Chief Justice shall have received a majority of
the votes cast, the nominee receiving the lowest total for that office shall be eliminated, and the ballots for that office shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for each office receives a majority.

Section 5  The Chief Justice elected in the Term immediately preceding the convening of a Term, shall be eligible to be nominated for either Chief Justice or Associate Chief Justice.

Section 6  The Associate Chief Justice elected in the Term immediately preceding the convening of a Term, shall be eligible to be nominated for either Chief Justice or Associate Chief Justice.

Section 7  A Justice may, within twenty-four (24) hours of the election, request a recount.

Section 8  No other business shall be conducted by the Student Judiciary in its Term, prior to the election of the Chief Justice and Associate Chief Justice.

Chapter 8
The Chief Justice

Section 1  The Chief Justice shall be elected in the manner prescribed by the Title IV, Chapter entitled “Election of the Chief Justice and Associate Chief Justice” of the By-laws of the SGA and shall serve for the Term of the Student Judiciary for which they have been elected.

Section 2  The Chief Justice, as the chief presiding officer of the Student Judiciary, shall:

1. Chair all meetings and Hearings of the Student Judiciary.
2. Act as the chief spokesperson of the Student Judiciary.
3. Shall decide the outcome of any objection raised. If another justice objects to their ruling, the Judiciary shall quickly leave the room and vote on the objection.
4. Take care that Student Judiciary business is conducted in a manner consistent with the SGA Constitution, the By-laws of the SGA, and Acts of the Senate.
5. Swear-in the President, the elected Senate body, the Executive Cabinet, the Area Government Officers and the Elections Commission
6. Execute all other tasks assigned to her/him by the Constitution of the SGA, the By-laws of the SGA, or Acts of the SGA.
7. Shall at the beginning of each semester set a time and weekday for the judiciary to meet if necessary. This time shall need to be agreed upon by a majority of the Justices.
Chapter 9
The Associate Chief Justice

Section 1 The Associate Chief Justice shall be elected in the manner prescribed by the Title IV Chapter entitled “Election of the Chief Justice and Associate Chief Justice” of the By-laws of the SGA and shall serve for the Term of the Student Judiciary for which they have been elected.

Section 2 The Associate Chief Justice, as the chief clerk of the Student Judiciary, as defined by the Constitution of the SGA, shall:
1. Record the minutes of all Student Judiciary meetings and Hearings.
2. Be responsible for maintaining accurate attendance records, the correspondence of the Student Judiciary, and the permanent records of the Student Judiciary.
3. Act as the chief advisor to the Chief Justice on the rules and procedures of the Student Judiciary.
4. Chair the Student Judiciary in the absence of the Chief Justice or if the chair is yielded.
   a. Execute all other tasks assigned to her/him by the Constitution of the SGA, the By-laws of the SGA or Acts of the SGA.
   b. Schedule, at least once per term, a training session with the Student Legal Services Office.

Section 3 If a vacancy shall occur in the office of Associate Chief Justice, the Student Judiciary shall elect, from its membership, an Associate Chief Justice in the manner prescribed by the Title IV Chapter entitled “Election of the Chief Justice and Associate Chief Justice” of the By-laws of the SGA.

Chapter 10
Conflict of Interest

Section 1 No Student Judiciary member shall take part in a case in which they shall have a vested interest.
1. Either the Petitioner or the Respondent may raise the concern of a conflict of interest, at which time a majority vote of the Student Judiciary membership in attendance can determine if said Student Judiciary member has a vested interest.

Chapter 11
Petition for a Ruling
Section 1  A time-stamped Petition for a Ruling shall be submitted to the Associate Chief Justice of the Student Judiciary and shall contain the information prescribed herein:

1. The specific person(s) submitting a Petition for a Ruling, herein denoted the Petitioner.
2. The specific person(s) to have allegedly violated the Constitution of the SGA, the By-laws of the SGA, or Act(s) of the SGA, herein denoted the Respondent.
3. The specific parts of the Constitution of the SGA, the By-laws of the SGA, or Act(s) of the SGA allegedly violated.
4. The Manner in which the Constitution of the SGA, the By-laws of the SGA or Act(s) of the SGA, were allegedly violated.

Chapter 12
Issuance of a Brief

Section 1  Upon granting a request for a Judicial Ruling, the Associate Chief Justice will, in writing, notify both the Petitioner(s) and the Respondent(s) of the hearing to come, identify the Petitioner(s) and the Respondent(s), the specific parts of the Constitution, SGA By-laws or Acts of the SGA allegedly violated, the manner in which they were allegedly violated, and the Statement of Notification of a Hearing. This shall be done within seven (7) days of receiving the Petition for a Ruling.

Section 2  After the notification of the both the Petitioner(s) and the Respondent(s), both parties will have ten (10) days to submit, in writing, a brief to the Judiciary. The brief will include all evidence, statements of factual allegation and legal arguments that will comprise the entirety of the Petitioner(s)'s and Respondent(s)'s opening argument for the case.

Section 3  The writs must be issued, in writing, to the Associate Chief Justice.

Section 4  The Petitioner(s) and/or Respondent(s) may request an extension for the issuance of their brief, which shall be granted by the Judiciary should the party concerned meet one or more of the criteria prescribed herein:

1. Personal Illness
2. Family Illness
a. Requests for extensions will be submitted, in writing, to the Associate Chief Justice at least forty-eight (48) hours before the deadline for the issuance of the brief is set.

Section 5 The Associate Chief Justice will be responsible to provide both the Petitioner(s) and Respondent(s) a copy of the opposing party's brief at least seventy-two (72) hours prior to the time of the Hearing.

Chapter 13 Statement of Notification of a Hearing

Section 1 Within seven (7) calendar days of the receipt of a Petition for a Ruling, the Associate Chief Justice shall issue to the Petitioner, the Respondent, the President, the Senate, the Attorney General, and the Directing Attorney of Student Legal Services Office, Statement of Notification, which shall contain the information prescribed herein:

1. The information prescribed in the Title IV Chapter entitled “Petition for a Ruling” of the By-laws of the SGA.
2. The date, time and location of the Hearing.
3. The office hours of the Attorney General and Student Legal Services Office.
4. A certified copy of Title IV of the By-laws of the SGA.

Chapter 14 The Hearing Date

Section 1 The Hearing date shall be set on a day after the deadline for the issuance of writes, but not more than fourteen (14) days following the deadline.

Section 2 The Chief Justice shall honor a written request from the Petitioner or the Respondent for a change in the Hearing date, time or location, if the Petitioner or the Respondent meets one or more of the conditions prescribed herein:

1. Personal illness
2. Family illness
3. An hour exam is scheduled for the day immediately following the Hearing.
4. Required class meeting or other scholastic duty.
Section 3  If the earlier sections of this Chapter shall have been invoked, and the Hearing date shall have been adjusted, the second Hearing date shall be set on a day no more than fourteen (14) calendar days after the initial Hearing date.

Chapter 15  
Proceedings before the Student Judiciary

Section 1  Proceedings before the Student Judiciary shall be two-fold: the Hearing, and the Deliberative Session.

Chapter 16  
The Hearing

Section 1  Student Judiciary Hearings shall be conducted in the manner prescribed herein:

1. The Chief Justice, or, in the absence of the Chief Justice, the Associate Chief Justice shall convene the Hearing in the manner prescribed herein:
   a. "Under the Authority granted it by the Constitution of the Student Government Association, the Student Judiciary is assembled here today to hear the case of (Petitioner) vs. (Respondent).
2. The Chief Justice shall proceed to explain the procedures of a Hearing and entertain questions on same.
3. The Petitioner(s) may briefly expand upon or clarify their argument presented in their brief. The Chief Justice will have the authority to unilaterally limit the duration of the Petitioner's remarks. If any Justice challenges the Chief Justice’s ruling the judiciary shall vote on the ruling.
4. The Respondent shall question the Petitioner.
5. The Petitioner shall present and question their witnesses.
6. The Respondent shall question the Petitioner's witnesses.
7. The Respondent(s) may briefly expand upon or clarify their argument presented in their brief. The Chief Justice will have the authority to limit the duration of the Respondent's remarks.
8. The Petitioner shall question the Respondent.
9. The Respondent shall present and question their witnesses.
10. The Petitioner shall question the Respondent's witnesses.
11. The Respondent shall briefly present their closing argument.
12. The Petitioner shall briefly present their closing argument.
13. The Chief Justice shall announce the procedure for appeals.
14. The Chief Justice shall adjourn the Hearing.

Section 2  If a Hearing shall have been adjourned to due lack of quorum, a second Hearing shall be scheduled.

Section 3  If the Petitioner shall have been absent at the time a Hearing shall have been convened, the Petition for a Ruling shall be withdrawn.

Section 4  If the Respondent shall have been absent at the time a Hearing shall have been convened, the Hearing shall proceed in the absence of the Respondent.

Section 5  No Petition for a Ruling withdrawn because of a Petitioner's absence from a Hearing shall be re-submitted.

Section 6  The Student Judiciary shall reserve the right to question any person at anytime during the conduct of a Hearing.

Section 7  The Chief Justice may, for improper conduct, or for failure to obey the instructions of the Student Judiciary, expel a person from a Hearing.

Section 8  If the Petitioner shall have been expelled during the course of a Hearing, the Petition for a Ruling shall be withdrawn.

Section 9  If the Respondent shall have been expelled during the course of a Hearing, the Hearing shall proceed in the absence of the Respondent.

Section 10  The Petitioner, the Respondent and any Justice may request and shall be granted a recess for a period of time which shall not exceed sixty (60) minutes.

Section 11  The Chief Justice, upon request, may call a recess for a period of time which shall not exceed seventy-two (72) hours.

Section 12  All Student Judiciary Hearings shall be tape recorded and the Associate Chief Justice shall maintain copies of said recordings in the permanent records of the Student Judiciary. Further, copies of tape recordings shall be maintained in the Student Legal Services Office.
Chapter 17
Deliberative Sessions

Section 1 Following the adjournment of a Hearing, the Student Judiciary shall set a time, place and location for its Deliberative Session, which shall be no more than forty-eight (48) hours from the closing of the Hearing.

Section 2 The minutes of a Student Judiciary Hearing shall be made available to the entire membership of the Student Judiciary at the Deliberative Session for that Hearing.

Section 3 No Justice, who shall have been absent from a Hearing, shall attend the Deliberative Session directly relating to the Hearing from which he/she was absent.

Section 4 The Directing Attorney of the Student Legal Services Office - lobster, or their designee shall be present at all Deliberative Sessions of the Student Judiciary.

Section 5 The proceedings votes taken of and at a Deliberative Session shall be closed and held in confidence at all times.

Section 6 The Student Judiciary shall, by a majority vote of its membership in attendance at a Deliberative Session, and based upon a preponderance of the evidence, issue a written Majority Ruling.

Section 7 If the Student Judiciary shall be unable to reach a Majority Ruling the Student Judiciary shall allow the action of the Respondent to stand.

Chapter 18
Majority Rulings

Section 1 The Majority Rulings of the Student Judiciary shall be based only upon evidence or testimony introduced at a Hearing or in the submitted brief.

Section 2 If the Chief Justice is in the voting majority, they will designate the Justice responsible for authoring the Majority Ruling. If the Chief Justice is in the voting minority, the ranking member of the majority will designate the responsibility for authoring the majority ruling. In both instances, the delegating Justice will select only from those Justices in the
majority. The ranking member shall be defined as the Justice with the longest tenure on the student Judiciary. If a ranking member cannot be discerned, the majority will collectively come to a consensus as to who should author the Majority Ruling.

Section 3 The Associate Chief Justice shall issue the written Majority Ruling and any dissenting opinion(s), no more than five (5) school days from the closing of the Deliberative Session, and shall provide the Petitioner and the Respondent with certified copies of same, which shall include the information prescribed herein:

1. The name of the Petitioner.
2. The name of the Respondent.
3. A summary of the evidence presented.
4. The Ruling of the Student Judiciary.
5. The rationale for the Ruling.
6. The signatures of the Justices having voted on the Ruling.

Section 4 Additionally, the Associate Chief Justice shall submit one (1) copy of the minutes of all Student Judiciary Hearings and all Majority Ruling decisions of the Student Judiciary to each of the following:

1. The President
2. The Speaker
3. Vice President
4. The Attorney General
5. The Vice Chancellor for Student Affairs
6. The Directing Attorney, Student Legal Services Office

Chapter 19 The Burden of Proof

Section 1 The burden of proving that a Respondent shall have violated the Constitution of the SGA, the By-laws of the SGA or any Act of the SGA shall rest, by a preponderance of the evidence submitted, with the Petitioner.

