THE CONSTITUTION AND BY-LAWS
OF THE
STUDENT GOVERNMENT ASSOCIATION

THE UNIVERSITY OF MASSACHUSETTS AMHERST

Twenty-Eighth Edition

Constitution
Approved by the Undergraduate Student Senate March 30, 1994
Approved by the SGA membership April 26, 1994
Ratified by the University Board of Trustees
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By-Laws
Approved by the Undergraduate Senate March 30, 1994
Approved by the SGA membership April 26, 1994
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PREFACE

Welcome to the Student Government Association’s Constitution and By-laws. This is the twenty-eighth edition of those documents, which form the structural guidelines within which we, your SGA, act to serve the student body, and the University as a whole. All members of the SGA should familiarize yourselves with these documents, so you can best serve in your respective office. I want to thank you for your interest in the SGA at the University of Massachusetts – Amherst.

My name is Lauren Coakley and I have the great honor of serving as the Speaker of the Undergraduate Senate for a second term for the 2016-2017 academic year. As I am entering my fourth year and UMass and my fourth year in the Student Government Association, I can truly say that my experience as a leader in this organization has shaped my college career and fostered my personal growth. I have learned to listen to the concerns of my constituents, work with administrators, and overcome internal and external challenges. I held numerous positions in the SGA, serving as a Special Assistant, Senator, Associate Speaker, and Speaker, and I can say with confidence that all of these roles were rewarding and contributed to the development of my voice as a student leader.

The SGA has allowed me and many other undergraduate students to develop as leaders, representatives of their peers and strong student voices on this campus. Our Student Government is unique in the many forums and opportunities we have access to share the student perspective. Meetings of Faculty Senate Committees, Vice Chancellor Advisory Boards, Task Forces, and Search Committees allow SGA representatives to share their experiences and opinions as students in spaces often dominated by administration and faculty – it is crucial to take advantage of these spaces to serve as true representative of our fellow students. It is our responsibilities communicate constituent concerns to faculty and administration to create meaningful change and pass legislation that makes a real impact for the student body. It is my hope that through any position you hold in this organization you are able to be a strong voice for student power on this campus.

The power of the Student Government Association and any student organization is much greater when we work as a collective. Work with other members of the SGA, communicate with members of other student groups, attend meetings and events, and stand in solidarity with your peers. We must remain accountable and work to understand and advocate for the lives of all students at this university. You have been elected for students by students - empower each other, unite with your fellow students, appreciate all perspectives and make a difference to better UMass. I am excited to collaborate and work with each and every one this year to improve our organization to be an even stronger advocate and representative of the over 25,000 student at this university. Go UMass!

Lauren Coakley
Speaker of the Senate
Student Government Association
University of Massachusetts - Amherst
The Constitution of the Student Government Association of the University of Massachusetts Amherst
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 By-laws 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 the 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 there from 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 their 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 20 to April 19, 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 the President, the Vice President shall become President for the duration of the unfinished term. In such cases where the Vice President is unable or unwilling to assume the Presidency, the Speaker of the Senate shall become President.

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 their 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, Sections 2-3 of this Constitution, with the approval of the Board of Trustees.

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 their 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
The University of Massachusetts Student Government Association Bylaws

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.
TITLE I

ADMINISTRATIVE
Chapter 1
SGA Membership

Section 1  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.

Chapter 2
Ex-officio membership

Section 1  Any person defined by the Constitution of the SGA or the By-laws of the SGA as an ex-officio member of any body or agency of the SGA, shall be entitled to address that body in accordance with the rules and by-laws of the body concerned during the conduct of said body’s or agency’s business, without the prior consent of said body or agency, but shall be prohibited from making any motion, casting any vote, counting toward quorum, or exercising any authority, not otherwise provided for by the Constitution of the SGA or the By-laws of the SGA.

Chapter 3
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 Area Government Officer.

Chapter 4
Equal Opportunity Policy

Section 1  No person, having qualified for SGA membership in the manner prescribed by Title I, 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 By-laws.
Chapter 5
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 Judiciary.

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 6
Open Meetings

Section 1  All meetings of the Senate, Senate Committees, Subcommittees 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 7
Public Records

Section 1  All official SGA records, unless otherwise provided for by the Constitution of the SGA or the By-laws 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 By-laws 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 Sub-committee finds the office holder to be in error, the Committee will present its findings to the Senate. The Rules and Ethics Sub-committee shall then proceed as guided in Title II, Chapter 28, Section 3, Subsection A.

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**Chapter 8**
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 By-laws 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.

1. 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 9**

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 10**

Amendment to the By-laws of the SGA
Section 1  The By-laws 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
Definition of Calendar Days

Section 1  Calendar Days, unless otherwise provided for in the Constitution or By-Laws, shall be defined as 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.

