

University of Minnesota Duluth Student Association

Organizational Bylaws

Article I. President

Section 01 The term will begin the Monday of academic week 14 of the Spring semester until the Sunday of week 14 of the Spring semester the following year.

Section 02 The President shall serve as President-Elect during the transition period as defined in Bylaw XV, Section 08.

Section 03 The President will not hold any presidential position in any other UMD student organization except the UMD Student Association.

Section 04 The President-Elect in coordination with the Cabinet-Elect shall prepare the Executive position nominations prior to the first meeting of the Congress-Elect. These nominations shall be subject to majority consent of the Congress.

Section 05 The President shall prepare an agenda for and convene the first Congressional meeting until the Chair of Congress is appointed, within one week after the beginning of the Congressional year.

Section 06 The President shall prepare, in consultation with the Cabinet, an annual agenda, listing priorities of the UMDSA for the coming year. The document must be open to amendments from Congress and must be up for action by the second fall congressional meeting of the semester.

Section 07 The President will make an end of semester report to Congress concerning the development and status of UMDSA to be distributed to Congress and made publicly available.

Section 08 The President shall serve as chair of the Cabinet and the Executive Board.

Section 09 Shall be an ex-officio non-voting member of congress.

Section 10 Shall be responsible for reporting the actions and meetings of the Cabinet and Executive Board to Congress.

Section 11 The President shall have two (2) weeks to execute a veto. If the legislation is not signed or vetoed in this time period it is considered approved.

Section 12 The President shall write a report at least twice (2) a semester to be released to the public.

Section 13 The President shall be responsible for obtaining yearly lists of current campus committees.

Section 14 Shall appoint members to the the Board of Publications Committee.

Article II. Vice President of Student Life

Section 01 The term will begin the Monday of academic week 14 of the Spring semester until the Sunday day of week 14 of the Spring semester the following year.

Section 02 Shall chair the Student Life Committee.

Section 03 Shall be responsible for any activities as listed in the Activities Bylaw Section.

Section 04 Will not hold a presidential position in any other UMD student organization.

Article III. Vice President of Academic Affairs

Section 01 The term will begin the Monday of academic week 14 of the Spring semester until the Sunday day of week 14 of the Spring semester the following year.

Section 02 Shall chair the Academic Affairs Committee.

Section 03 Shall serve as a representative to all academic units and subdivisions.

Section 04 Shall be responsible for any activities as listed in the Activities Bylaw Section.

Section 05 Will not hold a presidential position in any other UMD student organization.

Article IV. Vice President of Administration and Finance

Section 01 The term will begin the Monday of academic week 14 of the Spring semester until the Sunday day of week 14 of the Spring semester the following year.

Section 02 Shall chair the Student Organization Grants Committee (SOG).

Section 03 Shall prepare an annual budget (reference Budget Bylaw) to be presented to and approved by Congress.

Section 04 Shall be responsible for all the business interests and ventures of UMDSA.

Section 05 Shall be responsible for any activities as listed in the Activities Bylaw Section.

Section 06 Will not hold a presidential position in any other UMD student organization.

Article V. Vice President of External Affairs

Section 01 The term will begin the Monday of academic week 14 of the Spring semester until the Sunday day of week 14 of the Spring semester the following year.

Section 02 Shall chair the External Affairs Committee.

Section 03 Shall oversee the Legislative Relations Director

A Shall be responsible for overseeing all lobbying efforts and administrative functions on behalf of LRC, in coordination with the Legislative Relations Director.

B Shall keep the UMDSA up to date on lobbying efforts through their report to Congress.

C Shall consult with External Affairs committee and LRC Director in regards to Duluth & St. Louis County Days at the Capitol, Bulldog Lobby Day, Support the U Day and other lobbying efforts.

Section 04 Shall be responsible for advocating and lobbying for student's interests to Local, State and Federal governments.

Section 05 Will not hold a presidential position in any other UMD student organization.

Article VI. Freshman President

Section 01 The term shall begin with the conclusion of Freshman Elections and continue through Spring commencement

A In the case of being elected to a new position during Spring Elections, the Freshman President will hold a dual-position.

Section 02 Shall chair the Freshman Committee.

Section 03 Shall be responsible for any activities as listed in the Activities Bylaw Section.

Section 04 Will not hold a presidential position in any other UMD student organization.

Article VII. UMDSA Congress

Section 01 Rules

A The Congressional year will begin the Monday of academic week 14 of the Spring semester and terminate the Sunday day of week 14 of the Spring semester the following year.

B Elections are held in the spring term, with the exception of freshmen positions which are elected at the beginning of the fall term.

C Opening Session

- 1 Shall be convened by the President.
- 2 Elect Chief of Staff so that roll call and minutes can be taken.
- 3 Shall elect a Chair and Vice Chair of Congress.
- 4 Shall recite the Oath of Office.

D Vacancies

- 1 Congress shall fill every vacancy.
- 2 Congress shall approve people to fill vacancies by a majority vote.
- 3 Any nominee running for a position must fulfill the same application process as if they were running in a public election.
- 4 Applications to fulfill a vacancy must be received at least one (1) week prior to the Congressional nomination.

E Congress shall meet no fewer than thirteen (13) times a semester. The time and place to be determined by the Chair of Congress. Congress will hold its first semester session within two (2) weeks of the start of fall and spring semesters.

F Congress members shall be required to follow the attendance policy.