Chapter 20 Rules of Evidence
Section 1  Only evidence submitted in the brief or during the conduct of a Hearing which has been seen by both the Petitioner(s) and Respondent(s) will be admissible.

1. The judiciary, upon a majority vote, may allow evidence not previously submitted to be admissible during the hearing upon exigent circumstances.

Section 2  Only evidence which a witness shall have directly perceived shall be admissible.

Section 3  Opinion based evidence shall be admissible only in cases in which the facts on which the opinion is based are made known, or the witness is an acknowledged expert.

Section 4  The Petitioner(s) and Respondent(s) will be permitted to motion to suppress evidence. Approval of this motion will require a majority vote of the Judiciary membership in attendance at a hearing.

Section 5  Evidence not germane to the case shall not be admissible.

Section 6  Student judicial records, confidential communication between persons and medical personnel, immediate relatives, judicial advocates, and University staff when acting in a counseling capacity, shall not be admissible, unless the Respondent so permits.

Section 7  Student Judiciary members may take notice of matters which would be within the general experience of University staff and students.

Section 8  The Student Judiciary, by a majority vote of its membership in attendance at a Hearing, shall be the sole judge of the relevance and admissibility of evidence.

Chapter 21
Witnesses

Section 1  All persons making statements before the Student Judiciary shall be administered the affirmation prescribed herein by the Chief Justice:

1. “I, (Witness' Name) affirm and recognize that misrepresentation before a University Board is a violation of the Code of Student Conduct, Part II, Section A, Paragraph 7."

Section 2  In the event a witness, other than the Petitioner and the Respondent, is unable to attend a Hearing in person, said witness may submit a written witness statement.
Section 3  The Student Judiciary shall give considerably less weight to written witness statements than witness statements submitted in person at a Hearing, during its Deliberative Session.

Chapter 22
Judicial Advocates

Section 1  Either the Petitioner or the Respondent may elect to be represented by a Judicial Advocate who shall not be an attorney.

Chapter 23
Appeals

Section 1  The losing party or parties in a Student Judiciary Majority Ruling may appeal the Majority Ruling, by filing a second Petition for a Ruling with the Associate Chief Justice of the Student Judiciary, provided at least (1) of the conditions prescribed herein is asserted to be present:

1. There shall have existed a procedural error or irregularity which materially affected the Majority Ruling.
2. There shall exist new evidence not previously available which would materially affect the Majority Ruling.
3. The Majority Ruling shall be unsupported by substantial evidence, here defined as evidence that a reasonable mind might accept as adequate to support the Majority Ruling.

Section 2  The Student Judiciary may, upon receipt of a second Petition for a Ruling, and upon a majority vote of its membership in attendance at a scheduled meeting, declare one of the conditions prescribed in this Chapter to be present and may schedule a second Hearing for the Petition for a Ruling.

Chapter 24
Scheduled Meetings

Section 1  The Judiciary will meet to carry out the functions prescribed herein: Hearings, Elections, Training Sessions, Administrative/Procedural tasks including but not limited to requesting memos from SLSO and consulting advisers, Deliberative sessions, Convening a
term/session, Ruling on appeals, and Deliberations of contempt, as well as any time when they deem necessary.

Chapter 25
Failure of Compliance

Section 1    Should the Judiciary fail to meet any of the aforementioned deadlines enumerated within the Bylaws of the SGA, the Senate, by a majority vote of its membership in attendance at a scheduled meeting, shall have the power to summon the Chief Justice to report to the Senate as to why proceedings have not occurred in accordance with the mandated time-table.
TITLE V
Subsidiary Government Bodies
Chapter 1
Establishment of Subsidiary Governance Bodies

Section 1  Subsidiary Governance Bodies shall be established and recognized in the manner prescribed herein, unless otherwise provided for in the Constitution or By-Laws of the SGA:

1. The Administrative Affairs Committee shall review any charter for a Subsidiary Governance Body and make a recommendation.
2. Upon receiving a recommendation from the Administrative Affairs Committee, the Senate shall grant recognition to a Subsidiary Governance Body upon receiving a two-thirds (2/3) vote.

Section 2  Subsidiary Governance Bodies shall include the following in their charter:

1. The method and frequency for review of the organization by the Student Government Association.
2. The process for amending the charter of the Subsidiary Governance Body.
3. The specific function that the body will be established for, unless otherwise provided for in the Constitution or By-Laws of the SGA.

Section 3  Recognition of a Subsidiary Governance Body can be revoked by the Undergraduate Student Senate by a two-thirds (2/3) vote, unless otherwise provided for in the Constitution and By-laws of the SGA.

Section 4  The currently recognized Subsidiary Governance Bodies of the SGA are:

1. The Residence Hall Association
2. The RSO Councils
   a. The Club Sports Council
   b. The Recreation Council
   c. The Academic Council
   d. The Political and Advocacy Council
   e. The Arts and Media Council
   f. The Cultural Council
   g. The Greek Council
   h. The Leadership and Service Council
   i. The Religious and Spiritual Council
3. The Student Business Investment Board

Chapter 2
Structure and Procedure of RHA

Section 1 The RHA and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and By-laws as well as the RHA’s Constitution and By-laws.

Section 2 The structure of RHA, including that of its executive board and general body, as well as its rules, functions, and procedures, is defined within the RHA Constitution and By-laws.

Section 3 All amendments to the RHA Constitution and By-laws must be approved by the RHA according to amendment procedures within the RHA Constitution and By-laws. The amendments must then be submitted for approval to the Administrative Affairs Committee of the SGA Senate followed by final approval by the SGA Senate.

Section 4 A group to meet at least once a month during the regular period shall be established with the following members or their designees:

1. SGA President
2. SGA Vice President
3. SGA Speaker
4. RHA President
5. RHA Vice President

Chapter 3
Registered Student Organization Council - Definition

Section 1 The RSO Councils and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and By-laws.

Chapter 4
Voting membership of a council

Section 1 The President, or their designee, of each RSO in a council entitled to one (1) vote.
Chapter 5
RSO Council Executive Boards

Section 1 Each RSO Council's Executive Board shall include, but not be limited to the positions of President, Vice President, Treasurer, and Secretary.
   1. Every executive board member holds a term from April 1st to March 31st.

Section 2 To create a new position to a Council’s Executive Board, the position must be approved through a two-thirds (2/3) majority vote of the RSOs of that council at a regularly scheduled meeting and approved by the Secretary of the Registry, and must have a detailed description of that executive officer’s responsibilities on file with the Secretary of the Registry, the Student Activities and Involvement adviser, and the Secretary of the Council.
   1. Failure to abide by this section of “RSO Council Executive Boards” above shall be reported to the SGA Judiciary.

Section 3 The president of each RSO council shall have the responsibility to:
   1. Attend Council Board meetings, or choosing a designee to attend in their place.
   2. Work collaboratively with the Secretary of the Registry, to aid and ensuring RSOs in their council are working effectively and following SGA and University of Massachusetts Amherst policies.
   3. Report to the Secretary of the Registry, RSOs that are in violation of SGA by-law's and/or University of Massachusetts Amherst policies.
   4. Call and lead their Council’s General Body meetings at least once a month.
   5. Provide a path of communication between RSOs in their Council and the SGA.
   6. Schedule meetings with their Executive Board and adviser, at least once (1) a month during the regular period.
   7. Carry out trainings to their council as recommended by the Secretary of the Registry or Student Activities and Involvement Advisor.
   8. Hold Signature Responsibility for their Council.

Section 4 The Vice President of each council shall have the responsibility to:
   1. Become acting Council President when the Council President requests or is not in attendance at a regularly scheduled meeting.
   2. Assist the Council President.
3. Attend Council Board meetings along with the Council President.
4. Attend all General Body Council meetings.

**Section 5**   The Treasurer of each council shall have the responsibility to:

1. Attend Treasurer Board meetings, or choose a designee to attend in their place.
2. Work collaboratively with the Ways and Means Representative for their council and the Secretary of Finance, to insure RSOs in their council are following SGA by-law’s and University of Massachusetts Amherst spending policies.
3. Report to the Secretary of Finance, RSOs that are in violation of SGA and University of Massachusetts Amherst-spending policies.
4. Meet at least twice (2) a semester with the Secretary of Finance and the Ways and Means Representative for their council.
5. Carry out financial trainings to their council as instructed by the Ways and Means Representative to their Council, the Chair of Ways and Means, or the Secretary of Finance.

**Section 6**   The Secretary of each council shall have the responsibility to:

1. Maintain an archive of the council’s history, including but not limited to, minutes and agendas of general body meetings and executive board meetings.
2. Send General Body meeting minutes to the Secretary of the Registry, including but not limited to RSO attendance.
3. Send documents including but not limited to agendas and minutes, to the general body of the RSO Council.

**Chapter 6**

Election of the RSO Council Executive Board

**Section 1**   Elections shall take place at a regularly scheduled general body meeting on or before March 25th.

**Section 2**   After the President calls the meeting to order, they will open up the elections period and allow the Secretary of the Registry, or their designee, to chair the meeting for the duration of the elections period.
Section 3   The Secretary of the Registry, or their designee, shall then follow this procedure for elections for every executive board position:

1. The Adviser shall open the general body up for nominations, during which any officer of an RSO within the council in good academic standing according to the university shall be allowed to be nominated.
2. After nominations are closed the Adviser will read off the list of nominated members in the order they were nominated. Then each member will be allowed to address the RSO council general body in the order they were nominated.
3. Each nominated member will be allowed five (5) minutes to address the council general body, and allowed five (5) minutes to answer questions.
4. After every nominated member has been given the opportunity to speak, paper ballots shall be distributed to the RSOs of the general body, then collected by the adviser.

Section 4   After every position has been voted on, the adviser shall count the votes and announce the results to the general body under the supervision of the Secretary of the Registry, or their designee.

1. Any result within five (5) vote margin must be recounted. If a tie occurs for an executive board position the two (2) nominees receiving the most votes shall be allowed to address the body for five (5) more minutes and take questions for five (5) more minutes in the order that they were nominated until the tie is broken.

Section 5   The RSO Council President-Elect shall be sworn in by the Secretary of the Registry, or their designee, after the vote count, repeating the following phrase with their right hand raised.

"I do affirm to faithfully execute the office of RSO Council President and support the Constitution and General By-laws of the Student Government Association."

Section 6   The RSO Council Executive Board members-elect shall be sworn in by the Secretary of the Registry, or their designee, after the vote count, repeating the following phrase with their right hand raised.

"I do affirm to faithfully execute the office of RSO Council Executive Board Member and support the Constitution and General By-laws of the Student Government Association."
Chapter 7
Removal of an Executive Board Member

Section 1  Impeachment charges can be brought to the general body through a petition signed by a two-third (2/3) of the RSOs of the general body or two-third (2/3) of the executive board members in that council of the officer in question.

Section 2  The council’s Secretary of the Registry, or their designee, shall chair meetings where impeachment charges are on the agenda.

Section 3  The petition and any other documents regarding the impeachment must be also given to the Secretary of the Registry and the council’s Student Activities and Involvement adviser.

Section 4  Impeachment charges that have been brought to the general body shall follow this procedure:

1. Impeachment charges must be on the agenda for the next regularly scheduled general body meeting.
2. Impeachment charges shall be the first item on the agenda.
3. The general body member who filed the impeachment charges shall have ten (10) minutes maximum to address the general body.
4. The officer in question shall then have ten (10) minutes maximum to address the general body.
5. The chair of the meeting shall then call a vote from the general body members.
6. If two-thirds (2/3) of the RSOs present are in favor of the impeachment the officer in question shall be removed from their office.

Chapter 8
Vacancies in the Executive Board Member

Section 1  If a vacancy occurs for the council president, the vice president must succeed and become president, or call for a special election, to follow the same guidelines set forth in “Election of the Executive Board” to elect a new president.
Section 2    If a vacancy occurs in any position other than the president, the president must appoint a willing RSO executive board member of the general body that is in good academic standing according to the university.

Chapter 9
The Council Board

Section 1    The Council Board membership shall consist of the following persons or their designees:

1. The Secretary of the Registry
2. Each council’s President, or Vice President in the president’s absence

Section 2    The Council Board shall meet at least once a month, or more often as needed called by the Secretary of the Registry.