Chapter 12
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 13
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 All meetings of the Senate shall be conducted in a Session of the Senate, divided into the Regular Period and the Special Period as prescribed herein:

1. The Regular Period – The Regular Period of the Senate shall be defined as that calendar period extending from the first meeting of the Senate in fall semester to the final meeting of the Senate in spring semester. “Semester” shall be defined by the official academic calendar of the University.

2. The Special Period – The Special Period of the Senate shall be defined as that calendar period extending from the final meeting of the Senate in the Regular Period, to the first meeting of the Senate in the subsequent Regular Period.

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
The Special Period

Section 1 Upon adjournment of the last meeting of a Regular Period of the Senate, the legislative authority of the Senate and its Standing or Select Committees, subject to the limitations defined herein, shall be delegated to the Coordinating Council for the term of the Special Period.

Section 2 For the term of the Special Period, the Coordinating Council shall retain the composition prescribed by the Title I Chapter entitled “The Coordinating Council” of the By-Laws of the SGA, provided that during that term of the Special Period, the SGA President, SGA Vice President, Executive Cabinet, Associate Speaker, and the Chief Justice, shall serve as ex-officio members.

Section 3 For the term of the Special Period, the Speaker shall serve as the Chair of the Coordinating Council.
Section 4  In the event the Speaker is unable to serve for the term of the Special Period, the Associate Speaker shall serve, for the term of the Special Period, as the chair of the Coordinating Council.

Section 5  In the event a Coordinating Council member, other than the Speaker or the Associate Speaker, is unable to serve for the term of the Special Period, the Speaker shall, upon a majority vote of the Senate membership in attendance at a scheduled meeting in the Regular Period, appoint a Senator to fill the seat. Such an appointment shall meet the qualifications prescribed for said seat by the Title I Chapter entitled “The Coordinating Council” of the By-laws of the SGA.

Section 6  Coordinating Council seats vacated during the term of the Special Period shall remain vacant for the term of the Special Period.

Section 7  For the term of the Special Period, the Coordinating Council shall be empowered to:

1. Determine and provide for its rules and procedures, and fix the time and place of its meetings.

2. Enact Acts of the SGA and Resolutions as defined by the By-laws of the SGA, and subject to the prohibitions prescribed herein.

3. Ratify the Fall General Elections in a manner prescribed by the By-laws of the SGA. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.

4. Approve the expenditure of monies for Finance Reserves allocations. Such an act shall require a two-thirds (2/3) vote of its membership in attendance at a scheduled meeting.

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

6. Approve Executive Cabinet Appointments. Such an act shall require a majority vote of its membership in attendance at a scheduled meeting.

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

Section 8  For the term of a Special Period, the Coordinating Council shall not be empowered to:

1. Enact Articles of Impeachment.

2. Amend or repeal the Constitution of the SGA, the By-laws of the SGA, the Annual SGA S-1 Budget Act, or Acts and Resolutions of the Senate passed in a Regular Period.

3. Conduct business in the absence of a quorum, here defined as fifty (50) percent of the
voting membership plus one (1)

4. Exercise any power not enumerated for the Coordinating Council by this Chapter of the By-laws of the SGA

Section 9 Upon adjournment of the last meeting of the Coordinating Council in a Special Period, the legislative authority of the Coordinating Council shall be surrendered to the Senate.

Chapter 4
Apportionment

Section 1 Senate seats shall be apportioned by the Senate among several constituencies, defined here as Electoral Districts.

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 proportionally 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.

Section 3 Senators shall be elected by the constituents of their respective Electoral District, and no Senator shall represent more than one (1) Electoral District.

Section 4 Senators shall be residents of the Electoral District from which they shall have been elected.

Section 5 If a Senator shall have dislocated from their Electoral District they shall surrender their Senate seat.
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, except those vacancies already provided for by Title II, Chapters entitled “Term of Senate Office and Vacancies” and “Senate Attendance” respectively of the By-laws of the SGA, the vacancy shall be filled for the duration of the unfinished term, upon a majority vote of the Administrative Affairs 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  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 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 “Back to the People” community meeting that shall be held at a publicly accessible location within their respective electoral districts. The dates and times for such meetings are to be decided by each respective area’s senators and their particular area governments.

Section 2  Commuter area governments and senators shall meet at a publicly accessible location to be determined by said area’s senators and area government. To incorporate the sizeable commuter population, there shall be either one meeting or several concurrent meetings occurring at different locations involving different senators.
Section 3  “Back to the People” community meetings shall incorporate all the Senators from a respective electoral district and all of the officers from said district’s Area Government.

Section 4  “Back to the People” community meetings shall take place at a frequency of at least twice a semester (in the months of October, November, December, February, March, and April) and no more than once biweekly for a minimum period of one hour. The meetings shall be regularly scheduled.

Section 5  Senators and Area Governments shall be responsible for the announcement of such meetings at least a week prior to the community meeting within their Electoral District.