G Congress shall have two (2) weeks to overturn a Presidential veto with a $\frac{2}{3}$ vote.

H Dual-Positions

1 Only Freshman President, Freshman Vice President, Freshman Representative or Student Representative to the Board of Regents are authorized to hold a dual-position

2 All members holding a dual-position will fulfill two (2) office hours

I Any member of congress may hold no more than one (1) vote

Section 02 Duties of Members

A Chair of Congress

- 1 Shall be an ex-officio non-voting member of all Congressional committees.
- 2 Shall vote in Congress only in the event of a tie.

- 3 Shall be elected from Congress at the first Congressional Session of the Congressional year.
- 4 May demand written reports of any committee, Executive Officer, or Presidential appointee.
- 5 Shall set and send out the UMDSA Congress agenda to members at least 24 hours before Congress.
- 6 Be responsible for collecting all paper votes taken in Congress. Results of this vote shall be read aloud.
- 7 Shall report directly to the President.

B Vice Chair of Congress

- 1 Vice Chair duties shall be fulfilled by a UMDSA member that does not hold a position within the Executive Board and will retain their original position.
- 2 Shall take on the duties of the chair in the absence of the chair.
- 3 Shall assist the Chair in all Congressional matters.
- 4 Shall be elected during Congress at the first meeting of the year.
- 5 Shall chair the Committee on Committees

C Senators

- 1 Membership will consist of up to two senators from each collegiate unit as determined by the University Senate Policy.
- 2 Senators shall meet with their respective deans once per month. They shall report this meeting to the Senate Director and Vice President of Academic Affairs.
- 3 The Senators shall sit on their collegiate senate or assembly, if applicable.
- 4 Each Senator shall sit on the Academic Affairs Committee, but may sit on other committees as well.

D Representatives-at-Large

- 1 There shall be two (2) Representatives at Large for every one (1) Senator.
- 2 The ratio of Representatives at Large to the number of Senators may be evaluated by Congress and changed once per Congressional year as deemed necessary, by two-thirds majority, by no later than the ninth (9th) week of Spring Semester.
- 3 Each Representative shall sit on at least one (1) of the following Congressional Committees: Academic Affairs, Student Life, Public Relations, or External Affairs.

4 Each Representative shall sit on at least one (1) of the standing Campus Governance Committees, if campus governance allows.

E Freshman Representatives

1 The term shall begin with the conclusion of Freshman Elections and continue through Spring commencement

A In the case of being elected to a new position during Spring Elections, the Freshman Representatives will hold a dual-position.

2 Shall consist of one (1) Freshmen President and one (1) Freshman Vice-President. The remaining positions shall be designated Freshman Representatives according to the following subsection.

3 Shall be determined according to the following: There shall be one (1) Freshman Representative for every 500 freshmen or majority thereof.

F Student Representative to the Board of Regents

1 Shall report directly to the UMDSA President.

2 Shall serve as a liaison to External Affairs.

3 Shall choose and declare an alternate.

4 Shall serve from September 1st to June 30th as according to Regents policy.

5 Shall be UMD's student representative to the Board of Regents.

6 Shall follow all Regents policies.

7 In the case of being elected to a new position during Spring Elections, the Student Representative to the Board of Regents will hold a dual-position.

G Marketing and Analytics Research Representative

1 There shall be three (3) Marketing and Analytics Research Representatives nominated by the MARC director and voted on by congress

2 Each Representative shall sit on at least one (1) of the following Congressional Committees: Academic Affairs, Student Life, Public Relations, or External Affairs.

3 Each Representative shall sit on the Marketing and Analytics Research Committee (MARC).

Article VIII. Congressional Committees

Section 01 General Rules

A Self-Recommendations for membership on standing committees will be submitted to the President within two (2) weeks of taking office.

B The President will appoint members to Congressional Committees within one (1) week after the Self-Recommendation has been submitted.

C Each Committee will set an agenda for the year and present to Congress within the first four (4) regularly scheduled Congressional sessions.

1 Freshman Committee will set an agenda for the year and present to Congress within the first two (2) Congressional sessions following Freshman Elections.

D Each committee shall elect its own Chair and Vice-Chair unless specified.

1 No Vice President shall be allowed to be the Vice-Chair of any committee.

E There shall be only one (1) chair per committee.

F Chairs shall vote in the committee in the event of a tie.

G All committees shall take, keep, and publish minutes.

H Each committee shall be responsible for the activities assigned to them in the Activities Bylaw section.

I Congress shall oversee any action of a committee, and may overturn any committee's decision.

Section 02 Academic Affairs Committee

A Shall be chaired by the Vice President of Academic Affairs.

B There shall be at least nine (9) members on this committee.

C Shall be responsible for oversight and response to student academic issues.

D The committee shall meet at least seven (7) times per semester.

Section 03 Student Organization Grants (SOG) Committee

A Shall be chaired by the Vice President of Administration and Finance.

B There shall be four (4) members on this committee as follows: Vice President of Administration and

Finance, and three (3) additional Congressional members.

C Prior to the disbursement of any funds to a student group, the Senior Activities Director of the Kirby Student Center shall verify that the student group has been active and has attended mandatory Leadership Assembly meetings and/or been in direct contact with the Senior Activities Director. Under special circumstances that the student group is unable to meet these requirements, Congress will be given the option of overriding the requirements by a two-thirds majority vote.

D No student group receiving funds from Student Service Fees (SSF) will be eligible to receive funding from SOG.