Section 3    The Council Board serves as a communication tool for the SGA and RSOs, for relevant information to be shared that can increase the RSOs ability to accomplish their mission.

Chapter 10
The Treasurers’ Board

Section 1    The Treasurers’ Board membership shall consist of the following persons or their designees:

1. The Secretary of Finance
2. The Chair of the Ways and Means Committee
3. The Chair of the Finance Committee
4. Each RSO Council’s Treasurer

Section 2    The Treasurers’ Board shall meet at least once a month in the fall semester, or more often as needed called by the Chair of the Ways and Means Committee.

Section 3    By the last meeting of the Treasurers’ Board in the fall each Treasurer:

1. Must have the contact information for their Ways and Means Committee representative
2. Be trained on how to run a BRC
3. Be given information on the budgeting process and guidelines the Ways and Means Committee will follow that budgeting season.

Chapter 11
RSO Trainings

Section 1  The Chair of the Ways and Means Committee or the Secretary of the Registry can require RSO Councils to hold a training on a specific topic at their next regularly scheduled meeting.

1. Trainings should be outlined in a document shared through the Treasurers’ Board or Council Board.

Section 2  Trainings must be assigned at the Council Board or Treasurer’s Board, and allow members enough time to discuss the training and ask questions.
TITLE VI
Financial
Chapter 1
Authority

Section 1  Trustee Document T73-098, as amended, University policy, and Title VI of the By-laws of the SGA, shall govern the financial transactions of all Registered Student Organizations, herein denoted RSOs, as well as the financial transactions of any person(s), agency or organization funded in whole or in part by the Student Activities Trust Fund, herein denoted the SATF.

Section 2  The SGA shall work cooperatively with the Center for Student Development toward the effective implementation of Title VI of the By-laws of the SGA.

Section 3  All appropriations and disbursements by the SGA shall be in accordance with Title VI of the By-laws of the SGA and duly established University financial and operational policies and Campus procedures.

Chapter 2
Agency and RSO Definition

Section 1  For the purpose of Title VI of the By-laws of the SGA, unless otherwise specified, the term "RSO" shall refer to all groups having an account within the SATF system.

Chapter 3
Agency and RSO Responsibilities and Financial Solvency

Section 1  All RSOs shall maintain a state of financial solvency.

Section 2  RSOs shall maintain permanent financial records.

Section 3  No financial officer of an RSO shall knowingly authorize payments for which there are insufficient monies.

Section 4  The SGA shall guarantee the payment of all debts legally incurred by an RSO.
Section 1  At the end of each fiscal year, RSOs which received SATF Fee based appropriations shall return unexpended appropriations to the SATF, which shall be utilized to augment revenue in the next fiscal year.

Section 2  When this money is returned, if it is more than that projected in the S1 budget for the Subsequent year, the Coordinating Council will make a decision on what the best course of action should be with the extra money. If it is lower than that amount projected then the amount will be utilized to augment revenue next fiscal year.

Section 3  The Coordinating Council will convene and decide what the appropriate actions will be according to majority decision.

Section 4  The Ways and Means Committee shall, after completing the SGA S-1 Budget Act, create a recommended priority list of line items, groups, and projects that they believe should be funded by the CC if extra money is available. After priorities are set, they must be presented in front of the Senate. The Senate can change the priority list and order by a 2/3 (two-thirds) vote.

Chapter 5
Procurement of Revenue - Student Activities Fee

Section 1  The SGA shall procure revenue primarily through the Student Activities Fee levied upon SGA members by the Senate. A recommended increase in the Student Activities Fee of over 7.5% shall require a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and an affirmative vote of the SGA membership through an Action Referendum.

Section 2  Recommended fee increase at or below 7.5% requires 2/3 of the Senate membership in attendance at a scheduled meeting.

Section 3  The Student Activities Fee shall be collected each semester by the University and placed in a SATF Clearing Account.

Chapter 6
Procurement of Revenue – RSOs and Agencies

Section 1  RSO’s and Agencies in a manner consistent with Title VI of the By-laws of the SGA, University Policy, and State and Federal Law, may generate revenue.

Section 2  All RSO-generated revenue shall be deposited in the RSO's Revenue Account.

Chapter 7
Procurement of Revenue - Supplemental

Section 1  Revenue generated from re-payments of loans, interest accumulated on certificates of deposit, and full-costing re-charges, as defined by University policy, shall supplement the Student Activities Fee and shall be incorporated into the Annual SGA S-1 Budget Act as such.

Chapter 8
Appropriation of Revenue - The Annual SGA S-1 Budget

Section 1  The Senate shall, through the Annual SGA S-1 Budget Act, provide that at least each of the persons holding the elected or appointed offices prescribed herein, receive a pecuniary benefit for their service:

1. The President
2. The Vice-President
3. The Speaker
4. The Chief Justice
5. The Executive Cabinet
6. The Associate Speaker
7. The Associate Chief Justice
8. The Chancellor of Elections and Elections Commissioners
9. The Chair - Senate Ways and Means Committee

Section 2  The Senate shall, through the Annual SGA S-1 Budget Act, provide funds for at least each of the line items prescribed herein:

1. Long Term Reserves
2. The Stabilization
   a. These funds shall be budgeted in a stabilization account to cover unforeseen financial obligations of the SGA which may normally occur in the course of a fiscal year and which cannot be met in any other manner.
   b. Short Term Reserves shall be allocated upon a majority upon the countenance of the Secretary of Finance.

3. Short Term RSO Reserves
   a. Appropriations from Finance Reserves shall be made in the form of either grants or loans by the Finance Committee of the Senate Ways and Means Committees, in a manner prescribed by Title VI, Chapter 11 of the By-laws of the SGA, and shall be appropriated for additional needs which cannot be reasonably met through the budget process.

4. Campaign Fund
   a. The Campaign Fund shall total at least $3,000 and shall be apportioned in the manner prescribed herein:
      i. A minimum of $3000 shall be apportioned and dispersed among the candidates for SGA office and SGA referenda campaigns, upon a majority vote of the Elections Commission membership in attendance at a scheduled meeting.

Section 4 Title VI, Chapter 8 of the By-Laws of the SGA shall be amended by a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting.

Chapter 9
Appropriation of Revenue - The Senate Ways and Means Committee

Section 1 Any RSO may petition for a budget appropriation from the SATF, under the guidelines set forth by the Ways and Means Committee.

Section 2 The Senate Ways and Means Committee, herein denoted the Committee, shall make known its deadlines at a sufficiently early date to provide petitioning RSOs
with a reasonable degree of calendar time to complete their budget appropriation request.

1. No RSO shall receive appropriations from the annual SGA S-1 Budget if that RSO did not petition for a budget appropriation through the annual budget process.

Section 3 The Committee shall require information from the petitioning RSO which shall include but may not be limited to the information prescribed herein:

1. The petitioning RSO’s expenses and revenues in the present fiscal year, and the projected expenses and revenues for the remained of the current fiscal year, as well as the RSO’s projected fiscal year-end balance.
2. The petitioning RSO’s revenues and expenses for the previous fiscal year.
3. The petitioning RSO’s projected revenues and expenses for the next fiscal year.
4. The petitioning RSO’s mission statement, goals, and objectives.

Section 4. If the Committee has questions about a particular area of an organization’s budget request, the Committee has the right to hold a hearing with said organization to answer any questions.

Section 5 The Secretary of Finance and the Secretary of Public Relations and Recruitment shall be responsible for publicizing a schedule of hearings for all petitioning RSOs.

Section 6 The committee shall hear all petitions, determine eligibility for budget appropriations, and make recommendations on the level and composition of budget appropriations to the Senate.

Section 7 No RSO shall receive appropriations from in the Annual SGA S-1 Budget Act which shall not be in a state of financial solvency at the time the Annual SGA S-1 Budget Act shall have passed.

Section 8 On the third to last meeting of the semester, the Ways and Means shall submit to the Senate its final recommendations upon a majority vote of its members in attendance at a scheduled meeting, as the proposed Annual SGA S-1 Budget Act.

Section 9 The proposed Annual SGA S-1 Budget Act shall contain a complete breakdown, by account number and object code, of recommended allocations.
Section 10  Proposed Annual SGA S-1 Budget Act shall be placed on the agenda for the second to last scheduled Senate meeting, and shall appear as a Special Order.

Section 11  All petitioning RSOs shall be notified of the Ways and Means Committee's recommendations prior to the Proposed Annual SGA S-1 Budget Act being submitted to the Senate.

Section 12  Upon a majority vote of the Senate membership in attendance at a scheduled meeting, the proposed Annual SGA S-1 Budget Act shall become an Act of the SGA.

Section 13  The Senate shall pass the Annual SGA S-1 Budget Act in the Regular Period.

Chapter 10
Appropriation of Revenue - The Finance Committee

Section 1  RSO's, including Agencies but with the exception of Student Businesses, as defined by Title VII of the By-laws of the SGA, may, within seven (7) calendar days prior to a scheduled meeting of the Finance Committee, petition the Finance Committee, herein denoted the Committee, for an appropriation from the Finance Reserves.

Section 2  The Committee shall require information from the petitioning RSO which shall include, but may not be limited to, the information prescribed herein:

1. The RSO's and Agency’s financial posture.
2. The event, item, or project for which the RSO or Agency is petitioning for an appropriation.

Section 3  All petitioning RSOs or Agencies shall be entitled to a hearing before the Committee.

Section 4  The Committee shall hear all petitions, determine eligibility for Finance Reserves appropriations and shall be empowered to appropriate grants or loans of up to and including $750.00.
Section 5  Petitions for over $750.00 shall be submitted to the Senate, with the Committee’s recommendation, in the form of a Main Motion, forty-eight (48) hours in advance of the next scheduled Senate meeting, and the petitioner(s) shall be notified of such.

Section 6  Petitions for appropriations from the Finance Reserves shall be evaluated by uniform criteria which shall include, but may not be limited to, those prescribed herein:

1. Community Enrichment.
2. Organizational Development.
3. Number of persons expected to derive benefit from the event, item or project.
4. The appropriation could not be reasonably met through the Annual SGA S-1 Budget Act.

Section 7  Finance Reserves appropriations which shall have been denied may be appealed to the Senate through the Committee Chair.

Section 8  Emergency Funding shall be defined as monies supplied in order to ensure that a group, or event, is able to function according to the group’s mission statement during unforeseen circumstance(s). Which may include but is not limited to, qualifying for competitions, repairing or replacing damaged equipment essential to RSOs mission, unforeseen additional costs to hold events essential to RSOs mission, loss of grants or funding from outside bodies, or any other costs that could have not possibly been predicted or budgeted for during allocations. Funding shall be prioritized based upon the group’s ability to prepare a budget when applying to the Ways and Means Committee, as well as their ability to maintain their accounts throughout the fiscal year, the cost/benefit to the student body, and opportunities for student participation; preference may be given to items/goods kept and maintained by the group.

Chapter 11  Conflict of Interest

Section 1  No Senate Ways and Means Committee or Finance Committee member shall take part in a vote in which s/he shall have, as determined by the Committees upon the majority vote of the Committee membership in attendance at a scheduled meeting, a vested interest.

Section 2  All members of the SGA Undergraduate Senate and all of its subsidiary governing bodies must attend a viewpoint neutrality training seminar administered by a representative from Student Legal Services Office in order to vote on financial allocations.
Chapter 12
Violations of Title VI of the By-laws of the SGA

Section 1  Failure to comply with the provisions set forth in Title VI of the By-laws of the SGA may result in the suspension of the Charter of the offending RSO, Agency, and/or Area Government.

Section 2  An RSO, Agency, and/or Area Government which shall have had its Charter suspended under this Chapter of the By-laws of the SGA, shall not have their Charter reinstated until the leadership of said RSO, Agency, and/or Area Government meets with the Secretary of Finance, the Secretary of the Registry, and the Business Manager of SAC, to review and rectify their financial situation.

Chapter 13
Ways and Means Representatives

Section 1  By the end of the fall semester the Chair of the Ways and Means Committee must assign each committee member an RSO Council(s) to which the committee member shall serve as the committee representative.

1. A Ways and Means member can be assigned to multiple RSO Councils, or none, at the discretion of the Chair of Ways and Means.
2. Multiple Ways and Means members can be assigned to one RSO Council.