Section 6  Each Electoral District Area’s Senators shall be responsible for properly advertising each “Back to the People” meeting (through standard flyers, internet groups and any other appropriate means) in conjunction with the proper Area Governments.

   A. Area Governments, House Councils, RD’s and RA’s will have a voluntary advisory role for meeting times and means of advertising for “Back to the People” meetings to be held in their respective residential areas.

Section 7  Each “Back to the People” shall have a pertinent topic to be presented by both the Area Government and the Senators to their constituents. Said topic shall be decided by the aforementioned parties. Senators and Area Government officers will be required to specify the current projects of their respective governances.

Section 8  Materials necessary for the announcement of such meetings (i.e. photocopies, posters, markers, etc.) shall be made available by the SGA.

Section 9  The SGA will appropriate a semester budget to each electoral district for “Back to the People” community meetings. Said budget will be determined after the first round of Back to the People community meetings by the Ways and Means Committee. The funds are to be used for the purposes of advertising and providing refreshments.

Section 10  Failure to attend a “Back to the People” community meeting for each Senator’s respective Electoral District will constitute a full absence for purposes of Senate attendance.

Section 11  The Speaker and/or the Associate Speaker shall be responsible for taking attendance for “Back to the People”.

Section 12  Absences from a “Back to the People” community meeting 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 hour 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 13  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 14  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 15  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 16  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 17  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 Senator

Section 1  Only the Senate shall be empowered to expel a Senator, regardless of whether the Senator was appointed or elected.
Section 2    The Speaker, the Associate Speaker, a Senator, or the names on a petition of one-hundred (100) SGA members of the Senator’s constituency, may request the expulsion of a Senator by filing written charges with the Speaker and the Chair of the Rules and Ethics Subcommittee of the Administrative Affairs Committee.

Section 3    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 4    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 5    If the Rules and Ethics Subcommittee shall have voted to bring expulsion proceedings before the Senate, the Chair shall submit to the subject Senator 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 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 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 8    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 Senator shall be afforded an opportunity to address the Senate for twenty (20) minutes, which shall not be infringed by any person.

Section 9    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 Senator, then, upon the announcement of the vote by the Speaker, the expulsion shall be complete.

Section 10    The subject Senator 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:

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.

Section 4  The Special Assistants to the Speaker, of which there shall be one (1) per Standing Committee, shall be appointed on or before October 30, of each calendar year, 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 5  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 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.

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 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
Categories of Senate Legislation

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, as 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 Associate Director
   H. Area Governors
   I. The Cabinet
   J. Faculty Senate Representative
   K. ESO Event 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 forty-eight (48) 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.

6. **Change the Voting Procedure** – Non-debatable, no vote 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 required.
   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

   I. 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.

   II. 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.

C. 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.

D. 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.

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

F. If no member of the Senate indicates a need for debate, the Main Motion shall be called.

G. If a member of the Senate indicates the need for debate, the Speaker shall declare debate open.

H. 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.


4. Assist the Secretary of Finance in the effective implementation Acts of the SGA within the Committee’s jurisdiction.

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 By-laws 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, 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.

7. 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.

9. 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.

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 and Elections commission 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**  
An SGA officer, or a petition of one-hundred (100) SGA Members may request the impeachment of the President, the Vice President, Cabinet Member, the Speaker, the Associate Speaker, a Student Judiciary member, or an Elections Commission member, 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 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 5 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 6 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 7 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 8 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 9 The Chief Justice shall chair Senate meetings at which Articles of Impeachment shall be considered.

Section 10 If a member of the Student Judiciary shall be the subject of Articles of Impeachment, the Attorney General shall chair the meeting of the Senate at which said Articles of Impeachment shall be considered.

Section 11 If a member of the Student Judiciary shall have been impeached, the Senate may, upon a three-fourths (3/4) vote of its membership in attendance at a scheduled meeting, recall said Student Judiciary member.

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.

1. 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.

1. 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 By-laws 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 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 Senate 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, in accordance with Title III, Chapter 4, and of the Trustee-Elect, shall follow a process for selecting named representatives for Cabinet posts.

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. No later than five days after ratification of the election, the President/President-Elect shall write and release the applications for all Cabinet posts.
3. The application shall include:
   a. The Mission Statement of the SGA
   b. The SGA Equal Opportunity Policy, as per Title I, Chapter 4
   c. The job description of the Cabinet post, as outlined in Title III, along with any By-law passages detailing additional duties
   d. A list of other characteristics the President-Elect highly encourages applicants to have
      i. At least one question should allow the candidate to state their involvements in other RSOs, campus jobs, majors, and prior SGA experience
   e. At least five questions pertaining to the duties of the post in question
      i. At least one question should allow the candidate to state their involvements in other RSOs, campus jobs, majors, and prior SGA experience
   f. No demographic information beyond the applicant’s name
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.
   a. The job announcement shall be distributed to as many groups and individuals as possible. The President/President-Elect should take into consideration the
categories mentioned in the Equal Opportunity Policy and ensure all related
groups and individuals are given the job announcement.

b. The job announcement shall be distributed through all SGA media outlets,
Campus Pulse, and all relevant campus media and news outlets

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

6. The President/President Elect shall send a letter of acknowledgement, in the form of an
email for every application received, containing instructions and multiple available times
for scheduling an interview.

