

Constitution of the University Senate of Michigan Technological University

Version History & Notes

- March 18, 2019: Updates Reflecting Approved Revisions: Proposals 19-17, 22-17, 21-18; renumbered to reflect revisions accordingly.
- October 20, 2017: Approved by the Board of Trustees
- July 14, 2017: Editorial Changes from Administration
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- April 27, 2012: Approved by the Board of Control
- April 4, 2012: Ratified by the Senate constituency

Article I — Name

The name of this organization shall be The University Senate of Michigan Technological University.

Article II — Constituents

- A. The University Senate's constituency is the University's academic and research faculty, academic rank librarians and archivists, and professional staff, including staff employed at independent research units. These groups meet and operate as a unit under a single Constitution and Bylaws, with a single set of University Senate officers and committees. Voting on certain issues will be confined to one of these groups, as defined in Article III below.
- B. Individuals:
- a. University Senate constituents are University professional staff, faculty, and academic rank librarians and archivists, who are employed full time for a minimum of 9 months per year, unless otherwise excluded because of major administrative functions (see paragraph 4 below). Full time is defined as a minimum of 30 hours per week.
- C. Faculty Constituents:
- a. Academic faculty shall be constituents of the University Senate, unless otherwise excluded. The academic faculty are individuals holding a rank of instructor, lecturer, senior lecturer, principal lecturer, professor of practice, assistant professor, associate professor or professor for a minimum of nine months full-time.

- b. Research faculty shall be constituents of the University Senate, unless otherwise excluded, and will be represented by the Faculty Senator elected from the department in which they are appointed. The research faculty are individuals holding a rank of research assistant professor, research associate professor or research professor for a minimum of nine months full-time.
 - c. Department chairs, associate deans, and assistant deans, despite their additional status as academic faculty members, shall not serve as senators or alternates. They are considered constituents of the Senate.
- D. Professional Staff Constituents
- a. Professional staff including members of independent research units, shall be constituents of the University Senate, unless otherwise excluded because of major administrative functions as defined in the Bylaws (independent research units are not administered by one or more academic departments).
 - b. The Bylaws shall contain procedures for identifying the University professional staff that form the constituency of the professional staff membership and for resolving problems of constituency of individuals not clearly specified in this Article.
- E. The University President, Provost, Vice Provosts, Vice Presidents, Chief Financial Officer, and all deans and equivalent directors, shall not be constituents of the Senate.
- F. Academic rank librarians and archivists, who hold appointments shall be constituents of the University Senate, unless otherwise excluded because of major administrative functions.
- G. Representation Units
- Each constituent of the Senate shall be a member of one representation unit. A senator elected by members of each unit shall represent each unit. The units and their included constituents are:
- a. Academic Departments:
 - i. Academic and research faculty holding appointments in an academic department or school shall be the only faculty constituent members of that department or school.
 - ii. Librarians and archivists holding appointments in the Library shall be the only non-faculty academic constituents of the Library.
 - b. Research Units and Professional Staff:
 - i. The Senate's Professional Staff Policy Committee will define the composition of the professional staff and independent research representation units.
 - ii. There shall be no more than 11 professional staff representation units, including independent research units. They shall be composed as defined by the Bylaws. The groupings of the professional staff units are only for Senate representation. The reporting structures of constituents within any

- one unit may differ.
- iii. All Senate constituents employed in an independent research unit shall be constituent members of that unit. A research unit may be included as part of another constituent unit.
 - iv. Senate constituents as defined above who are not constituent members of an academic department or research unit shall be members of a professional staff representation unit.
- c. In cases where a constituent is eligible to belong to more than one unit, that person will permanently select one unit and inform the Senate Secretary of that selection.
 - d. The representation units shall be listed in the Bylaws. The Bylaws shall contain procedures for reviewing and updating the list as recommended by the Professional Staff Policy Committee.