Section 2  Ways and Means representatives shall have the responsibility to:

1. Work collaboratively with the Treasurer for their council to ensure RSOs in their council(s) are following SGA and University of Massachusetts Amherst Spending Policies.
2. Train and assist the BRC for their RSO Council(s).
3. Conduct at least one (1) budget training at the general body meeting of each council they represent.

Chapter 14
Budget Recommendation Committee (BRC)
Section 1  The purpose of a BRC is to educate RSO executive boards on the budgeting process in relation to their council and review their budgets before they are submitted to the Ways and Means Committee.

Section 2  A BRC is advised and trained by a Ways and Means Committee Member, and consists of the Council Executive Board, or RSO members of that council’s general body appointed by the Council Treasurer.

1. No member of the BRC shall review a budget until first being trained by a member of the Ways and Means Committee or the Secretary of Finance.

Section 3  The BRC holds scheduled times for their councils RSOs to meet and review their Council’s RSOs budgets.

1. BRC must be available for at least two (2) weeks before their council’s budgets are due.
2. BRC can institute any logistical system for scheduling meetings with RSOs in their council as they see fit, and that system must be clearly communicated to RSOs in their council.
3. BRC should email the Secretary of the Registry at least a week prior to their appointments to hold space in the student union to meet with RSOs in their council.

Section 4  The BRC shall review the requests of all groups which were submitted on time per the deadline set by the Council Treasurer.

Section 5  The BRC shall not make any changes to a request on the behalf of an RSO, nor is an RSO obligated to make the changes as recommended by the BRC.
TITLE VII
ESTABLISHED STUDENT ORGANIZATIONS
Chapter 1  
Definitions of an Established Student Organization (ESO)

Section 1  “Established Student Organization” shall be defined as a permanent, co-curricular organization, operating under the guidance and supervision of a full time staff member or Graduate Student Assistant, which provides services to University of Massachusetts Amherst students, including but not limited to advocacy, activities, or media.

Chapter 2  
Freedom of Speech

Section 1  All Established Student Organizations are recognized to have freedom of speech, which cannot be limited or restricted by any officer or body of the Student Government Association. An ESO's political affiliation or speech is not relevant to any proceeding conducted by the Student Government Association. No officer of the Student Government Association shall use an ESO's political speech or affiliation as reason to deny or limit space or funding.

Chapter 3  
Rights and Privileges

Section 1  All ESO's shall have the following rights and privileges:

1. Recognition by the University of Massachusetts as an officially recognized Established Student Organization.
2. Access to the use of campus facilities, both indoor and outdoor.
3. The waiver or discount of designated fees for the use of various University facilities services.
4. Ability to reserve space and equipment on campus with special rates and privileges.
5. Ability to apply for a space allocation to whatever body is recognized by the SGA to allocate space.
6. The waiving of Massachusetts State sales tax on ESO purchases.
7. Free access to tables on the Campus Center Concourse for informational and fundraising purposes.
8. Assistance from Student Activities and Involvement (SAI) and the Student Organization Resource Center (SORC) in the way of mail and telephone service, scheduling space, program development, leadership training and organizational development, financial accounts and budgeting support.
9. Legal Assistance from the Student Legal Services Office.
10. Freedom of press and shall not be penalized or subject to penalty due to the subject matter expressed within their medium, with the exception of slander and intentional misrepresentation of SGA members or organizations.

Chapter 4
Nonprofit Status

Section 1 All ESOs will be structured and operated "not for profit" according to University policies and procedures, including, but not limited to, the Policy for Management of University Funds, and the following:

1. No ESO will have, as part of its official or unofficial purposes, functions enabling members of the ESO to profit financially from its activities, either directly or indirectly except as approved by the student employment office.
2. Funds outside SATF appropriations will be applied to the purpose of the ESO.
3. All equipment purchased with SATF funding is the property of the SGA and is subject to all SGA, University, State, and Federal inventory procedures and audits.
4. In the event of suspension or withdrawal, all property purchased by the ESO shall be placed under the direct control of the Secretary of Finance.

Chapter 5
Grievance Procedures

Section 1 If a grievance shall arise between ESOs, to include the SGA, parties shall have the right to file a petition with the Student Judiciary.

1. The decision of the Student Judiciary shall be final unless the Judiciary suspends action due to an upcoming appeal.
2. Failure to enact the Student Judiciary's decision shall result in automatic suspension of ESO status until such time as the remedy is enacted.

3. In the event that the Media ESO shall be petitioned or petition another ESO, the Student Judiciary shall show deference to precedent established by the Federal Courts and/or the Courts of the Commonwealth of Massachusetts.

Chapter 6
Agencies

Section 1  “Agency” shall be defined as a permanent, co-curricular organization, operating under the guidance and supervision of a full time staff member or Graduate Student Assistant, which provides services to University of Massachusetts Amherst students, including but not limited to advocacy, activities, or media:

1. An agency must adhere to the Charter, as outlined in Title VII, section 3, under which it was created, unless amended through the procedures established in Title VII.
2. An agency must work to benefit all students, unless established to serve a specific population at the University.
3. All agencies must adhere to the Equal Opportunity Policy of the University of Massachusetts, Amherst.

Section 2  The following and only the following are agencies listed with the Student Government Association:

1. Center for Educational Policy and Advocacy
2. Student Legal Services Office
3. The Center for Student Businesses
4. Union Video Center
5. WMUA
6. The Massachusetts Daily Collegian
7. The Student Union Craft Center
8. The Student Union Art Gallery
9. University Programming Council
10. Student Bridges
11. UMass Emergency Medical Services
Section 3  All Agencies must maintain a current Charter, which shall include the following information:

1. Mission Statement
2. Detailed structure of the organization including undergraduate membership and/or staff, graduate membership (if applicable), paid staff, and the process by which voting members shall join the Agency/paid staff are hired
3. The Agency’s operational structure, and how it will contribute to the mission of the Agency
4. Establishment of an Agency Advisory Board, which must meet the following minimum requirements:
   a. Representation from the Agency
   b. Representation from the SGA, to be appointed by the SGA President and the SGA Speaker
   c. Representation from relevant administrative departments/divisions
   d. Representation from relevant stakeholders
   e. Frequency of meetings per semester, with a minimum number of two (2) meetings per semester
   f. Provision for the election of a Chair from within the Advisory Board membership, whose responsibilities shall include the scheduling and facilitation of meetings, and the maintenance of the Board’s membership
5. Definition of the powers and responsibilities of the Advisory Board
6. Agency leadership positions, including but not limited to, position descriptions, powers and responsibilities, and terms of office, if applicable
7. Leadership/officer election procedures, if applicable, as well as details regarding leadership/officer vacancies and special elections
8. Procedures for removal of officers
9. Statement of free speech and non-discrimination
10. Process for Charter amendment, prior to approval by the Administrative Affairs Committee of the SGA Senate

Section 4  All Agencies shall have an Advisory Board as defined in Title VII, Chapter 6, Section 3, Subsections 4 and 5. The purpose of the Advisory Board shall be to bring campus representation and relevant stakeholders together in the goal of pursuing the achievement of the Agency’s mission.
Section 5  Advisory Boards shall have the responsibility of conducting internal hiring processes for Graduate staff, in consultation with the Associate Vice Chancellor for Student Development, except in the case of an Agency that employs both Graduate and Professional staff, in which case the Professional staff may oversee the Graduate hiring process. The Advisory Board shall make formal recommendations to the Associate Vice Chancellor for Student Development, who retains all official hiring authority for Agency staff. Advisory Boards shall reference UMass Amherst Human Resources hiring policies in determining their processes.

Section 6  The Associate Vice Chancellor for Student Development commits to consulting Advisory Boards in the hiring of professional staff, given the stringent timelines, commitment, and specialist expertise required for the University’s hiring processes.

Section 7  Groups wishing to be established as an Agency must apply by providing the following information to the Chair of the Administrative Affairs Committee of the SGA Senate:

1. The name of the Agency
2. The mission of the Agency
3. The Charter, as laid out in Title VII, Chapter 6, Section 3
4. The Graduate student(s) and/or permanent staff person(s) relationship to the Agency and their decision making responsibilities
5. A preliminary startup budget for the Agency, including but not limited to the one-time items and costs deemed necessary to initially fund the Agency. The Agency will develop this budget with the Secretary of Finance, who will work in consultation with the Chair of Administrative Affairs
6. A base annual budget on which the Agency could consistently operate for five (5) years. This budget, which the Agency will develop with the Secretary of Finance using the current ESO budget request form, would be level funded by the Ways and Means Committee each year, as per Title VI, Section 2
   a. Cost of office supplies and miscellaneous items
   b. Any additional information requested by the Chair of Administrative Affairs
7. If the application complies with the SGA Constitution and By-Laws, and after a conversation with the Associate Vice Chancellor for Student Development surrounding the creation of a new administrative department to support the prospective Agency, the Chair of the Administrative Affairs shall write a motion for the passing of the charter and the creation of the Agency.
8. The motion shall be placed on the agenda for a Senate meeting during regular session as a Special Order.
9. The motion shall require three-fourths (3/4) majority to pass.
10. Upon passage of the motion, the Agency shall become officially recognized by the Student Government Association and have all rights and privileges afforded an Agency.
11. If a motion to create an Agency fails to receive a three-fourths (3/4) vote, another motion with the purpose of creating the same Agency cannot be put before the Senate until one (1) year after the initial failure.

Section 8 Agencies wishing to amend their Charter shall do so in the following manner:

1. The proposal shall be approved internally through the amendment procedures in the Agency’s Charter.
2. Upon receiving a positive recommendation from the Agency’s internal procedures, the amendment shall be presented to the Administrative Affairs Committee of the Senate for a recommendation.
3. Upon receiving a recommendation from the Administrative Affairs Committee of the SGA Senate, the amendment shall be presented to the Senate and shall require a majority vote.

Section 9 Agencies will be dissolved in the following manner:

1. A motion will be made in the Senate to dissolve a given Agency.
2. Upon a two-thirds (2/3) majority vote of the senate the matter will be turned over to the Rules and Ethics Sub-Committee.
3. The Rules and Ethics Sub-Committee will research the case and make a report to the Senate within twenty (20) business days.
4. After reviewing the report, a three-quarters (3/4) majority vote of the Senate will dissolve the Agency.

Chapter 7 Registered Student Organizations

Section 1 All Registered Student Organizations (RSO) shall be associations composed primarily of undergraduate students at the University of Massachusetts at Amherst, which are democratically directed by their members, independent, and registered by the Student Government Association. Each RSO shall enhance the social, cultural, educational, and/or recreational experience of undergraduate students at the University of Massachusetts at Amherst, and must have the potential for longevity.
Section 2  An organization shall not be considered independent of other organizations if it receives or enables its members to receive specific monetary reward from another organization, or if its primary objectives are substantially determined by another organization, except in the following cases:

1. Recognized Fraternities and Sororities of the University of Massachusetts at Amherst; to include Service Fraternities and Sororities.
2. As specified by an Act of the Student Senate or if the organization holds a charter from the Commonwealth of Massachusetts as a non-profit corporation.

Section 3  A two-thirds (2/3) majority of the members of an RSO must be members of the SGA. Not less than ten (10) SGA members must be active members of the RSO at all times.

1. For purposes of this definition, "membership" shall refer to active members with full voting and participation rights. Membership must be voluntarily and actively entered into by each member, and may not be automatically established. This definition does not preclude an RSO from establishing additional classes of membership defined in alternative ways. In such situations, an RSO must maintain not less than ten (10) SGA members as active members of its organization at all times, in addition to alternative forms of member classification. Members may be empowered by an RSO to act on its behalf, within the parameters of its valid goals/objectives/activities, and with the approval of the RSO leadership.

Section 4  Officers must be full-time students, and SGA members. Part-time students, and non-SGA members of an RSO, may not hold full officer positions.

Section 5  To become an RSO, members of the organization must complete the New RSO Application Process, including the application on Campus Pulse.