7. Every applicant 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 and given the opportunity to have an interview.

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 President/President-Elect shall have failed to submit to the Senate one (1)
named representative for each appointments to the Cabinet within thirty (30) calendar days of the
ratification of their election, the Senate shall be empowered to appoint and confirm the Executive
Cabinet 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. If such an appointment and
confirmation is made by the Senate, the President/President-Elect cannot remove the Executive
Cabinet member unless through a Senate motion.

Section 4 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 5 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 President shall have failed to submit to the Senate one (1) named representative for the Cabinet 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 Cabinet post, upon a majority vote of its voting 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 Cabinet appointment of the President within fifteen (15) 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 shall submit a second named representative to the Senate within ten (10) calendar days.

Section 5  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 6  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.
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 Business Manager of The Center for Student Development (CSD) 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 CSD Business Center, 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
   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 fifteen (15) days prior to suspension. They will also advise Student Activities Center at least fifteen (15) days prior.
   c. Group suspension 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.

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

10. 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
11. 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

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 ensure that all RSOs and Agencies have their updated Charter/Constitution available on Campus Pulse.
7. Be an ex-officio member of the Administrative Affairs Committee and shall assist the committee with research and development of legislation.
8. 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.

9. 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.

**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 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 once every 30 days, or they shall have resigned by non-action.

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

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**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-Hellenic Council and the National Pan-Hellenic 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 Undersecretary of Veteran Affairs. The Undersecretary 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 By-laws 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 re-count.

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, 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 writs, 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 they were absent.

Section 4 The Directing Attorney of the Student Legal Services, 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.

1. 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 By-laws 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.
Chapter 1
Definition – Residence Hall Association

Section 1 The Residence Hall Association (RHA) is a student representative of the University of Massachusetts Undergraduate Student Government Association.

Section 2 The RHA and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and By-laws and the RHA Constitution and By-laws.
Structure and Procedure of RHA

Section 1 The structure of RHA, including that of its executive board and general body, as well as its rules, functions, and procedures, is delineated within the RHA Constitution and By-laws.

Section 2 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 by the Administrative Affairs Committee of the SGA Senate followed by final approval by the SGA Senate.

Chapter 3
Definition – Area Governments

Section 1 An Area Government shall be defined as a residential student representative body, recognized as a subsidiary governmental arm of the SGA, charged with the administration and facilitation of residential area-wide advocacy, constituent representation, and program coordination.

Section 2 Each of the following seven on-campus residential areas, as defined by the University, also herein denoted as Living Area, shall have an Area Government

1. Southwest Residential Living Area
2. Orchard Hill Residential Living Area
3. Central Residential Living Area
4. Northeast Residential Living Area
5. Sylvan Residential Living Area
6. North Residential Apartments
7. Commonwealth Honors College Residential Community

Section 3 Advocacy, constituent representation, and programming shall be provided for Off Campus students through collaboration between the elected Off Campus Senators and the Off Campus Student Center.

1. The Delegation of Off-Campus Student Senators (DOCSS) will act with the relevant authority and powers delineated in Title V, Chapter 5 of the By-laws, the
relevant rights and privileges delineated in Title V, Chapter 6 of the By-laws, and the relevant prohibitions delineated in Title V, Chapter 7 of the By-laws.

Chapter 4
Recognition

Section 1 Should a new residential area be designated on campus, an Area Government will be provided through an amendment of Title V, Chapter 3, Section 2 by the semester prior to its opening, and the subsequent election of an Executive Board by its residents.

Chapter 5
Authorities and Powers

Section 1 The Area Governments shall be empowered to make general recommendations regarding matters relevant to the educational, political, and social well being of the SGA membership residing in their respective Living Area to the SGA and the Residence Hall Association (RHA). Said recommendations shall be in accordance with Trustee Document T73-098, as amended.

Section 2 The Area Government shall be empowered to withdraw their support for any University Policy, official, or board, which, in the judgment of the Area Government, shall be detrimental to the educational, political, or social well being of the SGA members residing in that area.

Section 3 The Area Government shall be empowered to lobby Residential Life and the University to make relevant improvements in the residential area.

Chapter 6
Rights and Privileges

Section 1 Area Governments shall have the following rights and privileges:

1. Recognition by the University as a subsidiary arm of the SGA.
2. Access to the use of campus facilities.
3. Ability to receive space and equipment.
4. Assistance from Student Activities and Involvement, the Student Organization Resource Center, and the SGA Vice President in the way of mail service, program development, financial accounts, advising, and budgeting support. Residential Life shall also be a forum for program development and mail service.