E Newly registered student groups or groups that have not applied for funding in the previous two years will be eligible to receive a maximum of \$400 in initial funding during the first semester in which they apply. The amount student groups receive is at the full discretion of the Student Organization Grant Committee.

1 Any student organization has the opportunity to submit a request of \$0 in order to show active status, and will not be limited to the cap of \$400 for future requests

F The SOG committee may receive a written SOG application from groups that are requesting under \$200. An interview may not be required.

G All organizations requesting over \$200 must be interviewed by the SOG committee to analyze their current budget and future request.

H The cap placed on newly registered student groups or groups that have not received funding in the previous two years shall be removed upon their next allocation request.

Section 04 External Affairs Committee

A Shall be chaired by the Vice President of External Affairs

B There shall be at least five (5) members on this committee.

C The LRC Director shall be a voting member of this committee.

D Members shall be responsible for assisting the Vice President of External Affairs in their duties.

E This committee shall meet at least seven (7) times per semester.

Section 05 Committee on Committees

A The Committee on Committees (CoC) shall consist of the following: the Vice Chair of Congress and the Vice Chairs of Academic Affairs, External Affairs, Freshman Committee, Student Organizational Grants Committee, Public Relations, Rules & Elections, Senatorial Director or delegate from Senators,

and Student Life Committees.

B Shall be chaired by the Vice Chair of Congress.

C The Vice Chair of Congress shall make this committee's reports to Congress.

D Shall be responsible for nominating and appointing two (2) Senators and two (2) Representatives at Large to the Student Representative Selection Committee (SRSC) as defined in Article XI, Section 1, Subsection B.

1 UMDSA Executive members may be appointed in place of a Representative at Large or Senator seat in the event that the CC's nominees are unavailable.

2 In the event of a conflict of interest, as defined in the SRSC bylaw, the CC shall consider and approve the SRSC Chair's nomination of a replacement member.

E Shall be responsible for overseeing committee structure of SA. Shall be responsible for all removal motions to Congress pertaining to Congressional committee membership.

F Shall review all impeachment and other relevant petitions pertaining to Congressional membership and submit a recommendation to Congress by the next Congressional session.

G No member may hold more than one (1) voting position upon this committee

1 If a member holds more than one Vice Chair position, the said member will choose which committee to represent exclusively in the Committee on Committees.

2 Any unrepresented committees will choose a member from their membership to serve on CoC in place of the Vice Chair.

H This committee shall meet when necessary.

Section 06 Cabinet

A Shall be chaired by the UMDSA President.

B Voting membership shall consist of the Student Representative to the Board of Regents, and the Vice Presidents of Academic Affairs, Administration & Finance, External Affairs and Student Life.

C The Chair of Congress, Chief of Staff and Freshman President shall be non-voting, ex-officio members of this committee.

D The Chief of Staff shall be the Vice Chair of this committee.

1 Shall consult with the UMDSA President on matters of pressing need.

2 Shall keep accurate minutes, and these shall be made available to all Congressional members.

E Shall serve as a forum for communication to promote effective internal operations.

F Shall hold meetings that are public to all Congressional members, and notices for these meetings shall be made available at least forty-eight (48) hours prior.

G Shall meet at the discretion of the UMDSA President and/or other cabinet member.

Section 07 Executive Board

A Shall be chaired by the UMDSA President

B Voting membership shall consist of the Student Representative to the Board of Regents, the Vice Presidents of Academic Affairs, Administration & Finance, External Affairs and Student Life, and Directors of; Bulldog Taxi, Legislative Relations committee, Marketing Analytic Research Committee, Public Relations, Rules & Elections and Senate, the Freshman President, the Chief of Staff, and the Systems Administrator.

C The Chair of Congress shall be a non-voting, ex-officio member of this committee.

D Shall advise the UMDSA President on all necessary matters

E The Chief of Staff shall be the Vice Chair of this committee, and shall keep accurate minutes that are made available to all Congressional members.

F Shall hold meetings that are public to all Congressional members, and notices for these meetings shall be made available at least forty-eight (48) hours prior.

G Shall be the official organization of UMDSA when Congress is unable to convene.

H Shall meet at the discretion of the UMDSA President.

I Shall be responsible for all correspondence with the media on behalf of Student Association.

Section 08 Freshman Committee

A Shall be chaired by the Freshman President.

B Membership shall consist of at least the Freshman President, Freshman Vice President, and Freshman Representatives.

C This committee shall have the charge to coordinate freshman projects and address specific freshman concerns.

D This committee shall meet at least five (5) times a semester.

E A member of this committee shall meet once (1) a month, or as needed, with the Director of Housing and Residence Life to discuss housing concerns.

Section 09 Public Relations Committee

A Shall be chaired by the Public Relations Director.

B There shall be at least six (6) members on this committee.

C Shall advertise UMDSA events, meetings, and projects.

D Shall be responsible for informing the student body, administration, and community about UMDSA.

E The Public Relations Committee can include, but not limited to the following publication techniques: newsletter, mass email, posters, display cases, blog posts, flyers, newspaper advertisements, press releases, and social media.

F This committee shall meet at least seven (7) times a semester.

Section 10 Rules & Elections Committee

A Shall be chaired by the Rules & Elections Director.

B There shall be at least four (4) congressional members on this committee.

C Shall be responsible for the organization, supervision and operation of all UMDSA elections and their rules of operation.