1. The New RSO Application process will be facilitated by the Secretary of the Registry and include, at a minimum, the application on campus pulse, additional materials, and appeals.
2. The charter/constitution must be sufficiently clear and discernable to the office of the Secretary of the Registry and the Student Activities and Involvement.
3. The application form will be maintained by the Secretary of the Registry, be available on Campus Pulse, and must require the following:
a. Officers' names, university email addresses, membership of at least ten (10) SGA members, with members’ names, and university email addresses.
b. Name of an initial contact person for the SGA including their university email address.
c. The agreement to complete the Anti-Hazing Compliance Form.
d. A Charter or Constitution (and by-laws if necessary)
   i. The Charter or Constitution must include the following:
      1. A mission statement should be included at the beginning of the Charter/Constitution.
         a. The Mission Statement shall give a brief description of the purpose/function of the proposed organization. It shall include examples of the kind of activities the organization plans to undertake. It may state the organization's philosophy. The Mission Statement should be included at the beginning of the Charter/Constitution.
         b. The future goals and purposes should outline projects and events the group is looking to plan.
      2. A definition of the group’s membership and the process by which new members may join.
         a. The process for establishing voting membership must be reasonable; as to allow access to all undergraduate students. Those RSOs with policies of exclusivity, which are deemed to be within the bounds of Federal and/or State law, are exempt.
      3. Details regarding the group’s meeting process, including but not limited to how often the group shall meet, what will go on during the meetings, who shall chair them, and the process for making decisions in the meeting.
      4. Details regarding the group’s Executive Board/Officer Positions, including but not limited to position descriptions, powers, responsibilities, and terms of office. Two officers must be required to have signature responsibility.
      5. Details regarding election procedure.
         a. In order to ensure that RSO elections are transparent and accurate records are kept, elections must be held during a regularly scheduled general body meeting with two-thirds
(2/3rd) of the active SGA members in the RSO in attendance.

b. In order to ensure that there is an effective transition year to year for RSOs, specifically for officers, RSO officer elections for the following year must take place before April 1st.

c. Details regarding officer vacancies and special elections must also be included.

6. Details regarding the removal of officers and/or members.
   a. The process must include notification of the member/officer in question, an opportunity for the member/officer in question to address the membership. At least a 2/3 vote of the general membership shall be required to remove an officer and/or member.

7. A statement of free speech and non-discrimination.

8. Details for how to amend the charter/constitution. This must include at least a majority of the general membership and the approval of the Secretary of the Registry.

4. If any of the preceding requirements cannot be met due to an RSOs obligation to an organization recognized as having authority as per Title VII, Chapter 8, Section 2, The RSO will have the ability to appeal its status as an active RSO as pertaining to the question of utilizing resources available to other RSOs. Each organization shall be considered on a case by case basis.

Section 6 The Secretary of the Registry shall set a date for the New RSO Application Process at least once a year, at least once in the fall semester, for a minimum of four (4) weeks. The Secretary will submit a notice of approval to the applicants if approving or a notice of denial listing the reasons for denial to the applicants along with the activation packet.

1. RSO applications, which shall have been denied by the Secretary of the Registry may be appealed to The Administrative Affairs Committee, by re-submitting the application packet with the Notice of Denial, within (30) thirty days of denial to the Chair of said Committee.

2. The Administrative Affairs Committee will at its next scheduled meeting allow the applicants to present their RSO application.
a. Upon receiving the Appeal, the Chair of the Administrative Affairs Committee shall request all reasons for denial and shall notify the applicants and the Secretary of the Registry of the date and time of the hearing.

b. During the hearing, the Administrative Affairs Committee shall hear the Secretary of the Registry’s reasons for denial, and then shall hear the applicant's’ reasons for appealing.

c. Following the hearing, the Administrative Affairs Committee will consider the application form and the processes the Secretary of the Registry put forth during the application period, and judge and decide by majority vote whether the process outlined in Title VII chapter 8 entitled “Registered Student Organizations” was followed correctly.

3. Upon receiving positive recommendation from the committee, a motion to recognize the organization will be placed on the agenda of the next scheduled Senate meeting whereupon a (2/3) two-thirds majority vote, the group will be approved to be an RSO.

   a. Upon reading of the aforementioned motion, the Chair of the Administrative Affairs Committee and the Secretary of the Registry shall present on the appeal hearing and process.

   b. The Senate shall take into consideration all presentations and shall judge the Senate hearing as a new submission for RSO status.

4. If the Secretary of the Registry neither approves nor denies the RSO within the 30 days allotted, the Secretary waives their decision making power, and the applicants can submit their application (unchanged) to the Chair of The Administrative Affairs Committee to be approved through the process outlined in Title VII, Chapter 9, Section 6, Sub-Section 2.

Section 7 RSOs shall be subject to suspension and/or withdrawal in the following manner:

1. The Secretary of the Registry shall suspend the registration of any RSO which is in violation of any defined University or SGA policy, or if the RSO fails to actively pursue the mission and goals established in the application for registration.

   a. Upon suspension of an RSO, all of its accounts shall be frozen and all services provided through the Center for Student Development shall be foregone until such time when suspension is lifted

   b. An RSO shall remain suspended until it has complied with all University regulations and those policies stated in the SGA Constitution and By-laws. The Secretary of the Registry shall determine compliance.

2. The Secretary of the Registry shall withdraw the registration of any organization which has been suspended for more than three (3) consecutive semesters, failed to reactivate
their registration within one (1) year after the deadline, or that has a documented history of University or SGA policy violations.

a. The Secretary of the Registry shall maintain records of all withdrawn organizations for two (2) consecutive semesters following withdrawal date.

3. Any RSO may withdraw from recognition by a majority vote of its members at a meeting called for the purpose, which was adequately publicized to the members at least two weeks in advance. For a vote calling for the withdrawal of registration, quorum for the RSO shall consist of two-thirds (2/3) of the membership, and a vote of two-thirds (2/3) of those present shall constitute withdrawing from recognition.

4. Withdrawn RSOs may apply for re-registration by the same manner as a new prospective RSO, pending that any failures of compliance have been resolved.

a. A finding of compliance is determined by the Secretary of the Registry, at a scheduled hearing with a two-thirds (2/3) majority of its voting membership present.

**Chapter 8**

**Student Businesses**

**Section 1** A Student Business or an association which desires to be registered as a Student Business must adhere to the following criteria:

1. The active membership of a Student Business shall solely consist of members of the Student Government Association, as defined by Article II, section 1, of the SGA Constitution.
2. Student Businesses must consist of three (3) or more SGA members at all times.
3. A Student Business must open for operations on a continuous basis during Fall and Spring academic sessions.
4. The Student Businesses must act in accordance with the Equal Opportunity policies of the University of Massachusetts.
5. Student Businesses must have a system of governance and management established in writing in the Operational Manual, which is in accordance with the SGA Constitution and by-laws.
6. Student Businesses must accept the Guidance of the Center for Student Businesses (CSB), and any subsequent policies of the Center for Student Businesses.
Section 2  In order to initiate the process for starting a Student Business, the association desiring to establish the business must obtain an application from the Vice President, which shall include, but not be limited to the following:

1. The name and goals of the Student Business.
2. The current membership of the association.
3. Accompanying the application must be three (3) copies of the Operations Manual, which shall include, but not be limited to the following:
   a. The name and mission statement of the Student Business.
   b. The criteria for defining membership.
   c. The governance structure.
   d. The hiring, fining, succession, and vacancy procedure for any officer position.
   e. The Operations Manual amendment process.
   f. Internal grievance procedures.
   g. Operational policies and procedures.
   h. A copy of the Minutes of the meeting in which the Student Business's Operations Manual was approved by the association.
   i. The application must be date stamped before submission to the Vice President.
4. If the application is complete and meets the standards set forth by Title VII, the Vice President shall approve the application and forward the application to the Center for Student Businesses.
5. The CSB's Governing Board is not required to approve an application. However, any denial must be followed within twenty (20) calendar days with a detailed letter explaining the decision along with the minutes of the meeting to the applying association, Vice President, SGA President, and Center for Student Development.
   a. Upon approval by the CSB Governing Board, a dated stamped statement, signed by the Director of CSB, along with the minutes of the voting meeting shall be forwarded to the applying association, Vice President, SGA President, and Student Activities Center

Section 3  Any amendments to a Student Businesses Operations Manual shall be forwarded to the Vice President, in addition to the minutes of the meeting in which the vote was held. If the amendment does not contradict the mission or goals of the Student Business and is in compliance with the SGA Constitution and By-Laws, it shall be approved by the Vice President and forwarded to the CSB Governing Board.
1. The CSB Governing Board shall approve or disapprove a PGOM amendment by a majority vote. The decision and the minutes of the meeting shall be forwarded to the Student Business, Vice President, and the Campus Activities Office.

**Section 4** A Student Business shall have these additional Rights and Privileges:

1. A mailbox service through the CSB
2. Access to the CSB computers, office equipment and professional advice; within the guidelines established by the CSB.
3. Accounts into which all Student business funds must be deposited.
4. Ability to apply for business space in any on campus residential area through Housing Services.

**Chapter 9**
Campus Center/Student Union Space Allocation

**Section 1** The Student Government Association shall have authority in allocating all student space in the Campus Center/Student Union (CC/SU) Complex. All ESOs, as defined in Title VII of the SGA By-Laws, and all Graduate Student Organizations shall abide by this Chapter when seeking space in the CC/SU Complex. This Chapter shall supersede any previous document or process that assigned space in the CC/SU Complex.

**Section 2** All ESOs and Graduate Student Organizations shall be eligible to apply for student space in the CC/SU Complex, and shall be defined as "groups" for this Chapter.

**Section 3** Agencies and Student Businesses of the SGA shall not need to reapply for their current space allocation unless motioned by The Administrative Affairs Committee of the Senate as follows:

1. The Administrative Affairs Committee may, upon a majority vote, mandate an Agency or a Student business reapply for a space allocation, no more often than every two (2) years.
2. The Senate can mandate an Agency or a Student Business to re-apply for a space allocation upon a two-thirds (2/3) majority vote of membership in attendance at a scheduled meeting during any year.

**Section 4** The application time frame shall be as follows:
1. The application shall be made available no later than mid February and shall be available for at least 2 weeks.

2. The Secretary of the Registry shall review the applications and generate the space allocation proposal (SAP) within 2 weeks of the closing of the application. The space allocation proposal shall be sent to the Chair of the Administrative Affairs Committee at that time.

3. All applications distributed in this timeframe shall be for allocations for the following school year.

Section 5  
Upon receiving the Space Allocation Proposal (SAP) from the Secretary of the Registry, the Administrative Affairs Committee shall review the SAP and prepare the S-2 Space Allocation Act as follows:

1. Prior to voting on the SAP by the Administrative Affairs Committee, groups may write appeals of the SAP for the sole purpose of encouraging or discouraging a positive recommendation vote of the SAP by the Administrative Affairs Committee.

2. A two-thirds (2/3) majority vote of approval of the SAP by the Administrative Affairs Committee voting members in attendance at a regularly scheduled meeting shall constitute a positive recommendation of the SAP. The SAP shall be forwarded to the Senate as the S-2 Space Allocation Act.

3. If the Administrative Affairs Committee shall have given less than a two-thirds (2/3) majority vote on the approval of the SAP, the SAP shall be open for "Reorganization", as defined in Section 7 of this Chapter.

4. At any time after the initial recommendation vote of the SAP by Administrative Affairs Committee, the Senate, upon a two-thirds (2/3) majority vote of voting members in attendance at a regularly scheduled meeting, can bring the SAP directly to the Senate floor as the S-2 Space Allocation Act.

5. Enactment of the S-2 Space Allocation Act by the Senate is as follows:
   a. Upon first hearing of the S-2 Space Allocation Act, a two-thirds (2/3) majority vote of Senate membership in attendance at a regularly scheduled meeting shall be required to be enacted upon the first hearing. It may not be amended.
   b. If the S-2 Space Allocation Act failed to receive a two-thirds (2/3) majority vote the first time it is heard, the S-2 Space Allocation Act shall return to the Administrative Affairs Committee as the SAP and shall be opened for "Reorganization", as defined in Section 7 of this chapter.
   c. Upon the second hearing of the S-2 Space Allocation Act by the Senate, a simple majority is required for enactment. It may not be amended.
d. If the Senate fails to pass S-2 Space Allocation Act the second time it is heard, the Senate shall have the sole authority to amend S-2 Space Allocation Act until it is passed by majority vote of Senate voting membership in attendance at a regularly scheduled meeting.

e. If the Senate failed to pass the S-2 Space Allocation Act for a third time, the previous year's space allocation shall remain in effect.

f. If the S-2 Space Allocation Act is not brought to the Senate floor by the last scheduled meeting in April, it is automatically placed on the agenda for said meeting and follows the procedures outlined in Section 6, Sub-section F, numbers 3-5.

g. After the passage of the S-2 Space Allocation Act by the Senate, the Secretary of the Registry shall coordinate with Student Activities and Involvement on an efficient moving process.