Article III — Functions

1. The Senate is the representative body for its constituents and speaks on their behalf on matters under the Senate's jurisdiction. The Senate shall establish, review, and recommend policy and procedures on matters under its jurisdiction. The Senate also is the principal forum for discussion of any matters of interest to the university community.
2. The Senate shall have the responsibility and the authority to review and establish policy in some matters, and to review and make recommendations in other matters. The University President, the Board of Trustees, or their designated representatives may stipulate additional areas in which the Senate shall have responsibility and authority.
3. By its approval of this constitution, the Board of Trustees relinquishes none of its constitutional or statutory authority.
4. Section F of this article lists matters in which the Senate has the responsibility and the authority to review and establish policy. Normally, the Board of Trustees will approve policy in these areas only after it receives policy proposals approved by the Senate.
5. For matters in which the Senate has the responsibility and the authority to review and establish policy, proposals shall be submitted to the Board of Trustees following these procedures.
 1. Policy proposals that originate with the University President (or designated representatives) shall be presented to the Senate for review and approval before being submitted to the Board of Trustees.
 2. Likewise, proposals approved by the Senate shall be transmitted to the University

President for approval.

3. Proposals approved by the Senate and the University President shall be submitted by the University President to the Board of Trustees. It is the responsibility of the Senate officers to ensure such submission.
 4. Proposals approved by the Senate may be vetoed by the University President within three months (not including the time from the end of the spring semester of one academic year to the start of the fall semester of the next academic year) of their transmittal to the University President.
 5. If the University President vetoes a proposal passed by the Senate that veto shall be presented in writing to the Senate President. The Senate President shall report the veto to the Senate at its next meeting. The Senate may appeal the veto to the Board of Trustees upon a two-thirds majority vote of eligible senators. Written notice of the appeal shall be transmitted immediately to the University President who shall submit a written copy of the veto to the Board of Trustees. The Senate President shall also submit a written copy of the Senate's appeal to the Board of Trustees.
 6. If, within three months (not including the time from the end of the Spring term of one academic year to the start of the Fall term of the next academic year) of transmittal to the University President, a proposal passed by the Senate is neither vetoed nor approved by the University President, the proposal will be deemed approved by the University President, and will be submitted by the Senate President to the Board of Trustees for its approval. Procedures for temporarily extending the three-month period for particular proposals shall be contained in the Bylaws.
6. List of Matters of Responsibility and Authority
1. Matters of Academic Policy and Procedures
 - a. The Senate has the responsibility and authority to review and establish policy and procedures in these areas:
 - i. All curricular matters, including establishment, dissolution, and changes in degree programs.
 - ii. Requirements for certificates and academic degrees.
 - iii. Regulations regarding attendance, examinations, grading, scholastic standing, probation, and honors.
 - iv. Teaching quality and the evaluation of teaching.
 - v. All matters pertaining to the academic calendar.
 - vi. The appointment, promotion, tenure, dismissal, and leaves of the academic faculty.
 - vii. Criteria for positions that are to be accorded academic rank.

- viii. Academic freedom: rights and responsibilities.
 - ix. Regulations concerning the awarding of honorary degrees.
 - x. Procedures for the selection of Deans and Department Chairs.
 - xi. Requirements and criteria for unit charters for each academic department.
 - xii. Other areas under authority as may be granted by the Board of Trustees, the University President, or their designated representative.
- b. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
- i. Academic organization, including the establishment or elimination of schools, colleges, or departments, and the reorganization of the academic structure.

2. Matters of Research Policy and Procedures

- a. The Senate has the responsibility and authority to review and establish policy and procedures in these areas:
- i. All issues and performance other than the allocation and distribution of resources.
- b. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
- i. Allocation and distribution of unrestricted funds made available to the university for discretionary allocation in support of research or scholarly work.

3. Matters of Policy and Procedures Concerning Professional Staff

- a. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
- i. All issues of concern only to professional staff.

4. Other Matters of Policy and Procedure

- a. The Senate has the responsibility and authority to review and establish policy and procedures in these areas:
- i. Internal function of the Senate, including Bylaws, committee structure, etc.
 - ii. Other areas under authority as shall be granted by the Board of Trustees, the University President, or their designated representative.