D Shall serve to interpret the constitution and bylaws of the UMDSA.

E This committee shall have the power to interpret the election procedure bylaws for their appropriate function.

F Any member of Rules & Elections that is running for any contested UMDSA office in fall or spring elections shall step down from Rules & Elections Committee.

1 The President shall nominate a replacement from congress for each member stepping down as a result of Section 10, sub-section F.

G All members of the Rules & Elections Committee must be able to oversee the election tables, if necessary.

H This committee shall review and recommend changes to the elections bylaws prior to the applications

being available at spring elections.

I The committee shall meet at least three (3) times a semester.

Section 11 Senatorial Coordination Committee

A Shall be chaired by the Senate Director.

B Each UMD Student Senator shall serve on this committee.

C Shall prepare and review current senate dockets and legislation.

D Shall meet at least prior to every University Student Senate meeting.

Section 12 Student Life Committee

A Shall be chaired by the Vice President of Student Life.

B There shall be at least nine (9) members on this committee.

C Shall be responsible for oversight and response to non-academic student issues.

D This committee shall meet at least (7) seven times per semester.

Section 13 Bulldog Taxi Committee

A Shall be chaired by the Bulldog Taxi director

B Shall be at least three (3) members

C Shall be responsible for precise data collection of rides

D Shall be responsible for promoting the program

Article IX. Executive Members

Section 01 General Rules

A The Cabinet shall submit initial recommendations on all executive members; to be approved by Congress by a simple majority vote at the first Congressional meeting of the year.

1 It shall be declared to Congress when recommended director positions were contested (ie. more than one interested person)

2 Cabinet has the choice to submit director's recommendations in a single or individual resolutions.

Recommendations for contested positions can be presented separate from uncontested positions.

B Directors shall sit on at least one (1) of the standing Campus Governance Committees.

Section 02 The Public Relations Director

A Shall chair the Public Relations Committee.

B Shall be responsible for official UMDSA public relations.

1 Shall be responsible for social media accounts and passwords

C Shall be responsible for producing advertisement for UMDSA events.

Section 03 Senate Director

A Shall serve on the Student Senate Consultative Committee.

B Shall report directly to the Vice President of Academic Affairs.

C Shall chair the Senatorial Coordination Committee.

D Shall serve on the Academic Affairs Committee.

Section 04 Bulldog Taxi Director

A Shall be responsible for managing the Bulldog Taxi Program.

B Shall provide a current report of ridership at the request of the President or Congress.

C Shall prepare and present a budget request to the Student Service Fee (SSF) committee each spring.

D Will sit as the chair of the Bulldog Taxi Committee.

Section 05 Rules & Elections Director

A Shall chair the Rules & Elections Committee.

B Shall be responsible for overseeing fall and spring elections.

C Shall be the direct line of communication for interpreting the Constitution and Bylaws.

D Shall be responsible for keeping the Systems Administrator up to date with current applications, election information, and election results.

E Shall continuously update the Constitution and Bylaws when necessary

Section 06 Marketing Analytic Research Committee Director (MARC)

A Shall be the chief executive of the Marketing Analytic Research Committee (MARC).

B Shall be responsible for developing recommendations on strategies and policies to UMDSA Congress through research.

C Shall be responsible for analyzing the needs of the student body.

D Shall be responsible for nominating members of the Marketing Analytic Research Committee for Congress approval.

Section 07 Legislative Relations Director

A Shall manage the Legislative Relations Committee.

B Shall be responsible for the recruiting process of Legislative Relations Advocates.

C Shall be responsible for administering Legislative Relations Trainings.

D Shall be responsible for securing guest speakers for Legislative Relations Trainings.

E Shall work with the Vice President of External Affairs to put on activities described in the Activities bylaw and any initiatives set by the External Affairs committee.

F Shall report to the Vice President of External Affairs.

Section 08 Diversity and Inclusion Director

A Shall be the primary contact between UMDSA and the Multicultural Center (MC).

B Shall sit on the MC student leader's bi-weekly meetings and the Student Life committee.

C The MC student leader's board shall appoint the Diversity and Inclusion Director.

D Required to be an active member in at least one MC group.

Section 09 Chief of Staff

A Shall do UMDSA typing, filing, copying, and be responsible for common office areas, office calendar, and the distribution of materials to all UMDSA members.

B Shall perform the following Congressional Duties

1 Act as Secretary of Congress whose duties include: taking minutes and distributing them within forty-eight (48) hours, keeping attendance, and monitoring Quorum throughout the meetings.

2 Take and prepare the Cabinet and Executive Board minutes.

3 Shall make both Congressional, Cabinet and Executive Board minutes available to the Systems Administrator within forty-eight (48) hours of the meeting.

C Shall prepare UMDSA correspondence as requested.

D Shall keep copies of minutes from committees and Congress ~~in the office~~ available.

E Shall keep the status of current legislation of UMDSA.

F Shall keep the Policy Binder and Forms Binder current.

Section 10 Systems Administrator

A Shall be responsible for maintaining the UMDSA website.

B Shall be responsible for posting minutes and resolutions within seventy-two (72) hours of a meeting.

C Shall sit on the Public Relations Committee, and work closely with the Public Relations Director.

D Shall be responsible for the UMDSA computer(s) including, but not limited to, hardware, software, system administration, and system security.

Article X. UMDSA Programs

Section 01 All UMDSA Programs provide a consistent, specific service for UMD Student Service Fee Paying Students.