5. The Commonwealth Honors College Residential Community shall also have the resources of the Commonwealth Honors College and its Student Advisory Board for program development and other relevant support.

6. The privilege of initiating programming ideas and planning with Residential Life advisors before contacting Student Activities and Involvement.

7. The ability to initiate area-specific referenda for a general election.

Chapter 7
Prohibitions

Section 1 Neither Area Governments nor the RHA shall violate the integrity of the residence halls, or the integrity of the student residence hall rooms, as defined by the University, and in accordance with the Residential Life Solicitation Policy.

Section 2 Neither Area Governments nor the RHA shall fund organizations or programs, or perform activities, which are primarily the responsibility of the University.

Section 3 Neither Area Governments nor the RHA shall allocate funding to any of the following:

1. Organizations or programs whose primary functions are not directly beneficial to the residential areas.

2. Organizations or programs, which are not primarily initiated, organized, funded, or managed by SGA members.

Chapter 8
Structure
Section 1  All Area Governments will be structured according to the parameters listed within this Chapter.

Section 2  The authority of the Area Governments shall be vested in the Executive Officers:

1. The Governor:
   a. Shall be the chief presiding officer of the Area Government;
   b. Shall have Signature Authority;
   c. Shall preside over all meetings of their respective Area Government;
   d. Shall schedule and set the agenda for all their respective Area Government meetings;
   e. Shall exercise supervision over the Area Government and its political activities and initiatives;
   f. Shall represent the Area Government to other organizations, the SGA, the RHA, and the University at large;
   g. Shall be an ex-officio member of the Undergraduate Student Senate, and will attend at least one meeting a month;
   h. Shall attend the Board of Governors meetings as Scheduled;
   i. Shall be empowered to make all appointments to positions within their respective Area Government.

2. The Lieutenant Governor:
   a. Shall be the deputy chief presiding the Area Government, as well as the liaison to House Councils and the RHA;
   b. Shall be an ex officio member of the RHA Executive Board;
   c. Shall share in the supervision and coordination of the Area Government’s activities and programs;
   d. Shall perform any duties delegated by the Executive Board and/or General Body.

3. The Secretary:
a. Shall be the chief clerk and maintainer of permanent records of the Area Government;
b. Shall maintain a record of all meeting agendas and minutes;
c. Shall forward all meeting agendas and minutes to the SGA Vice President and the RHA Associate Director at least twice a month;
d. Shall keep attendance at all Area Government meetings;
e. Shall perform any other duties delegated by the Executive Board and/or General Body.
f. Shall assist in the coordination of area-wide programming through the Area’s House Councils.

4. The Treasurer:

a. Shall be the chief financial officer of the Area Government;
b. Shall have Signature Authority;
c. Shall be responsible for the financial records of the Area Government;
d. Shall oversee the administration and disbursement of Area Government funds from all accounts;
e. Shall prepare the annual Area Government budget, for submission to the Ways and Means Committee of the Senate;
f. Shall assist in the coordination of area-wide programming through the Area’s House Councils.

Section 3  The Executive Officers shall:

1. Be voting members of the Area Government;
2. Be elected by the constituents of the Residential Area, with the Governor and Lieutenant Governor running together as a ticket, and shall be full-time undergraduate students of the University of Massachusetts Amherst;
3. Be residents of the Residential Area in which the Area Government is located. If an officer shall be dislodged from the Residential Area, they shall surrender their
Section 4  Officers may hold other elected or appointed positions, provided the office is below the rank of Executive Cabinet, Senator, or Student Judiciary. Area Government Officers are prohibited from holding House Council office or serving on the RHA Executive Board, except in the role of Governor or Lieutenant Governor.

Section 5  Resident Assistants (RAs) and Peer Mentors (PMs), as well as other live-in student staff, may hold the position of officer. Residential Life may prohibit this, as per their respective job descriptions.

Section 6  Officers are responsible for securing active status for the Area Government according to the policies of the SGA Vice President, the SGA Secretary of the Registry, and the Student Activities and Involvement office. This includes, but is not limited to, organization activation, officer trainings, and signature responsibility training.

Section 7  Every Area Government will have a General Body, which will be comprised of:

1. The Presidents (or their designees) of the Area’s House Councils;
2. Any other Area residents who may join;
3. A representative from the Commonwealth Honors College Student Advisory Board (CHC Residential Community only);
4. Any other roles or positions designated by the Area Governor.

Section 8  Any resident of the Residential Area in which the Area Government is located can become a member of the General Body.

Section 9  The members General Body shall be voting members of the Area Government, and shall serve as a support group for the Executive Board in activities, programming, and constituent outreach.