- b. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
 - i. Fringe benefits.
 - ii. Institutional priorities.
 - iii. Allocation and utilization of the university's human, fiscal, and physical resources.
 - iv. The Van Pelt and Opie Library, computing facilities, audiovisual support, E.R. Lauren Bookstore, Seaman Museum, etc. as they affect scholarly, instructional, and research activities.
 - v. Admission standards and procedures.
 - vi. Student financial aid.
 - vii. Selection of the University President, the Provost, and other major university-wide administrators.
 - viii. Administrative procedures and organizational structure.
 - ix. The evaluation of administrators.
 - x. All areas of student affairs not mentioned specifically above, including their effect on the educational process and on academic achievement.
7. Voting on the various matters shall be limited to subsets of senators and their constituents. (Reference is made to Section F of this article).
 1. Only Senators shall vote on matters before the Senate, or their Alternates may vote, if the Senator is not present.
 2. Only Faculty Senators, Academic Rank Librarians and Archivist Senators, or their Alternates, including at-large Faculty Senators, may vote on academic matters.
 3. Only Faculty Senators or their Alternates, including at-large Faculty Senators, Academic Rank Librarians and Archivists Senators, and Professional Staff Senators representing independent research units or their Alternates may vote on research matters.
 4. Only Professional Staff Senators or their Alternates, including at-large Professional Staff Senators, may vote on matters affecting the professional staff.
 5. All Senators or their Alternates may vote on Senate matters affecting the entire university.
 6. All Senators and their Alternates may vote in Senate committee deliberations.
 7. The Bylaws shall include procedures for classifying the academic, research, staff, and other matters brought before the Senate.
8. As part of its functioning, the Senate should coordinate its activities and cooperate with appropriate representative groups of faculty, staff, and students on campus.

Article IV — Membership

A. Number and Composition - Membership in the Senate shall be determined as follows:

1. One senator and one alternate elected by and from the academic and research faculty of each academic department.
2. One senator and one alternate elected by and from each of the professional staff and research unit representation units.
3. Four at-large academic and research faculty senators shall be elected by the entire faculty constituency.
4. Two at-large professional staff senators shall be elected by the professional staff and research unit constituencies.
5. Academic department representation units and academic and research faculty senators at-large shall comprise at least 60 percent of the Senate's total membership.
6. Official non-voting liaison members from units designated by the Senate and listed in the Bylaws.

B. Election and Terms of Office

1. The term of office of elected senators and alternates shall be three years except as set forth in Paragraph 3 below. After serving for six consecutive years as a senator and/or alternate, an individual shall not be eligible for re-election for a period of one year. The term limit shall be waived on presentation to the Executive Committee a request approved by a majority vote of the constituents of the Representation Unit.
2. The election years shall be distributed as equally as possible among the various representation units and at-large positions.
3. Election of senators shall be held in the spring of each year. The term of office shall commence on July 1. Vacancies in at-large membership created by resignation or otherwise may be filled by appointment by the President of the Senate until the next election, at which time vacancies shall be filled for the unexpired terms by elections.

Article V — Officers

The officers of the Senate shall be a President, Vice-President, and Secretary. Their duties shall be defined in the Bylaws. These officers shall be chosen by the continuing senators-and the senators-elect following the annual spring elections in a manner described in the Bylaws. The officers-elect of the Senate shall assume their duties on July 1.

Article VI — Committees

- A. The number, responsibilities and membership of committees of the Senate shall be determined by the Senate using procedures contained in the Bylaws.
- B. Committee chairs shall be senators or alternates.

Article VII — Procedure

- A. The business of the Senate shall be conducted according to the current edition of *Robert's Rules of Order Newly Revised* (RONR) when these are not in conflict with the Bylaws of the Senate.
- B. The full Senate, by two-thirds majority vote, shall rule on interpretation of ambiguous language in this Constitution and the Bylaws. Such interpretations shall be considered as amendments to the Bylaws.

Article VIII — Petitions and Ballot Initiatives

- A. Petitions may be submitted to the Senate by constituents to require:
 - 1. An immediate vote on policy proposals specified in the petition; or
 - 2. That a Ballot Initiative (or referendum) of eligible constituents be conducted immediately as a challenge to some vote of the Senate.
- B. Such petitions must be signed by at least 20 percent of constituents eligible to vote on the matter. (Reference is made to Article III, Section G).
- C. A majority of eligible Senators may vote to require a Ballot Initiative of eligible constituents.
- D. The President of the University or the Board of Trustees or their designated representatives can request a Ballot Initiative on a designated issue other than the appeal of a presidential veto.
- E. The Bylaws shall contain procedures for the conduct of Ballot Initiatives.

Article IX — Meetings

The Senate shall meet at least once during each term of the regular academic year, in meetings scheduled before the end of spring term of the preceding academic year. Additional meetings

shall be called by the Senate President as needed, or upon written request of 20% of senators. All meetings shall be open.