Section 02 All UMDSA Programs:

A Shall have all initiatives approved by UMDSA Congress.

B May have an academic advisor.

C May consist of members who are ex-officio members of UMDSA Congress.

Section 03 UMDSA Programs include:

A Bulldog Taxi

B Legislative Relations Committee

C Marketing Analytic Research Committee

Section 04 Bulldog Taxi Program

A Shall serve the UMD Student Body by providing subsidized taxi rides to UMD Student Service Fee Paying Students.

B The Bulldog Taxi Director shall be responsible for requesting funding for the Bulldog Taxi Program.

C Shall track all data affiliated with the program and provide reports to Congress.

Section 05 Legislative Relations Committee

A Shall serve the UMD Student Body by providing lobby and advocacy training to interested students and use this training to lobby and advocate on the behalf of the UMD Student Body.

1 Initiatives are set by the LRC committee and approved by Congress.

B Membership

1 Vice President of External Affairs

2 LRC Director

3 Student Legislative Advocates

C Student Legislative Advocates

1 Must be appointed to the Legislative Relations Committee by the LRC Director.

2 Term shall be fall and spring semesters.

3 Shall be the official student lobbying group for UMD.

Section 06 Marketing Analytic Research Committee

A Shall serve the student body by providing promotions, statistics and communication experience to interested and able students.

B Shall be responsible for collecting information, and developing strategies to assist in UMDSA policies.

C Shall be responsible for developing one annual student opinion survey.

D Shall be responsible for developing strategic plans in conjunction with other congressional committees for UMDSA policies.

E Shall have at least three (3) members, nominated by the Marketing Analytic Research Committee (MARC) Director and then approved by Congress.

Article XI. Student Representative to the Board of Regents

Section 01 Selection Process

A The Student Representative to the Board of Regents shall be selected by the Student Representative Selection Committee (SRSC)

B The SRSC membership shall consist of:

1 The current Student Representative to the Board of Regents shall serve as the chair of the committee.

2 The Student Association President

3 Vice President of Student Life

4 Vice President of Academic Affairs

5 Vice President of External Affairs

6 Two (2) Senators and two (2) Representatives at Large, appointed by the Committee on Committees.

C Conflict of interest.

1 Any member of SRSC that is running for Student Representative to the Board of Regents shall step down from SRSC and a replacement will be drawn from congress and approved by the Committee on Committees.

2 In the event that the Student Representative to Regents is running again, the Student Association President shall chair the committee.

D The Application Process

1 The application deadline shall be the same as that of the Presidential and Vice Presidential positions.

E All applicants shall be interviewed by the SRSC.

1 At the conclusion of the interviews, the SRSC will recommend the next Student Representative to the Board of Regents to be approved by Congress.

F The incoming Student Representative to the Board of Regents shall be responsible for the appointment of their alternate. This committee will be reformed for every position that requires a special selection committee and will meet only as necessary until a candidate is selected.

Section 02 This selection will be presented to Congress for approval before the May meeting of the Board

of Regents.

Article XII. UMDSA Activities

Section 01 Every UMDSA activity intended to be done on a regular basis shall be a recurring activity.

Section 02 Every recurring activity shall be delegated to a standing UMDSA committee.

Section 03 The process for approving new activities shall be as follows:

A The activity shall be brought before Congress for approval. Congress shall decide if this activity is already addressed by another organization and whether or not it fits the role of UMDSA.

B If approved by congress, the activity shall go to the Committee on Committees to be delegated to a standing committee only if it does not already have a sponsoring committee.

Section 04 The standing committee in charge of the activity shall evaluate every recurring activity every time it is completed. A report shall be given to Congress.

Section 05 The current list of recurring activities and their respective group/standing committee or director shall be as follows:

A Late Night Library (Academic Affairs)

B Donut and/or Keg with a Cop (External Affairs)

C Chancellor's Breakfast (President and Chief of Staff)

D Fall Elections (Rules & Elections and Public Relations)

E Bulldog Welcome Week (President and Student Life)

F Campus/Community Service Activity (Public Relations)

G Homecoming Event(s) (Public Relations and Student Life)

H Student Organization Grants (SOGC)

I Support the U Day (External Affairs and LRC)

J Night Walk (External Affairs)

K Open House (Public Relations)

L UMDSA Spring Retreat (President- Elect and Student Life)

M Fall Retreat (President and Rules & Elections)

N Spring Elections (Rules & Elections and Public Relations)

O Life After The Dorms (External Affairs)

P Presidential and Vice Presidential Debate (Rules & Elections)

1 In the event of uncontested Presidential and Vice Presidential positions, a debate is not necessary.

Q Out Cold (Student Life and Public Relations)

R LRC Trainings (External Affairs and LRC)

S Bulldog Lobby Day (External Affairs and LRC)

T Highway Cleanup (Student Life)

U MC/SA Mixer (Diversity and Inclusion)

Section 06 All activities in the activities bylaw shall have a file created for that project. The file shall consist of the following information and be continuously updated:

A Contact information and resource material

B Correspondences pertaining to the event

C Financial records of the event

D History of the event (five (5) years' worth, if applicable)

E Prior Promotional materials

F Reason for the event

G Steps to accomplishing the event

Article XIII. Procedures and Policies

Section 01 Attendance

A Members of Congress are allotted a total of three (3) unexcused absences from Congressional meetings and their assigned campus, senate, and SA committees, as well as mandatory events within the course of each semester.