Section 10  General Body members must attend at least two (2) meetings per month to maintain active membership.

Section 11  Area Governments must maintain at least ten (10) active SGA members in order to be considered during the Ways and Means budgetary process.
Chapter 9
Advising

Section 1    Area Governments shall primarily be advised by Residential Life. Student Activities and Involvement may offer additional advising for programming, advocacy, and administrative support.

Section 2    The SGA Vice President will serve as an additional advisor, supporting the Area Governments through their responsibilities as dictated by the Bylaws.

Section 3    All Area Government advisors shall agree to communicate regularly with each other, in order to keep appraised of actions, plans, and goals in different departments.

Chapter 10
Officer Successions

Section 1    The Governor, if removed from office by resignation, impeachment, displacement, or any other legitimate factor that results in vacancy, shall be automatically succeeded by the Lieutenant Governor.

Section 2    The Lieutenant Governor, if removed from office by resignation, impeachment, displacement, or any other legitimate factor that results in vacancy, shall be automatically succeeded by the Treasurer.

Section 3    The Treasurer, if removed from office by resignation, impeachment, displacement, or any other legitimate factor that results in vacancy, shall be automatically succeeded by the Secretary.

Section 4    The Secretary, if removed from office by resignation, impeachment, displacement, or any other legitimate factor that results in vacancy, their duties shall be performed temporarily by the Lieutenant Governor pending the appointment of a new Secretary by the Governor.

Section 5    If an officer refuses to take a position that is in line with this succession, the next officer has the opportunity to fill said position. Vacancies which remain shall be appointed by the Governor.
Section 6   If any officer post remains vacant for greater than thirty (30) calendar days, the Senate shall be empowered to appoint and confirm one named representative to the vacated officer position upon a majority vote of its voting membership in attendance at a scheduled meeting, provided the Area Governor shall not have acted, and notified the Chair of the Board of Area Governors, prior to the convention of said meeting.

Chapter 11
Recall and Impeachment of Officers

Section 1   Any officer may be impeached by a petition signed by one hundred (100) of the constituents of an Area Government, which shall be brought before the Chair of the Board of Area Governors. If the Chairperson is the subject of impeachment, then the petition shall be brought before the Vice President of the SGA.

Section 2   Any officer may be impeached by a simple-majority vote from the members of the Board of Area Governors. A formal receipt of impeachment shall be brought before the Chair of the Board of Area Governors, clearly stating the reasons for impeachment. If the Chairperson is the subject of impeachment, then the receipt of impeachment shall be brought before the Vice President of the SGA.

Section 3   The Chair of the Board of Area Governors or the Vice President of the SGA shall forward the receipt of impeachment to the Chair of the Rules and Ethics Subcommittee of the Senate, which will then conduct an investigation and hearing according to Title II, Chapter 29 of the Bylaws.

Section 4   The officer shall only be removed following the decision of the Rules and Ethics Subcommittee.

Chapter 12
The Board of Area Governors

Section 1   Each Area Governor shall serve as a voting member on the Board of Area Governors, and must attend all meetings unless otherwise excused by the Chair of the Board of Governors.

Section 2   The Board of Area Governors shall be convened by the Vice President of the SGA within one (1) week following the election announcement.
Section 3  Immediately following convention of the first meeting, the Area Governors shall designate a chairperson by majority vote, referred to as the Chair of the Board of Area Governors.

Section 4  The responsibilities and powers of the Chair of the Board of Area Governors shall be as follows:

1. Shall schedule all meetings of the Board of Area Governors and provide an agenda for each meeting.
2. Shall be responsible to invite relevant members of the SGA, Area Governments, RHA, or other members of the University to the meetings.
3. Shall oversee Area Governors fulfillment of requirements as outlined by Title V of the SGA By-laws.
4. Shall represent all Area Governors to the Undergraduate Student Senate, and shall abide by Senate attendance policy for Senators.
5. Shall be given a designated period of time to address the Senate, and may yield remaining time to other Area Governors.
6. Shall keep in contact with the Director of the RHA on all policy initiatives.
7. Shall bring impeachment petitions of any Area Government member to the Chair of the Rules and Ethics Subcommittee of the Senate.

Section 5  The Board of Area Governors shall meet twice monthly, for a minimum of six (6) times per academic semester.

Section 6  The Vice President of the SGA, the RHA Director, and Executive Officers of any Area Government shall be conferred ex-officio status on the Board of Area Governors.

Chapter 13

House Councils

Section 1  A House Council shall be defined as a student representative body, charged with the administration of programming, advocacy, and community development for a residence hall or cluster.
Chapter 14
Recognition

Section 1 A House Council shall not be eligible for recognition until the Area Government has completed elections for the House Council for the upcoming term, and the elections shall have been approved and validated through the provisions in Title V, Chapter 16, of the SGA By-Laws.