Section 6   Reorganization of the S-2 Space Allocation Act shall proceed as follows:

1. The Administrative Affairs Committee members shall propose amendments to the SAP and the Committee shall vote on amendments in accordance with Senate procedure.

2. A two-thirds (2/3) majority vote of The Administrative Affairs Committee voting members in attendance at a regularly scheduled meeting shall forward the amended SAP to the Senate as the S-2 Space Allocation Act and make public to any applying ESOs any amendments which were passed.

3. If any reorganization amendments are passed, ESOs that applied may submit a written, 250-word maximum, appeal attached to the proposed S-2 Space Allocation Act.

Section 7   The SAP shall be prepared by the Secretary of the Registry in the following manner:

1. Prior to creating the SAP, the Secretary of the Registry shall create a list of priorities for the use of office space. This document shall lay out the vision of the Secretary as far as what the spaces should be used for and what qualities a group ought to possess to be allocated an office. This document shall serve as a guide to the Secretary during the allocation process, and shall be submitted to Administrative Affairs Committee prior to the end of the application period.

   A. The following criteria should be considered by the Secretary of the Registry for inclusion in the List of Priorities:

   i. Hours Staffed (if any)
ii. Resources provided to campus  
iii. SGA membership  
iv. Paid Staff (if any)  
v. Length of Existence  
vi. Past office use  
vii. Physical belongings  
viii. Seniority (how long a group has had an office) shall not be considered as a criterion for office space.

B. Office Space allocations shall be understood to be yearly and the expectation shall be that RSOs may likely be required to move their office if allocated one in two consecutive years.

2. After reviewing all of the applications, the Secretary shall assign the office spaces. The Secretary shall provide a written explanation of each allocation decision, regardless of whether or not a group received an office. The Secretary may provide one explanation for multiple groups if the same reason is used for all of the groups. These explanations must be included in the SAP for review by the Administrative Affairs Committee.
TITLE VIII
ELECTIONS
Chapter 1
Authority

Section 1 The authority and responsibility for the conduct of SGA elections, here defined as votes on referenda, and the elections of the Senate, the President, Area Government Officers and House Council Officers, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA, shall be vested in an SGA Elections Commission, herein denoted the Commission.

Chapter 2
Composition of the Elections Commission

Section 1 The Elections Commission shall be composed of five individuals who shall be confirmed upon a majority vote of the Senate in a regular scheduled meeting.

Section 2 The Elections Commission, during the Student Trustee Elections, shall also be composed of one (1) named representative from the Graduate Student Senate (GSS), who shall be confirmed upon a majority vote of the GSS membership in attendance at a scheduled meeting.

Chapter 3
Elections Commission Appointment

Section 1 The President shall, on or before October 15 of each calendar year, submit five (5) candidates to Senate for the Elections Commission.

1. The President shall have the ability to submit their representative to the Senate before taking office, but only after the ratification of the election.
2. The Senate shall have the power to confirm Elections Commission nominees prior to the beginning of the nominee’s prospective term. If confirmed, the Election Commission shall follow the procedures outlined in Title VIII, Chapter entitled “Installation of Elections Commission Members.”
3. The President shall notify all applicants of their acceptance/rejection, and shall notify accepted applicants of their required attendance at confirmation hearings in the Administrative Affairs Committee and the Senate.
Section 2 If the Senate shall not have acted to confirm or deny a Elections Commission appointment of the President within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 3 If the Senate shall have voted to deny a Elections Commission appointment, the President shall submit a second named representative to the Senate within ten (10) calendar days.

Chapter 4
Elections Commission Vacancies

Section 1 In the event of a vacancy in the Elections Commission, the appointment process outlined in Title VIII, Chapter 3 shall be followed.

Chapter 5
Election of the Chancellor of Elections

Section 1 The President or, in their absence, their designee shall conduct the election of the Elections Chancellor after all Elections Commission appointments have been filled and confirmed by the Senate.

1. The President shall announce that nominations for Chancellor of Elections are open.
2. The President shall record the nominations in the minutes in the order in which they shall have been made.
3. The President shall entertain and record nominations for Chancellor of Elections until a motion shall have been made, seconded, and approved by unanimous consent, to close said nominations.
4. Following the closing of nominations for Elections Chancellor, the President shall read, from the minutes, the nominations made and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the President shall strike the nomination from the minutes.
5. The President shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Elections Commission for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.
6. When each nominee shall have been provided the opportunity to address the Elections Commission and entertain questions, the President shall read again, from the minutes, all nominations for both offices in the order in which the nominations shall have been recorded in the minutes.
7. The President shall then distribute to each Elections Commissioner one (1) ballot, which shall be plain and otherwise unmarked.
8. The President shall then direct each Elections Commissioner to cast, from the list of nominations recorded for Elections Chancellor in the minutes, one (1) vote for Elections
Chancellor on the ballot.

9. Following this direction, and the elapse of five (5) minutes, the President shall retrieve the ballots in the manner in which they were distributed, and take them to a separate room to be counted.

10. The President shall then call a recess of the Elections Commission pending the completion of the ballot count.

11. Following the completion of the ballot count, the President shall call the meeting back to order, report to the Elections Commission the complete numerical tabulation of the results, and declare those persons having received the majority of the votes to be elected to the office of Elections Chancellor.

12. The President shall then yield the chair to the Elections Chancellor and proceed to destroy the ballots following the expiration of twenty-four (24) hours.

Section 2 No Elections Commissioner shall make more than one (1) nomination for Elections Chancellor.

Section 3 If, after the ballots have been counted by the President, no nominee for the office of Elections Chancellor shall have received a majority of the votes cast, the nominee receiving the lowest total votes for Elections Chancellor shall be eliminated, and the ballots for Elections Chancellor shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for Elections Chancellor shall have received a majority.

Section 4 The Elections Chancellor elected in the Session immediately preceding shall be eligible to be nominated for Elections Chancellor.

Section 5 An Elections Commissioner may, within twenty-four (24) hours of the election, request a recount.

Section 6 No business shall be conducted by the Elections Commission prior to the election of the Elections Chancellor.

Section 7 The Chancellor of Elections shall, upon taking office, be administered the following affirmation by the Chief Justice, or at their request the Speaker, before the Senate membership: "I do affirm to faithfully execute the office of Elections Chancellor and support the Constitution and By-laws of the Student Government Association."

Chapter 6
Installation of Elections Commission Members
Section 1 Elections Commissioners shall, prior to being installed, consult the Directing Attorney of Student Legal Services Office, or their designee. Elections Commissioners must also undergo training facilitated by the Student Legal Services Office.

Section 2 Elections Commissioners shall, upon taking office, be administered the following affirmation by the Chief Justice, or at their request the Speaker, before the Senate membership: "I do affirm to faithfully execute the office of Elections Commissioner and support the Constitution and By-laws of the Student Government Association."

Chapter 7
The Chancellor of Elections

Section 1 The Chancellor of Elections shall be the chief presiding officer of the Elections Commission, shall perform all duties prescribed for that office by the Constitution of the SGA and the By-laws of the SGA, and shall be charged with the effective implementation of Title VIII of the By-laws of the SGA.

Section 2 If the Chancellor of Elections determines that they are unable to hold general or special elections within the date constraints listed in Title VIII, they shall inform the SGA Senate or Coordinating Council of the reasons why they are unable to do so.

Chapter 8
Elections Commission Code of Conduct and Procedures

Section 1 No member of the Elections Commission shall hold elected or appointed office in the SGA during the term of their Elections Commission membership.

Section 2 No member of the Elections Commission shall seek elected or appointed office in the SGA during the term of their Elections Commission membership.

Section 3 No member of the Elections Commission shall actively aid or obstruct the campaign of any candidate for elected office in the SGA during the term of their Elections Commission membership, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.
Section 4  The quorum for the conduct of business for the Elections Commission shall be one-half (1/2) of the membership plus one (1), one (1) of whom shall be the Chancellor of Elections.

Section 5  No member of the Elections Commission shall not be eligible to hold any Cabinet position for one hundred fifty (150) calendar days following the conclusion of their Elections Commission membership.

Section 6  No member of the Elections Commission shall participate in any deliberations in which they shall have a personal conflict of interest. Issues of personal bias shall be brought before the Rules and Ethics Subcommittee.

Section 7  The Elections Commission shall consult the Directing Attorney of Student Legal Services Office - Mantaray, or their designee, prior to every election. Elections Commission must also undergo training facilitated by the Student Legal Services Office.

Chapter 9

Election of the Speaker & Associate Speaker

Section 1  Chancellor of Election, or in their absence an Elections Commissioner, shall conduct the election of the Speaker and Associate Speaker of the Senate at the third to at least three weeks before the last meeting of the Senate’s Regular Session in the manner prescribed herein:

1. The Chancellor of Elections shall announce that nominations for Speaker of the Senate are open.
2. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
3. The Chancellor of Elections shall entertain and record nominations for Speaker until a motion shall have been made, seconded, and approved by unanimous consent, to close said nominations.
4. Following the closing of nominations for Speaker, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Speaker and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
5. The Chancellor of Elections shall then announce that nominations for Associate Speaker of the Senate are open.
6. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.

7. The Chancellor of Elections shall entertain and record nominations for Associate Speaker until a motion shall have been made, seconded and approved by unanimous consent to close said nominations.

8. Following the closing of nominations for Associate Speaker, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Associate Speaker and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.

9. The Chancellor of Elections shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Senate for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.

10. When each nominee shall have been provided the opportunity to address the Senate and entertain questions, the Chancellor of Elections shall read again, from the minutes, all nominations for both offices in the order in which the nominations shall have been recorded in the minutes.

11. The Chancellor of Elections shall then distribute to each Senator one (1) ballot, which shall be a plain, otherwise unmarked.

12. The Chancellor of Elections shall then direct each Senator to cast, from the list of nominations recorded for each office in the minutes, one (1) vote for Speaker of the Senate above the fold of the ballot, and one (1) vote for Associate Speaker of the Senate below the fold of the Ballot.

13. Following this direction, and the elapse of five (5) minutes, the Chancellor of Elections shall retrieve the ballots in the manner in which they were distributed, and take them to a separate room to be counted by the Elections Commission.

14. The Chancellor of Elections shall then call a recess of the Senate pending the completion of the ballot count.

15. Following the completion of the ballot count, the Chancellor of Elections shall call the meeting back to order, report to the Senate the complete numerical tabulation of the results, and declare those persons having received the majority of the votes for each office, to be elected to that office.

16. The Chancellor of Elections shall then yield the chair to the Speaker of the Senate and proceed to destroy the ballots following the expiration of twenty-four (24) hours.
Section 2  No nomination shall be recorded in the minutes which shall not have received a second.

Section 3  No Senator shall make more than one (1) nomination for each office.

Section 4  If, after the ballots shall have been counted by the Elections Commission, no nominee for the office of either Speaker or Associate Speaker shall have received a majority of the votes cast, the nominee receiving the lowest total for that office shall be eliminated, and the ballots for that office shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for each office shall have received a majority.

Section 5  The Speaker elected in the Session immediately preceding, shall be eligible to be nominated for either Speaker or Associate Speaker.

Section 6  The Associate Speaker elected in the Session immediately preceding, shall be eligible to be nominated for either Speaker or Associate Speaker.

Section 7  A Senator may, within twenty-four (24) hours of the election, request a recount.

Section 8  No business shall be conducted by the Senate prior to the election of the Speaker and Associate Speaker.

Section 9  The Speaker shall, upon taking office on the last meeting of the Senate’s Regular Period, be administered the following affirmation by the Chief Justice, or in their absence the Associate Chief Justice, before the Senate membership: "I do affirm to faithfully execute the office of Speaker and support the Constitution and By-laws of the Student Government Association."

Section 10  The Associate Speaker shall, upon taking office on the last meeting of the Senate’s Regular Session, be administered the following affirmation by the Chief Justice, or in their absence the Associate Chief Justice, before the Senate membership: "I do affirm to faithfully execute the office of Associate Speaker and support the Constitution and By-laws of the Student Government Association."