Article X — Amendments

Amendments to this Constitution may be proposed at any meeting. If passed both at this meeting and at any subsequent meeting within six calendar months by a two-thirds majority, the proposed amendment shall be submitted to the Senate Constituency. Ratification shall require a majority vote in a referendum in which a majority of eligible senate constituents cast a valid ballot. The amendment shall then become effective upon approval by the Board of Trustees.

Article XI — Bylaws

Bylaws of the University Senate of Michigan Technological University

Revision History/Notes

- March 18, 2019: Editorial changes to align verbiage and ensure consistency across documents.
- April 5, 2017: Revised to reflect approved content from Proposal 22-17.

I. Operational Bylaws

A. Quorum

1. One-half of all elected Senators, or elected Alternates if their Senator is not present, shall constitute a quorum to transact Senate business requiring action of all Senators. One-half of all elected faculty Senators, or Alternates if their Senator is not present, shall constitute a quorum to transact Senate business requiring action of faculty Senators only. One-half of all elected professional staff Senators or Alternates if their Senator is not present, shall constitute a quorum to transact Senate business requiring action of professional staff Senators only.
2. Elected Senators and Alternates are those persons who have been elected by their constituent academic or professional staff units.

B. Executive Committee

1. The Executive Committee of the Senate shall consist of the officers of the Senate and the chairs of the standing committees.
2. The Executive Committee shall function as a steering committee of the Senate. Normally, the Senate officers conduct the daily business of the Senate.
3. The Executive Committee shall maintain the lists of constituents and representation units. It shall use the Constitution and Bylaws as guidelines in its deliberations. Its recommendations for changes in the lists shall be submitted to the Senate for approval.
4. The Executive Committee shall have the authority to extend to a maximum of one calendar year the three-month period for presidential approval or veto of proposals. This approval requires a two-thirds majority vote of the Committee.
5. The Executive Committee shall represent the Senate at meetings with the Board of Trustees.
6. The Executive Committee shall coordinate interaction between the Senate and the Board of Trustees.

C. Senate Standing Committees — Organization

- a. Normally, each Senator or Alternate is expected to serve on one standing committee of the Senate. With the approval of the full Senate, the Senate officers may serve on but may not chair standing committees.
- b. Only senators or alternates may vote in Senate standing committees.
- c. Each committee shall elect its own chair, who shall be a senator or alternate.
- d. Given the issues likely to be addressed by the committee in any given year, in electing a chair, committees are encouraged to consider whether tenure would be an asset.
- e. Any member of the university community may serve without vote on any Senate standing committee, subject to the approval of the committee.
- f. The Registrar or a representative of the Registrar will serve as a non-voting ex-officio member of the Curricular Policy and Academic and Instructional Policy Committees.
- g. The full Senate must approve yearly the voting membership of each standing committee before it begins to function.
- h. The Senate officers will draft a preliminary list of committee assignments, and circulate the list to the Senate no less than 10 days before the first meeting of the Senate in the fall semester.

D. Senate Standing Committees — Responsibilities

Authority for responsibilities assigned to the standing committees are derived generally from the Constitution and Bylaws, as noted in the following list (III-F-1-a-6 for example, refers to Article III, section F, paragraph 1, and part a, item 6 of the Senate Constitution).

1. Academic and Instructional Policy Committee

- a. Appointment, promotion, tenure, dismissal, and leaves of the academic faculty (III-F-1-a-vi).
- b. Criteria for positions that are to be accorded academic rank (III-F-1-a-vii).
- c. Academic freedom: rights and responsibilities (III-F-1-a-viii).
- d. Regulations concerning the awarding of honorary degrees (III-F-1-a-ix).
- e. Regulations regarding attendance, examinations, grading, scholastic standing, probation, and honors (III-F-1-a-iii).
- f. Teaching quality and the evaluation of teaching (III-F-1-a-iv).
- g. All matters pertaining to the academic calendar (III-F-1-a-v).

2. Administrative Policy Committee

- a. Selection of the University President, the Provost, and other major university-wide administrators (III-F-4-b-vii).
- b. Administrative procedures and organizational structure (III-F-4-b-viii).
- c. Evaluation of administrators (III-F-4-b-ix).

3. Curricular Policy Committee

- a. All curricular matters, including establishment, dissolution, and changes in degree programs (III-F-1-a-i).
- b. Requirements for certificates and academic degrees (III-F-1-a-ii).