Chapter 15
Powers and Prohibitions of House Councils

Section 1 The House Council shall derive its power from the regulations and guidelines set forth from the Constitution and By-Laws of the Student Government Association.

Section 2 The House Council shall be empowered to make general recommendations regarding matters relevant to the educational, political, and social well being of the SGA membership residing in their respective residential building(s) to the Residence Hall Association. Said recommendations shall be in accordance with Trustee Document T073-098, as amended.

Section 3 The House Council shall be empowered to withdraw their support for any University Policy, official, or board, which, in the judgment of the House Council, shall be detrimental to the educational, political, or social well being of the SGA membership in their residential building(s).

Section 4 All powers in the House Council shall be vested in the officers.

Section 5 Resident Assistants may not hold position of House Council Officer.

Section 6 House Councils shall adhere to the University policies concerning health and safety in the residence halls.

Section 7 House Councils shall not fund organizations or programs, or perform activities, which are primarily the responsibility of the University.
Section 8  House Councils shall not allocate funding to organizations or programs that are not directly beneficial to their respective residence hall(s) or to organizations or programs that are not primarily initiated, organized, funded, or managed by SGA members.

Section 9  House Councils in violation of Title V or deemed to be in “bad standing” as outlined by the RHA Constitution shall be subject to having their status frozen by the Residence Hall Association, whom shall be the sole entity able to freeze House Councils. In each case, the Residence Hall Association shall follow guidelines set forth in the Constitution of the RHA.

Section 10  The following shall be direct House Council violations subject to 24-hour notice account freezing as stated in the Title V Chapter entitled “Violations of Title V”:

1. If a House Council fails to properly fill vacant positions according to the House Council Charter.
2. If a House Council allocates funding without quorum at a scheduled meeting.
3. If House Council fails to attend three unexcused meetings of their respective Area Government. In such a case, the Area Government shall forward notice of missed meetings to the Residence Hall Association along with minutes of all missed meetings showing everyone who attended the respective meetings.

Section 11  A House Council may have their accounts frozen by petition from the Area Government to the Residence Hall Association. In such case, an Area Government must forward a request to the Residence Hall Association stating the nature of their request, violations of the House Council meriting accounts being frozen, and a procedure for the re-activation of the respective House Council. The Residence Hall Association shall retain the right to render the final decision.

Chapter 16
Rights and Privileges

Section 1  House Councils shall have the following rights and privileges:

1. Access to the use of all residence hall facilities in which their House Council resides.
2. Ability to reserve space and equipment in residence halls in which their House Council resides.

3. Assistance from Residential Life by means of mail service, financial accounting, and community development.

4. Access to the Student Organization Resource Center computers, equipment, and advising services.

5. Assistance from the Residence Hall Association in the way of program development, leadership training, and organizational development.

Chapter 17
House Council Agreement Forms

Section 1 House Councils shall commit to the provisions in this Chapter as their official Charter. This Chapter shall serve as the strict rules and guidelines for all House Councils to abide by.

Chapter 18
Constituent Communication

Section 1 For the purposes of this Chapter, “primary officer” shall mean Governor, Lt. Governor, Treasurer, and Secretary when referring to Area Governments, and shall mean President, Vice President, Treasurer and Secretary when referring to House Councils.

Section 2 Each Area Governor shall set a date for a “Back to the People” meeting in coordination with the Area’s House Council Members at a desired location within their residence area. For the Commuter Area Government, this shall include the Campus Center, the Student Union, or other designated areas.

Section 3 Each Area Governor shall arrange, consistent with the Charter of their respective Area Government, to have at least two (2) primary officers of the Area Government and at least one (1) primary officer of each House Council attend each “Back to the People” meeting.

Chapter 19
Violations of Title V
Section 1  If any House Council shall have failed to meet requirements outlined in the Title V Chapter entitled “Powers and Prohibitions of House Councils” it shall result in action taken by the Residence Hall Association. If the House Council which has been frozen feels the actions taken against them are unjust or unwarranted, they may then submit a formal appeal to the Vice President of the SGA. The Vice President will then review the appeal and make a recommendation to the RHA on further action. The Vice President will retain final authority to override the decision of the RHA.

Section 2  If a House Council is frozen due to bad standing, they can regain good standing by following the procedure outlined in the RHA Constitution. Their account will then be unfrozen.

Section 3  If a House Council is frozen due to Title V violations, the RHA Executive Board will meet with the President of the House Council to discuss the violation and further action to be taken. Their account status will be unfrozen at the discretion of the RHA Executive Board. In the case that a House Council feels it was treated unfairly, the appeal process in Section 1 may be followed.

Section 4  If an Area Government or House Council, or any officer of the SGA shall have failed to meet the provisions set forth in Title V, any SGA member may issue a complaint with the Rules and Ethics Subcommittee of the SGA Senate.