B After three (3) unexcused absences from UMDSA, Campus, Senate committee meetings, or mandatory

events, the violating member may be dismissed from their committees at the discretion of the Committee on Committees.

C All members of Congress are required to put in one (1) scheduled hour of office time a week and all executives are required to put in an additional hour, for a total of two (2) scheduled hours per week.

D Violation of this policy by Congressional members or the President may be grounds for impeachment.

Section 02 Document Form

A All UMDSA Action items shall be presented in resolution form.

B This version shall include purpose and background information sections explaining the reasoning and intent of the motion.

C The last section shall be two (2) lines for signature: one for the Chair of Congress to certify the vote of Congress along with a line for vote count or expression, and one line for the UMDSA President to either sign or veto by writing “veto” and initialing. Each line shall have a place for the date of the actions taken.

D Any Constitutional or Bylaw amendments must be in italic-strikeout format, where italics represent new language and strikeout represents removed language.

Section 03 Document Handling

A The Chair of Congress must certify the vote on the formal legislation immediately following the vote.

B Within one (1) business day, the Chief of Staff shall deliver any legislation that has been acted upon by Congress to the President.

C The Chief of Staff shall report the status of any pending legislation to the UMDSA Congress

Section 04 Quorum

A Quorum to hold meetings and take votes shall be defined as fifty percent (50%) plus one (1), of all UMDSA voting members.

B Quorum to conduct constitutional and bylaw votes shall be two-thirds (2/3) of Voting Congressional membership.

Section 05 Reports

A The Chair of Congress or UMDSA President may ask any member to submit a report to Congress.

B If a member is unable to deliver a report in person, then they must submit a typed report to the Chair.

Section 06 Special Sessions

A May be called by the Chair of Congress, the UMDSA President, or any ten (10) members of UMDSA Congress.

B Must provide forty-eight (48) hour notice.

C Agenda must be made available when notice is given.

D Must have a quorum as defined above.

E Does not count toward attendance policy.

Section 07 Mandatory Events

A May be called only by the President.

1 Chairs may make an event mandatory for the committee they chair.

B There must be a minimum of one (1) week notification

C May be counted towards the attendance policy.

Section 08 Transition

A This policy section applies only between spring election and the start of the new term.

B Newly elected members do not take office or receive a vote until the new Congressional year.

C They all receive the phrase “-elect” or “-appointee” appended to their title until the new Congressional year.

D The new members shall work with the current members to learn the position that they will be moving into. This includes, but is not limited to committee meetings, Congressional sessions, and office hours.

Section 09 UMDSA Membership Privileges

A UMDSA Congressional members, including ex-officio and nonvoting members as defined in this Constitution and Bylaws, shall be entitled to the following privileges:

1 A Mailbox in the UMDSA Office

2 Use of UMDSA microwave and refrigerator.

3 Use, for UMDSA business only, of the office computer, office telephone, office supplies, copier, printer, and email aliases.

4 May reserve a space in the name of UMDSA for UMDSA business

B UMDSA Executives, as defined by membership on the Executive Board in these Constitution and Bylaws, may be extended these additional privileges:

1 Reserve a car through the UMD Fleet Services for UMDSA business.

2 Use the Kirby Student Center fax machine at the Information Desk.

3 Request a long-distance code.

4 Use the Electronic Funds Source (EFS) Account with permission from the Vice President of Administration and Finance.

Section 10 Rules & Elections decisions

A Decisions will be recorded in the following format

1 Statement of issue

2 Decision with justification

B The decision shall be presented to Congress at the next meeting and then put in the policy binder

Section 11 Rules for the Suspension of the Bylaws

A If the rules of these bylaws would be violated by an action of Congress, they may be temporarily suspended.

B Suspension of the bylaws requires a voted consent of two-thirds (2/3) of the voting members of UMDSA.

Article XIV. Public Elections Procedure

Section 01 Application Procedure

A General

1 Fall elections will be held during the fourth week of fall semester and spring elections will be held during the 11th week of spring semester.

2 Candidates shall only apply for one (1) office at a time and plan to attend UMD during the following academic year.

3 Candidates shall hold and maintain a good academic standing, as defined by the University policies

4 Candidates shall complete an application and a valid signature petition to be placed on the ballot. If the application is deemed incomplete and/or the petition is deemed invalid by the Rules & Elections Committee, that candidate shall not be placed on the ballot.

5 Candidates will receive a copy of the Public Elections Procedure Bylaw, housing poster regulations, and on-campus posting regulations.

6 Answers to applications shall be made public, personal information withheld.

7 The Registration Form shall consist of Name, Current Address, Current Email, Current Phone, Major, Minor, Year in School and Collegiate Unit of candidate. It shall also include a signature of the candidate agreeing that they have received, read and understand the items included by statement 5 above.

8 Petitions and application forms must be made available at least six (6) weeks prior to the elections.

9 Presidential and Vice Presidential petitions and application forms must be received three (3) weeks prior to the election; all other position petitions and application forms must be received at least one (1) week prior to the election.

10 Presidential candidates must have completed at least three (3) consecutive semesters as a UMD student.

B Petitions

1 Presidential petitions require 100 signatures, Vice Presidential petitions require seventy-five (75) signatures, Senatorial petitions require fifty (50) signatures, Representative-at-Large petitions require twenty-five (25) signatures, Freshman President petitions shall require fifty (50) signatures, Freshman Vice President petitions shall require thirty-five (35) signatures, and Freshman Representatives petitions shall require twenty-five (25) signatures.