4. Elections Committee

- a. Conducting ballot initiatives (VIII-D and Bylaws).
- b. Conducting Senate elections (Bylaws).
- c. Conducting University-wide elections (Bylaws).
- d. Assisting Senate Officers in identifying nominees for Senate representatives to various University standing and ad hoc committees.
- e. Providing a slate of nominees for Senate offices.

5. Finance and Institutional Planning Committee

- a. Allocation and utilization of the university's fiscal resources (III-F-4-b-iii).
- b. Student financial aid (III-F-4-b-vi).
- c. Institutional priorities (III-F-4-b-ii).
- d. Allocation and utilization of the university's human and physical resources (III-F-4-b-iii).
- e. Admission procedures (III-F-4-b-v).
- f. General admission standards (III-F-4-b-v).

6. Fringe Benefits Committee

- a. Fringe benefits (III-F-4-b-i).

7. Information Technology Committee

As related to Information Technology:

- a. Allocation and distribution of unrestricted funds made available to the university for discretionary allocation in support of research or scholarly work (III-F-2-b-i).
- b. Allocation and utilization of the university's human, fiscal, and physical resources (III-F-4-b-iii).
- c. Formulation of policy and procedures regarding allocation and utilization of the university's human, fiscal, and physical resources (III-F-4-b-iii).

8. Professional Staff Policy Committee

- a. Policy on all issues of concern only to professional staff (III-F-3-a-i).

9. Research Policy Committee

1. Policy on all research issues and performance other than the allocation and distribution of resources (III-F-2-a-i).
2. Policy and procedures on the allocation and distribution of resources (III-F-2-b-i).

E. Budget

1. During the fall semester, the Finance and Institutional Planning Committee shall prepare and submit a budget request to the University President (or designated representative) for the subsequent fiscal year, and shall be empowered to negotiate with the University President (or designated representative) as required.
2. The Senate officers, after taking office in July, shall develop a draft allocation of the budget after receiving the amount of budgeted funds from the University President (or designated representative). The Senate officers shall have authority during the summer to pay for necessary expenses.
3. The Senate shall at its first meeting retroactively approve, or revise and approve, the allocation of the budgeted funds.
4. The Executive Committee shall have the authority to approve spending within the line item allocation approved by the Senate.
5. At the end of the year the Executive Committee shall report to the Senate on how the budget monies were spent.

F. Senate Temporary and Ad Hoc Committees

1. Within the areas of Senate authority but outside the responsibilities of the standing committees, matters may arise requiring committee action. The Senate shall establish temporary or ad hoc committees in such cases.
2. Membership of temporary or ad hoc committees.
 - a. In those matters for which the Senate has specific constitutional authority to establish and review policy, membership of temporary or ad hoc committees shall conform to the stipulations for membership in standing committees.
 - b. In other matters, the membership of temporary or ad hoc committees shall be approved by the Senate.
3. After the Senate approves the formation of a temporary or ad hoc committee, the President shall read into the Senate minutes the charge to that committee.

G. Election of Officers

1. Following the annual spring election of senators by the representation units, Senate officers shall be elected for the next academic year. The election shall be held at a special meeting of the continuing senators and senators-elect, chaired by the current President.
2. Before the special meeting the Elections Committee, in consultation with the Executive Committee, shall solicit nominees for Senate officers among the continuing senators and senators-elect.

3. At the special meeting, the nominations shall be presented, with a call for nominations from the floor. After any additional nominations from the floor, the officers for the next academic year will be elected at the meeting.
4. A majority vote is needed for the election of an officer. If there are more than two candidates and a majority vote is not obtained, the candidate with the lowest number of votes shall be stricken from the list of candidates and another vote shall be taken until a majority is obtained.
5. The officers-elect of the Senate shall assume their duties on July 1.

H. Qualifications of Officers

1. The President and Secretary shall have tenure.
2. The Vice President shall be from a unit other than an academic department.

I. Duties of Officers

1. The President shall preside at all meetings of the Senate and of the Executive Committee.
2. The Vice President shall preside at meetings of the Senate in the absence of the President of the Senate.
3. The Secretary shall record and maintain the minutes of meetings of the Senate and the Executive Committee.
4. The officers shall perform other duties as described in the Constitution and these Bylaws.

J. Replacement of Officers

1. In the case of resignation or incapacitation of any officer, an election of a replacement shall be held at the next regularly scheduled meeting of the Senate.