Section 5  The Student Judiciary shall retain the right to investigate, veto, or overturn any decision by the Residence Hall Association in a manner prescribed in Title IV, Chapter 2, Sections 1 and 2, and Chapter 11.
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.

Chapter 4
Fiscal Year End Balance

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 S! 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
A. These funds shall be carried forward from year to year in a contingency reserve account to ensure the fiscal stability of the SATF, and shall only be accessed in extraordinary circumstances.

B. Long Term Reserves shall be allocated upon a majority vote of the Ways and Means Committee membership in attendance at a scheduled meeting.

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:

1. 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 remainder 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 Area Governments and 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, Agencies, and Area Governments financial posture
2. The event, item, or project for which the RSO, Agency, or Area Government is petitioning for an appropriation.

Section 3  All petitioning RSOs, Agencies, and Area Governments 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 Senate Finance Committee and Ways and Means Committee must attend a Viewpoint Neutrality training seminar administered by a representative from Student Legal Services Office in order to vote on financial appropriations.
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.
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 precedence 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 at 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  Subsidiary Governance Bodies

Section 1  Charters of Subsidiary Governance Bodies shall be recognized in the manner prescribed herein, unless otherwise provided for in the Constitution and 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, with the exception of Area Governments and House Councils, and 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 Area Governments
3. The RSO Councils
   a. The Club Sports Council
   b. The Recreation Council
   c. The Service Council
4. The Student Business Investment Board

Chapter 8
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, as a minimum, the application on campus pulse, additional materials, and appeals.

2. 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, telephone numbers, membership of at least ten (10) undergraduate students, with members’ names, and university email addresses.
   b. Name of an initial contact person for the SGA, including university email address and telephone number.
   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 using the elections function in Campus Pulse.
   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.

3. 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 once per semester at which new RSO applications shall be due, and shall make known their deadlines at a sufficiently early date to provide petitioning groups with a reasonable degree of calendar time to complete their RSO
application. 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.

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.

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.

5. The Secretary of the Registry must send any athletic and competitive RSO applications, as specified in the RSO application, for review to the Club Sports Council and their Adviser in a timely manner.

6. The Club Sports Council would then make a formal recommendation to the Secretary of the Registry for approval or denial of inclusion in the Club Sports Council based on a procedural evaluation as defined by the Club Sports Council. CSC reserves the right to deny a group membership in the council, in which case the group would follow the standard RSO application process as outlined in this Title.

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 9
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, firing, 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 10
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 re-apply 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 timeframe 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.
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 By-laws 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 Senate shall, on or before October 15 of each calendar year, appoint—the respective Elections Commissioners upon a majority vote of its membership at a scheduled meeting.

1. The appointees for Elections Commission must first receive confirmation from the Outreach and Development Committee by a majority vote of its membership in attendance at a regularly scheduled meeting.
2. They must then be put forth for a confirmation vote by the general Senate membership. The appointees for Elections Commission must receive confirmation from the Senate by a majority vote of its membership in attendance at a regularly scheduled meeting.

Section 2 If the Senate shall have voted to deny an Elections Commission appointment, another individual must be submitted to the Outreach and Development Committee and then 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
Appointment of the Chancellor of Elections

Section 1 The Senate shall, upon a two-thirds (2/3) majority vote of its members, appoint a Chancellor of Elections who shall act as the chief presiding officer of the Elections Commission.

Section 2 Appointment of the Chancellor of Elections shall fulfill one (1) of the Elections Commission appointments prescribed in Title VIII, Chapter 3, Section 1 of the By-laws of the SGA.

Section 3 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
Installation of Elections Commission Members
Section 1  Elections Commissioners shall, prior to being installed, consult the Directing Attorney of Student Legal Services, 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 By-laws 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, 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 last meeting of the Senate’s Regular Session in the manner prescribed herein:

A. The Chancellor of Elections shall announce that nominations for Speaker of the Senate are open.

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

C. 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.

D. 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.

E. The Chancellor of Elections shall then announce that nominations for Associate Speaker of the Senate are open.
F. The Chancellor of Elections shall record the nominations in the minutes in the order in which they shall have been made and seconded.

G. 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.

H. 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.

I. 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.

J. 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.

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

L. 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.

M. 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.

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

P. 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 re-count.

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 By-laws 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 By-laws 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 5 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 By-laws 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 and 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 By-laws 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 By-laws 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 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 between 5 and 14 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.

3. Spaces for the names of the signee, their signatures, student identification number, and expected graduation year herein denoted the nomination signatures.
   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 one hundred (100) signatures of SGA members in their electoral district.

   d. Nomination papers for the office of President/Vice President require four hundred (400) signatures of SGA members.

   e. Nomination papers for the office of University Student Trustee require four hundred (400) signatures of UMass students.

4. 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.

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**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
Election Week

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 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 re-casting 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 245, Section 32, 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 a 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.