2 Signatures on all petitions must be by students enrolled at UMD, and accompanied by a student ID number.

Section 02 Ballot Appearance

A Ballots must have at least four (4) sections as follows: (1) Presidential, (2) Vice-Presidential, (3) Senatorial, (4) Representative-at-Large, (5) Referendums, as necessary.

B Ballots for fall elections must have at least three (3) sections as follows: (1) Freshman President, (2) Freshman Vice-President, (3) Freshman Representatives, (4) Referendums, as necessary.

C Names shall appear randomly on the ballot within each section.

D The Senate election must adhere to University Senate application procedures.

Section 03 Primaries

A The spring Presidential and Vice Presidential races shall have primary elections if there are more than four (4) candidates for the aforementioned races.

B The top two (2) vote receivers of the primary shall have their names placed on the general election ballot for their respective races.

C Presidential and Vice Presidential candidates who does not advance from the primary election ballot may campaign as a Congressional Representative at Large or Senator. A new Registration Form must be filed, but the petition requirements can be waived.

Section 04 Campaign Regulations

A Candidates and members of their campaign must follow these guidelines from the date which applications are made available until the end of the last day of the election.

B Posters must adhere to UMD Poster Regulations, as outlined by Kirby Student Center, or the UMD Housing Policy, as appropriate.

1 Posters must contain the phrase "Elections sponsored by UMDSA".

2 Each candidate is only allowed to reserve one (1) banner posting spot.

C Campaign materials shall not be allowed within view of UMDSA sponsored polling stations, and shall not be allowed in the Dining Center, Plaza Food Court or the Library.

1 Loitering candidates shall not be allowed within view of UMDSA sponsored polling stations.

2 Campaign materials must be removed prior to 5:00 PM on the last day of the election.

D Door-to-door campaigning on campus must adhere to all UMD policies, including UMD Housing Policy.

E No items of value may be distributed with, or as, campaign materials without the consent of Rules & Elections.

F Candidates and Third Parties may not use student organization (including UMDSA) supplies, funding, equipment and/or time for campaign purposes.

G Candidates should take reasonable measures to avoid spam via email, telecommunications or social media.

H Campaign materials may only be distributed with the consent of the recipient.

I Conducting a slanderous, libelous or harassing campaign shall result in immediate candidacy disqualification.

Section 05 Debate

A A Presidential and Vice Presidential Spring Debate will be held the week prior to spring elections.

1 In the event of uncontested Presidential and Vice Presidential positions, a debate is not necessary.

B Debate candidates shall be the Presidential and Vice Presidential candidates appearing on the final spring ballot.

C The Rules & Elections Committee shall create and submit rules for the debate to be approved by congress three (3) weeks prior to the election.

Section 06 Write In Candidates

A Write-in candidates in any general, special, or primary election, shall adhere to all Public Elections Procedure Bylaws.

B Any write-in candidate violating Public Elections Procedure Bylaws may be disqualified from elections.

Section 07 Violation Procedures

A The Rules and Elections committee shall have the authority to enforce violations described herein.

B The authority to enforce violations described herein shall rest with the Rules & Elections Director in consultation with the Rules & Elections Committee members.

C Violations must be submitted to the chair of the Rules & Elections Committee, in writing.

D A log of violations will be kept and made available in the UMDSA office during elections. This log will be kept with the ballots in the office for one Congressional year.

E Candidates shall have two (2) hours to correct violations from the time of notification. Notification shall consist of contacting the candidate at the telephone number and University email address listed on their application. Failure to comply within two (2) hours will result in punitive and corrective action by the Rules and Elections committee.

F When two (2) or more campaign violations occur, with two-thirds (2/3) majority, the Rules & Elections Committee may remove the violating candidate's eligibility.

Section 08 Appeals Process

A Decisions of the Rules and Election Committee may be appealed to the UMDSA Congress.

B A two-thirds (2/3) majority of voting members in Congress is necessary to overturn decisions of the Rules & Elections Committee.

C Appeals must be submitted in writing to the UMDSA Congress within forty-eight (48) hours of the notification of the decision of the Rules & Elections Committee.

Section 09 Election Procedures

A Two Congressional members will staff at least one (1) UMDSA sponsored election table during the election from 9:00 a.m. until 3:00 p.m.

B Persons staffing the elections table must act impartially while conducting the elections.

C The Rules & Elections Committee shall publicly release results at a time and method determined prior to the opening of the elections.

D Results shall be kept indefinitely.

E Elections shall be held for the duration of at least two (2) successive business days.

F Electronic polls will remain open from at least 8:00 a.m. the first day through 4:30 p.m. on the last day of the elections.

G Dates of election activities will be decided annually by the Rules and Elections committee, with Congressional approval, during the previous semester.

H The Public Election Procedure bylaws may not be amended or suspended between the date that applications for office are made available and the end of the election.

I To qualify for any position within UMDSA, a member must hold the minimum credit load required to meet Student Service Fees (SSF) payment guidelines, including SSF payment.

J All students applying for an elected position shall provide verification of compliance with SSF payment guidelines and written permission for Rules & Elections to, upon election and once per semester thereafter, and upon reasonable request, verify their SSF status. Verification may be provided from the student or by a faculty member designated by the Rules & Elections Committee with the approval by Congress.