K. Proposals

1. Definitions
 - a. The word “proposal” used in this section shall be construed to comprise only those formally moved Senate actions involving major considerations such as:
 - i. Establishment of University policy and procedures,
 - ii. Recommendations to the University administration,
 - iii. Measures affecting organization or primary procedures of the Senate,
 - iv. Formal definitions of Senate policy, and
 - v. Establishment of Senate standing committees.

- b. The word “proposal” as used in this section shall be construed to exclude all operative motions and actions pursuant to the normal routines of a deliberative body, such as:
 - i. Moving appointment of, appointing, approving, or discharging ad hoc committees, or
 - ii. Requesting, hearing, or accepting business and committee reports.
 - c. In the event of question, the presiding officer of the Senate shall be empowered to rule, subject to usual parliamentary controls, whether or not a motion constitutes a “proposal” within the meaning of these definitions.
 - d. In these Bylaws, “full Senate” refers to the entire body of senators, regardless of constituency. The term “whole Senate” refers to the Senate acting as a body, as contrasted with Senate committees.
2. Proposals may be submitted by a Senator, a Senate Committee, or by the University President (or designated representative). Proposals may be submitted individually, or on behalf of any group.
3. All proposals shall be submitted in writing to the Senate officers, who shall assign a number to the proposal and place a copy of the full text on the Senate Website. The Executive Committee shall determine the appropriate body to refer the proposal, after which the officers shall transmit the proposal expeditiously.
4. The Executive Committee shall refer a proposal to the appropriate standing committee, or to the whole Senate. The Senate officers shall, at the next Senate meeting, include in their report a list of proposals that have been received and their disposition by the Executive Committee. This list shall be entered into the minutes.
5. A proposal submitted by a Senate Committee shall go directly to the whole Senate. The Executive Committee shall not initiate any proposal except in relation to its own function as defined in these Bylaws.
6. A proposal comes before the Senate by way of a formal motion to take action. A proposal that has been moved and seconded may be debated, but no subsidiary motions may be made (to amend, refer, etc.) until a subsequent Senate meeting. Debate shall be limited to 10 minutes during the meeting in which a proposal first comes before the Senate. Proposals that are moved and seconded are automatically placed on the agenda for the subsequent Senate meeting as unfinished business.
7. A proposal that has been referred to a standing committee shall be automatically placed on the agenda for the 6th subsequent Senate meeting, unless it has come before the whole Senate before this time.
8. Classification of Proposals

- a. Before any proposal is referred to a standing committee or to the whole Senate, the Executive Committee will determine its classification, following Article III-F of the Constitution. This determination will be based on a reasonable interpretation of the Constitution. This classification will be indicated in the proposal.
- b. During debate on any proposal, any senator may object, on constitutional grounds, to the classification of any proposal.
- c. The classification of a proposal may be altered by a two-thirds majority vote of the full Senate.

9. Emergency Submission of a Proposal

- a. A proposal that has not been moved for adoption in a previous Senate meeting may be considered as an Emergency Proposal at the next meeting. Such proposals may be submitted by a Senator individually or on behalf of a group of Senators, and must have been sent to the Senate Officers no less than 12 hours before the meeting.
- b. The Senate officers shall handle a submitted Emergency Proposal following the same procedures as for any other proposal, except that they shall assign a classification to the proposal and send it expeditiously to the whole Senate for consideration.
- c. A two-thirds majority vote of the full Senate is required to approve taking up or adopting any such proposal.
- d. If the Senate does not vote to consider the proposal, it shall be placed on the agenda for the subsequent Senate meeting as unfinished business.

10. Amendment of Proposals

- a. A proposal that is not amended by the Senate can be approved by the Senate provided it has been formally moved for adoption in a previous Senate meeting, or is an Emergency Proposal.
- b. A proposal, other than an Emergency Proposal, that is amended by the Senate may not be adopted sooner than the subsequent Senate meeting.
- c. A proposal that has been changed only editorially may be approved at the meeting during which the change is made.
- d. An “editorial change” shall be construed to be any minor change in wording that clarifies the meaning or improves the grammatical structure of the proposal but that has no effect on the substance, scope or application of the proposal. In the event of question, the presiding officer of the Senate shall be empowered to rule, subject to the usual parliamentary controls.

11. Administrative Changes of Proposals

- a. When the University President or designated representative suggests changes without veto in a proposal transmitted from the Senate, the proposal and the

suggested changes shall be considered by the Senate in the same manner as a newly-submitted proposal, using the number of the old proposal.