Chapter 10
Election of the Chief Justice and Associate Chief Justice
Section 1 The Chancellor of Elections, upon assuming the chair at the first meeting of the Student Judiciary Term, shall conduct the election of the Chief Justice and Associate Chief Justice of the Student Judiciary in the manner prescribed herein:

1. The Chancellor of Elections shall announce that nominations for Chief Justice of the Student Judiciary are open.
2. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
3. The Chancellor of Elections shall entertain and record nominations for Chief Justice until a motion shall have been made, seconded and approved by unanimous consent, to close said nominations.
4. Following the closing of nominations for Chief Justice, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Chief Justice and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
5. The Chancellor of Elections shall then announce that nominations for Associate Chief Justice of the Student Judiciary are open.
6. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.
7. The Chancellor of Elections shall entertain and record nominations for Associate Chief Justice until a motion shall have been made, seconded and approved by unanimous consent to close said nominations.
8. Following the closing of nominations for Associate Chief Justice, the Chancellor of Elections shall read, from the minutes, the nominations made and seconded for Associate Chief Justice and shall ask each nominee if the nomination is accepted. If the nominee shall have responded in the negative, the Chancellor of Elections shall strike the nomination from the minutes.
9. The Chancellor of Elections shall then provide that each nominee, in the order in which their nomination shall have been recorded in the minutes, shall have the opportunity to address the Student Judiciary for no more than five (5) minutes, and entertain questions for no more than five (5) minutes.
10. When each nominee shall have been provided the opportunity to address the Student Judiciary and entertain questions, the Chancellor of Elections shall read again, from the minutes, all nominations for both offices, in the order in which the nominations shall have been recorded in the minutes.
11. The Chancellor of Elections shall then distribute to each Justice one (1) ballot
12. The Chancellor of Elections shall then direct each Justice to cast, from the list of nominations recorded for each office in the minutes, one (1) vote for Chief Justice of the Student Judiciary above the fold of the ballot, and one (1) vote for Associate Chief Justice of the Student Judiciary, below the fold of the Ballot.

13. Following this direction, and the elapse of five (5) minutes, the Chancellor of elections shall retrieve the ballots in the manner in which they shall have been distributed, and, in the presence of the Student Judiciary, count the ballots.

14. Following the completion of the ballot count, the Chancellor of Elections shall report to the Student Judiciary the complete numerical tabulation of the results, and declare those persons having received the majority of the votes cast, to be elected Chair.

15. The Chancellor of Elections shall then yield the chair to the Chief Justice, and proceed to destroy the ballots at the expiration of twenty-four (24) hours.

Section 2 No nomination shall be recorded in the minutes which shall not have received a second.

Section 3 No Justice shall make more than one (1) nomination for each office.

Section 4 If, after the ballots have been counted by the Chancellor of Elections, no nominee for the office of either Chief Justice or Associate Chief Justice shall have received a majority of the votes cast, the nominee receiving the lowest total for that office shall be eliminated, and the ballots for that office shall be re-cast. The ballots shall continue to be re-cast in this manner until one (1) nominee for each office receives a majority.

Section 5 The Chief Justice elected in the Term immediately preceding the convening of a Term, shall be eligible to be nominated for either Chief Justice or Associate Chief Justice.

Section 6 The Associate Chief Justice elected in the Term immediately preceding the convening of a Term, shall be eligible to be nominated for either Chief Justice or Associate Chief Justice.

Section 7 A Justice may, within twenty-four (24) hours of the election, request a recount.

Section 8 No other business shall be conducted by the Student Judiciary in its Term, prior to the election of the Chief Justice and Associate Chief Justice.
Chapter 11
General and Special Elections

Section 1  The Elections Commission shall be empowered to call either a General or Special Election.

Section 2  Five (5) percent, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA, of the SGA membership eligible to vote shall cast a vote in a General or Special Election in order for said election to be ratified.

Section 3  Candidates for SGA elected office, unless otherwise provided for by the General Laws of the Commonwealth of Massachusetts, the Constitution of the SGA, or the Bylaws of the SGA, shall be elected upon a majority or plurality of the SGA membership voting in a General or Special Election.

Chapter 12
General Election

Section 1  "General Election" shall be defined as those elections in which the University Student Trustee, the President, the Vice President, the Senate, and the Area Government Officers are elected caused by the expiration of a term, as defined by the Constitution or By-laws of the SGA.

Section 2  The University Student Trustee, the President, and the Vice President shall be elected in a General Election on the same day on or before March 25 of each calendar year.

1. The Vice President shall not run for office alone, but rather shall be selected as a running mate by the Presidential candidate and shall be elected as a ticket.
2. Candidates for University Student Trustee shall run a campaign separate from the President/Vice President campaign. No campaign funds shall be shared between the President/Vice President campaign and the University Student Trustee campaign, nor shall either campaign coordinate with the other.

Section 3  The Senate members of the Sophomore, Junior, and Senior electoral districts shall be elected or appointed in the Spring semester, on or before March 25, of each calendar year, and
shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 7, entitled Senate Session, in Title II of the By-laws of the SGA.

1. Voting members elected in the Spring shall serve as ex-officio members until the Regular Period convenes in the Fall. The Senate members of the Freshman electoral district shall be elected or appointed no later than five (5) weeks after the start of the fall semester, and shall serve for the term of one (1) Session of the Senate, as defined by the Chapter 7, entitled Senate Session, in Title II of the By-laws of the SGA.

2. Candidates for Senate shall run a campaign separate from the University Student Trustee and the President/Vice President

Section 4  House Councils shall be elected in a General Election on or before September 30 of each calendar year.

Section 5  Area Government shall be elected in a General Election on or before September 30 of each calendar year.

Section 6  The Chancellor of Elections shall work with the Speaker of the Senate and, when appropriate, the Director of RHA to ensure that the general elections for Senate, Area Government, House Council, President/Vice President, and the University Student Trustee are completed on a timetable that allows for the necessary training of these elected officers.

Chapter 13  
Special Election

Section 1  "Special Election" shall be defined as those elections called to fill vacancies not occurring as the result of the expiration of a term, as defined by the Constitution of the SGA, the By-laws of the SGA, in the Senate, Area Government Officer posts.

Chapter 14  
Referenda and General or Special Election

Section 1  Referenda may be placed on the ballot of either a General or Special Election, or, a Special Election may be called for the expressed purpose of calling a Referendum.
Section 2 Referenda submitted to the Elections Commission shall be put to the SGA membership on a ballot in a General or Special Election in the manner prescribed for said Election in Title VIII, Chapter 13, of the By-laws of the SGA, provided that said referenda shall not be subject to Bylaws directly pertaining to candidates.

Section 3 For the purpose of Title VIII of the By-laws of the SGA, the first name listed on a petition for a referendum shall be defined as "candidate".

Chapter 15 Campaign Finance

Section 1 Funds allocated by the SGA for the purpose of campaigning shall be directed by the Elections Commission—which can adequately provide the necessary campaign materials.

1. Campaign funds will be directed to Campus Design and Copy, The Student Union Craft Center, or any student businesses or agency approved by the Elections Commission.

Section 2 The budget for President/Vice President candidates and Student Trustee candidates shall be a minimum of one hundred fifty dollars ($150.00) per campaign.

Chapter 16 Election Procedure

Section 1 For the purpose of Title VIII, Chapters 13-25, the term "Election" shall be defined as "General or Special Election".

Section 2 The Elections Commission, if applicable to the Election, shall request from the Senate the Apportionment Schedule, which shall denote the number of Senate seats allocated per Electoral District.

Section 3 The Election shall be conducted electronically via a Student Government Online Voting System herein denoted SGOV System, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

1. The SGOV System shall not be used to generate reports containing personal voter information including, but not limited to, data that links a specific voter to a specific vote, unless otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.
Furthermore, all use of student information shall be in accordance with Family Education Rights and Privacy Act (FERPA) regulations.

2. The SGOV System shall be constructed in a manner that provides for eligible voters to securely login using their unique University issued I.D. and password (eg. Spire ID)

3. The online election should commence for not less than the period of 3 school days, 24 hours a day

4. After one has voted, they cannot switch or retract their vote.

5. Each candidate has the ability to submit a campaign page in which the voter can access before voting. The pages are to be limited to plain text and should not exceed seven-hundred and fifty (750) words. Campaign pages must be submitted to the Election’s Chancellor, within seventy-two (72) hours of the Election. These pages must be approved by the Chancellor of Elections based upon information presented. All pages shall be available to each candidate, and should any candidate believe that a page incorrectly represents their own candidate, they shall have the ability to appeal to the Elections Commission. All pages shall be made available to all competitors within twenty-four (24) hours of the election.

6. The SGOV System campaign pages mentioned above shall not direct the voter to any outside campaign materials including but not limited to a campaign website or social networking group.

7. Prior to the first use of the SGOV System and after any major changes to the software used to run the SGOV System, the Student Legal Services Office shall review the SGOV System for compliance with FERPA. In addition, prior to the first use of the SGOV system and after any major changes to the software used to run the SGOV System, the Student Legal Services Office shall advise the Senate of any legal or fiduciary liabilities that the SGOV System may bring to the SGA.

Section 4 The Elections Commission, if applicable to the Election, shall, upon a majority vote of its membership in attendance at a scheduled meeting confirm or deny the validity of a petition for a referendum.

1. If the Elections Commission votes to deny the validity of a petition for a referendum, the Elections Commission shall make a public announcement within twenty-four (24) hours following the vote, of its decision and its justification.

Section 5 The Chancellor of Elections shall, in absence of quorum, due to the lack of membership or otherwise, within the Elections Commission, fix the date(s), time(s), and place(s)
of the Election. Furthermore, the Elections Commission shall appoint Elections Assistants who shall assist the Elections Commission and the Chancellor of Elections, who shall not hold elected or appointed office in the SGA during their service as Elections Assistants.

Section 6 The Chancellor of Elections shall submit to the Directing Attorney of Student Legal Services Office the date(s) and time(s) of the Election.

1. If a General or Special Election shall include the election of the University Student Trustee, the General or Special Election shall be scheduled for no less than three (3) calendar days.
2. If a General or Special Election shall include the election of the University Student Trustee, President, Area Government Officers, House Council Officers or Senators, elections shall be held at least 5 calendar days after the closing of nominations.

Chapter 17
Public Announcement of the Election

Section 1 The Chancellor of Elections shall provide for the public announcement, no less than fourteen (14) calendar days prior to the election date and time, through an email sent to all SGA members, all relevant media sources, and other publications and methods deemed necessary by the Chancellor of Elections, and said announcement shall contain the information prescribed herein:

1. The date and time of the Election
2. The nominating procedure and the date and time at which nominations shall be closed.
3. The times during which, and the locations at which, nomination papers shall be made available.
4. The e-mail of the Chancellor of Elections.

Chapter 18
Nominations

Section 1 The Chancellor of Elections shall provide for the publication and distribution of nomination papers which contain the information prescribed herein:

1. The nominating statement:
a. "We, the undersigned Student Government Association members, and residents of (nominee) Electoral District as defined by the University and the By-laws of the SGA do hereby nominate (nominee) for the office of (office):"

2. Spaces for the name, student identification number, expected graduation year, and signature of the nominee attesting that they shall have accepted the nomination.
   a. Nomination papers for the office of House Council require twenty-five (25) signatures of SGA members in their electoral district.
   b. Nomination papers for the office of Area Government require fifty (50) signatures of SGA members residing in their residential area.
   c. Nomination papers for the office of Senator require fifty (50) signatures of SGA members in their electoral district.
   d. Nomination papers for the office of President/Vice President require two-hundred (200) signatures of SGA members.
   e. Nomination papers for the office of University Student Trustee require two-hundred and fifty (250) signatures of UMass students.

3. The Chancellor of Elections shall provide a time when the nomination papers can be turned in, and when the candidates can begin campaigning.

Section 2 All persons, upon taking out nomination papers, shall be issued a certified copy of the Constitution of the SGA and the By-laws of the SGA (an electronic copy shall suffice) and shall, upon returning said nomination papers sign a document attesting that s/he shall have read, understood and agreed to abide by the Constitution of the SGA, the General By-laws and specifically Title VIII of the By-laws of the SGA.

Section 3 All candidates, if applicable, shall submit a campaign workers list which shall include the name, e-mail address, and university identification number of all persons actively campaigning for the candidate to the Chancellor of Elections.
   1. All named campaign workers shall not be registered on both a President/Vice President campaign and a Trustee campaign.

Section 4 When nominations shall have closed, the Elections Commission shall review all nomination papers and shall confirm or deny, upon a majority vote of its membership in attendance at a scheduled meeting, the validity thereof.