K Unless and until proof of SSF compliance is shown, the member's vote shall be suspended for a period not to exceed two (2) weeks, at which time the member shall be considered ineligible, and Congress shall fill the resultant.

Article XV. Stipends

Section 01 Positions with stipends include the following: President, Vice President of Academic Affairs, Vice President of Student Life, Vice President of Administration and Finance, Vice President of External Affairs, Chair of Congress, Representative to the Board of Regents, Public Relations Director, Marketing Analytic Research Committee Director, Chief of Staff, Senate Director, Systems Administrator, Rules & Elections Director, Bulldog Taxi Director, Diversity and Inclusion Director, Legislative Relations Director, and Freshman President.

Section 02 All stipends shall be calculated on a weekly basis and paid on a schedule determined by the Vice President of Finance and Administration.

Section 03 All stipend amounts shall be in accordance to the UMDSA Stipend Tier System upon approval of UMDSA Congress.

Section 04 All stipend amount changes must be approved by UMDSA Congress before the year's Student Service Fee Request is submitted.

Section 05 Stipend accountability

A Any committee may meet to discuss removal of the stipend of one of its members. Upon two-thirds (2/3) vote in committee to remove a stipend, the recommendation is forwarded to the Committee on Committees. The person in question may not participate in this vote.

B The Committee on Committees considers the information and possible alternative solutions and upon majority vote, presents its recommendation to Congress.

C Committee on Committees presents to Congress the information regarding grounds for stipend removal. Upon majority vote in Congress, the person in question shall no longer receive a stipend in recompense for their duties in the relevant committee for the duration of the term.

D Stipends shall be prepared in accordance with statements of work prepared by the Vice President of Administration and Finance

Article XVI. Budget

Section 01 Motions to Congress involving major financial expenditures shall only be considered when the budget category from which the money is to be removed is specified.

A This is limited to major expenses as determined by the Executive Board.

Section 02 No expenditures over the category amount approved by Congress shall be allowed without amending the budget.

Section 03 The Vice President of Administration and Finance shall have the right to amend the budget for expenses up to \$100 over the approved amount, provided that Congress is notified. This is limited to one time per category without amending the budget. This section does not apply to the stipends budget category.

Section 04 Fiscal Year

A The fiscal year will begin on July 1st and end June 30th

Section 05 Student Association will only have one operational budget.

Section 06 Student Association shall keep financial records for seven (7) years or in accordance with state and federal laws.

Section 07 Budget Procedure

A The Vice President of Administration and Finance, with directions from the President and consultation of recommendations/requests from executive members, shall prepare the yearly operational budget based on past financial records.

B Congress will debate, amend and vote on the proposed budget. Prior to presentation of the budget the Vice President of Administration and Finance must provide background information in UMDSA budgeting policy and procedures.

C Semester and term budgets will follow the same procedures as above.

D Student Association will approve and finalize the budget for the fiscal year at the first Congressional meeting of the fall

1 Any purchases made before approval of the budget must be approved by the President and Vice President of Administration and Finance

E If no budget is approved for the fiscal year, Student Association will cease spending.

Section 08 Student Service Fee (SSF) Presentation

A The annual fee presentation will be presented to the Student Service Fees committee each year and decided upon by the SSF proceedings.

B The President and Vice President of Administration and Finance will decide upon the annual fee request amount.

C The President and Vice President of Administration and Finance will make the formal presentation each year and will attend any call back sessions. They can bring any Congress member(s) to assist them in the presentation.

D All responses to the committee will be signed by the President and Vice President of Administration and Finance.

Section 09 Monthly Budget Report

A The Vice President of Administration and Finance shall make a monthly report to the Executive Committee as to the current status of the budget.

B The report shall include an itemized budget along with a reconciliation of all accounts.

C The periods accounted for shall include both fall and spring semesters and the year-to-date totals. Each period shall include accounting for both the estimated amounts and actual amounts spent. That variance shall be included in the report.

D Summer expenditures shall be estimated and added to the Spring Budget.

Section 10 Budget Availability

A A copy of the current budget and spending will be made available ~~in the office~~ during both fall and spring semester.

B Any SSF fee-paying student may request a copy of the budget, current and past spending, or any other financial documents. Account number may be withheld.

C Requests will be accommodated within forty-eight (48) hours of written notification.

D The Vice President of Administration and Finance shall inform budgeted committees on a regular basis and upon request.

Section 11 Spending

A The Vice President of Administration and Finance shall prepare a list of who is authorized to spend which line items in the budget. This list must be approved by majority vote of Congress during the first Congressional meeting of the year. Until this list is created only the President and Vice President of Administration and Finance shall be allowed to spend UMDSA's money.

B This list shall be written and submitted to the President of UMDSA

C The list of approved persons may be modified throughout the year by the Vice President of Administration and Finance. The President will be notified of these decisions. List amendments must be

approved by majority vote of Congress.

D All Expenditures must be submitted to the Vice President of Administration and Finance

Article XVII. Amendments

Section 01 These bylaws may be amended through a two-thirds (2/3) vote of the full membership of UMDSA.

Section 02 All amendments must be presented to the Chair in writing before the meeting, and copies made available to all Congressional members, members of the Executive Board, and any interested students.

Section 03 Amendments must be tabled for one session.

Section 04 The Rules & Elections Committee shall make a recommendation on the amendments at the next session.

Updated March 27th, 2017