Section 5 If the Elections Commission shall have voted to deny the validity of a set of nomination papers, the Elections Commission shall inform the nominee within twenty-four (24) hours following the vote, of its decision and its justification.
Section 6 A Candidate may, in writing, and forty-eight (48) hours prior to an election, withdraw their name from the ballot.

Section 7 The nomination period shall be a minimum of seven (7) calendar days.

Chapter 19
Ballots

Section 1 The Chancellor of Elections shall provide for the publication of the ballots in the SGOV System.

Section 2 A candidate’s legal name, a reasonable variation thereof, or a popularly known nickname which shall be valid at the determination of the Elections Commission (e.g., Christina to ‘Tina’ or William to ‘Bill’), shall be printed on the ballot.

Section 3 The word "incumbent" shall appear next to a candidate seeking re-election from the same constituency.

Section 4 The order of the names on the ballot shall be determined at random by the Elections Commission.

Section 5 The Ballots shall be formally generated for the SGOV System in accordance with Title VIII, Chapter 16, of the By-laws of the SGA.

Chapter 20
Public Announcement of the Voting Procedure

Section 1 The Chancellor of Elections shall provide for the public announcement, no less than twenty-four (24) and no more than seventy-two (72) hours prior to the election date and time, of the voting procedure and absentee polling place(s), through an e-mail to all SGA members, and other publications and methods deemed necessary and/or appropriate by the Chancellor of Elections.

Chapter 21
Section 1 The Elections Commission shall open and close voting at the designated time and conduct the voting in the manner prescribed herein:

1. The voter shall log into the SGOV System.
2. The voter shall verify their identity.
3. The voter shall mark their ballot according to the instructions prescribed therein.
4. The voter shall submit their ballot according to the instructions prescribed therein.
5. The voter shall acknowledge that the ballot has been marked according to their wishes and that by proceeding they forfeit the opportunity to change their vote.

Chapter 22
Write-in Votes

Section 1 Voters casting write-in votes shall write or type the candidate's name legibly in the space provided.

Section 2 All write-in candidates must submit their name to the Election’s Commission prior to the end of the voting period. Any write-in candidate that does not submit their name shall have their votes invalidated.

Chapter 23
Polling Place(s) Staff

Section 1 The polling places shall be staffed at all times by two (2) persons, one (1) of whom shall be an Elections Commissioner, and one (1) of whom shall be an Elections Commissioner or a Cabinet Member, provided they are not running for office in said election.

Chapter 23
The Count
Section 1    The Chancellor of Elections shall generate a report containing the election results from the SGOV System. Only the Chancellor of Elections shall have access to this report during the election herein defined as the record of the number of people who voted by district, that is generated by the SGOV System.

Section 2    The Elections Commission shall declare any ballot meeting any one (1) or more of the conditions prescribed herein, through a majority vote, to be invalid:

1. Marks on the ballot are not placed clearly in the space provided on the ballot.
2. The ballot shows evidence of having been erased, scratched out, or otherwise altered.
3. There are more votes cast on the ballot than are numerically allowed.
4. An SGA member already named as having voted is recorded as having cast a second vote.
5. A vote is illegible.

Section 3    The Elections Commission may, upon a majority vote of its membership in attendance at a count, declare, for extraordinary reasons, any ballot to be invalid which may, but need not necessarily meet any of the conditions prescribed in Title VIII, Chapter 24, Section 2, of the By-laws of the SGA.

Section 4    Each candidate, and the Graduate Student Senate, if the election shall include the election of the University Student Trustee, may send one (1) person to the room in which the count is taking place who shall not be a candidate, and upon arrival, shall not leave the room until the completion of the count except to perform natural acts.

Section 5    No person, other than the Elections Commission, the Elections Assistants, as defined in Chapter 13, Section 5 of this Title, the Graduate Student Senate designee, the SGA Adviser, and the candidate's designees shall be present at the counting of the ballots.

Section 6    Only Elections Commission members and Elections Assistants shall count ballots.

Section 7    Following the completion of the count, the Elections Commission shall lock SGOV System, in a secure area to which only the Chancellor of Elections and Student Legal Services Office shall have access, until the elections shall have been ratified. A log shall be kept to record any administrative access to the SGOV-System report.
Section 8  
Upon completion of the count, persons or referenda having received a majority or plurality of the votes cast shall be declared the winner(s), pending ratification. The Chancellor of Elections shall send an informal notification to all the candidates in the election telling them of the election results, as soon as possible following the end of the counting period.

Chapter 25  
The Election Report

Section 1  
Within forty-eight (48) hours of the completion of the count, the Elections Commission shall submit to the Speaker of the Senate, or, if the Senate is in a Special Period, the Coordinating Council, its Election Report for the General Election, which shall appear as a Special Order on the agenda of the next scheduled Senate or Coordinating Council meeting, and shall include the information prescribed herein:

1. The complete numerical tabulation of the results.
2. Any formal complaints made to the Elections Commission, any evidence of the complaints, and the act taken thereupon.
3. The signatures of the Elections Commission.

Section 2  
If an election shall have included the office of University Student Trustee, a certified copy of the Election Report shall be submitted to the Graduate Student Senate at the same time said report shall have been submitted to the Senate or the Coordinating Council.

Section 3  
If the Senate or the Coordinating Council shall have failed to ratify a General or Special Election within thirty (30) days of said Election, the Elections Commission shall call a Special Election and re-cast the ballots, provided the Senate or the Coordinating Council shall have failed to ratify the Election by the recasting of the ballots.

Chapter 26  
Candidate Code of Conduct

Section 1  
For the purpose of Title VIII, Chapters 24-25 of the By-laws of the SGA, "candidate" shall be defined as any person who shall have expressed a firm intention to qualify, or who has qualified, to have their name placed on the ballot for elected office in an SGA General or Special Election, or any person seeking election to such an office through a write-in
campaign, here defined as a concerted effort to win election to such an office through write-in votes.

**Section 2** For the purpose of Title VIII, Chapters 24-25 of the By-laws of the SGA, forms of the verb "to campaign", shall be defined as any public action by any person in support of a candidate for elected SGA office which shall include, but shall not be limited to, distribution of literature or posting of materials.

**Section 3** Candidates for SGA elected office shall be subject to the Code of Conduct prescribed herein:

1. While criticism of another candidate is allowed, no candidate shall defame or harass their opponent(s).
2. No candidate may utilize the resources of the SGA, the SGA Office, any Executive Agency, any Subsidiary Governance Body, or any RSO for the purpose of campaigning for a General or Special Election. Speaking directly to an RSO or an agency in their assigned office shall not constitute a violation of this provision.
3. No person(s) or business(es) shall appropriate funds for the purpose of campaigning except the SGA, nor shall any candidate use the Elections Commission money given to candidates for non-campaign related use.
4. All equipment and supplies used to campaign shall be registered with the Chancellor of Elections prior to their use, and shall be accompanied by certified copies of the purchase orders or inter-activity recharges used to purchase said materials.
   a. Campaign materials are to be approved by the Chancellor of Elections during regular business hours.
5. Pens, pencils, tape, removable adhesives, chalk, markers, computers, staplers, and stapler guns shall be exempt from the provisions of Title VIII, Chapter 25, Section 3, Subsection 4 of the By-laws of the SGA.
6. All candidates shall purchase their materials at fair market prices to which all other candidates shall have reasonable access. No coupons shall be allowed.
7. No candidate shall unduly coerce a voter while they are voting.
8. No candidate or campaign worker shall use another voter’s Student ID or other authentication for the purposes of voting.
9. No person, who shall not have been listed on the campaign workers list, shall actively campaign for a candidate, and candidates shall be charged with registering any deletions or additions to a campaign list with the Chancellor of Elections.
10. Candidates shall be responsible for the actions of persons registered on the campaign workers list.
11. No funds shall be transferred between candidates. As a co-campaign or as a ticket, candidates may purchase mutually beneficial campaign materials.
12. No candidate shall wrongfully represent any campaign material as being the material of any other candidate.
13. No candidate shall violate the Code of Student Conduct.
14. No candidate shall corruptly give, offer or promise to any SGA member any pecuniary or other benefit not authorized by the Constitution of the SGA, the By-laws of the SGA or an Act of the SGA, which is intended to influence the vote(s) of said SGA member.
15. No person shall campaign within fifty (50) feet of an polling place on Election Day.
16. No candidate shall unduly coerce a voter while they are voting.

Chapter 27
Violations of Title VIII

Section 1 The Elections Commission may, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, and up to thirty (30) calendar days following an election, take any one of the actions prescribed herein for violations of Title VIII of the By-laws of the SGA:

1. **Warning** - A written statement to a candidate ordering the cessation of any activity which is in violation of Title VIII of the By-laws of the SGA, or their candidacy shall be suspended or invalidated.
2. **Suspension** - A written statement to a candidate ordering the suspension of all campaigning for a prescribed period of calendar time.
3. **Invalidation** - A written statement to a candidate declaring their candidacy to be invalid and stricken from the ballot (if before the election). After the election, a candidate may still be invalidated.
4. **Nullification** - A public announcement to the SGA membership declaring an Election nullified and calling a Special Election to re-cast the ballots.

Section 2 For egregious and gross violations of Title VIII, upon a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting, and up to thirty (30) calendar days following an election, the Elections Commission can recommend a disciplinary hearing for the candidate
concerned with the Dean of Students who may levy additional sanctions against the student not necessarily limited to matters regarding the SGA or its elections.

Chapter 28
Appeals

Section 1  A person may appeal the decision(s) of the Elections Commission by filing a Petition for a Ruling with the Associate Chief Justice of the Student Judiciary.
SENATE MOTION TEMPLATE

A motion has 2 parts; the “Whereas”s which is like the reasoning of the motion and the efforts put forth by the motion itself.

“Resolved” is used when it's a firm decision by the SGA (for example to endorse or support something).
“Enacted” is an action made by the SGA.

**Whereas**, Write your reasoning for the below motion(s) in “whereas”s, **and;**

**Whereas**, *(Example)* Title II has not been updated in four (4) years, and needs to be updated to reflect changes in the SGA and UMass System, **and;**

**Whereas**, *in between* “Whereas’s should be ‘and;’ and at the end of your whereas you put therefore;*

**Be it Enacted/Resolved effective as of** date, Here are the goals/efforts of your motion for example Title II shall read as follows:

**Be it further Enacted/Resolved**, points of the motion that aren't directly related should be separated to make it easier for Senate to read.

*Sponsored by Title Person, Title Person, and Title Person*

You can copy the below text and just fill in the blanks to make your own motion, just add “whereas”s as needed.

**Example 1:**

**Whereas**, we practice this position but it is not formally in the by-laws, **and;**

**Whereas**, Chairs may not be able to attend all of their scheduled meetings and Vice Chairs can help lead meetings where chairs are absent, **and;**
Whereas, Vice Chairs can assist in relieving some of the workload from Chairs, and;

Whereas, Committee’s lack a specified member to chair a meeting when the Chair is absent, therefore;

Be it enacted, effective Fall 2016, the following shall be appended to Title II, Chapter 27 entitled “Committee Chairs”:

Section 9 Chairs may appoint a Vice Chair from the voting members of their own committee at any time, provided that the Vice Chair position is not already filled.

1. The Vice Chair shall act as an aid and resource to the Chair.
2. At such times as the Chair deems necessary or is not in attendance at a scheduled meeting, the Vice Chair may become Acting Chair and may exercise powers of the Chairship.
3. At any time the committee can remove the Vice Chair of their committee from office by a two-thirds (2/3) majority vote.

Sponsored by The Administrative Affairs Committee, Vice Chair Vinciguerra, Vice Chair Dunlea, Vice Chair Goetz, and Vice Chair Mahan

Example 2:

Whereas, the University of Massachusetts Amherst plays a large role in the town of Amherst, and;

Whereas, the town of Amherst has a petition to eliminate plastic bags within their jurisdiction, and;

Whereas, the undergraduate student body values sustainable efforts, and;

Whereas, plastic bags are not biodegradable, therefore;

Be it resolved, the Student Government Association supports the town’s effort to eliminate plastic bags.

Be it further resolved, the Student Government Association endorses “General Petition - Bylaw to Prohibit Single Use Plastic Bags” to the Town of Amherst’s Town Meeting

Be it further resolved, the Student Government Association endorses the associated letter.

Sponsored by Chair Secretary Dickstein, Senator Sernik, and Chair Hawke