12. A proposal that has not been approved by the Senate within one year of being assigned a number shall expire. An expired proposal may be resubmitted in the same or modified form and will be assigned a new number.
13. Nothing in this section shall preclude the Senate from considering a motion at any meeting that is not otherwise classified as a proposal.

L. Voting Procedures

1. Unless specifically stated otherwise, the terms “majority” or “two-thirds” vote refer to the number of individuals voting.
2. A request for a secret ballot on the Senate floor shall take precedence over calls for a roll call vote or a voice vote and shall be automatically granted upon request.

M. Ballot Initiatives

1. A Ballot Initiative (or referendum) can be placed before the eligible Senate constituency (Article VIII). A Ballot Initiative is equivalent to action by the Senate and can be used to repeal an action of the Senate.
2. A Ballot Initiative may be required on some matters such as changes in the promotion and tenure policies that must be approved by the Academic Faculty.
3. Procedures
 - a. If a Ballot Initiative is presented to the Senate by petition of its constituents, then the originators of the initiative shall select a spokesperson who has the authority to represent them on all matters concerning the initiative.
 - b. In matters that do not involve an attempt either to repeal a Senate action or to require a vote on an agenda item, appropriate committees of the Senate shall have the opportunity to review and discuss the petition with the originators and/or their spokesperson. The wording of a Ballot Initiative shall be reviewed by the Senate and the originators of the initiative to insure its fairness and consistency.
 - c. The vote on the initiative shall be by secret ballot.
 - d. The vote on the initiative will not have to take place until after the next regularly scheduled Senate meeting. During an academic year, a Ballot Initiative to repeal an action of the Senate can be submitted during that same academic year up to two regularly scheduled meetings after the action is taken. A petition to require a

Ballot Initiative on an Agenda item for a particular Senate meeting can also be submitted at that same meeting. In either of these cases, the initiative shall be held as soon as possible after the meeting where it is submitted or proposed.

N. Special Constituency Issues

1. Definition
 - a. Throughout the Constitution and these Bylaws the term “Department” shall apply to and should be read as “School” for the Schools of Business and Economics, Forest Resources and Environmental Science, and Technology. For Senate purposes these three units are considered equivalent to departments.
2. The following shall not be constituents of the Senate:
 - a. Any Dean or any Director equivalent to a Dean. The Professional Staff Policy Committee shall make a determination regarding equivalence, which shall be approved by the whole Senate.
3. Department Chairs, Associate Deans, and Assistant Deans, despite their additional status as Academic Faculty members, shall not serve as senators or alternates. They are considered constituents of the Senate.
4. All Directors that are equivalent to Department Chair, Associate Dean, or Assistant Dean, may be constituents of the Senate, but may not serve as Senators or Alternates. The Professional Staff Policy Committee shall make a determination regarding equivalence, which shall be approved by the whole Senate.
5. The Senate’s professional staff constituency consists of those persons so defined by the Senate Professional Staff Policy Committee and in consultation the University’s Office of Human Resources, the determination of which shall be approved annually by the whole Senate. The Senate Professional Staff Committee shall recommend the composition of individual professional staff constituency units, which shall be approved annually by the whole Senate.

O. Meeting Agenda

1. The Senate shall adopt an agenda for every meeting.
2. A draft agenda shall be prepared by the Senate officers, approved by the Executive Committee, and posted on the Senate website no less than five (5) days in advance of any scheduled meeting.
3. Not more than 30 minutes shall be reserved in the agenda of any regular meeting to be devoted to presentations by invited guests.

4. Non-members may submit written comments respecting any item on the Senate agenda. When the item comes up for consideration during the meeting, the presiding officer shall present the comments and enter them into the minutes.
5. During the debate on a motion before the Senate, non-members may provide points of information if requested by a member.
6. Not more than 15 minutes shall be reserved in the agenda of any meeting for comments from the public. Each individual will be restricted to a maximum of three (3) minutes for their presentation.

P. Amendments

1. All proposals with respect to amending the Constitution or Bylaws will be delegated to an ad-hoc committee of the Senate. The ad hoc committee shall have a minimum membership of three, duly elected by the Senate.
2. The amendment to the Constitutions and Bylaws can be approved by the Senate provided it has been formally moved for adoption in a previous Senate meeting.
3. Approval of and amendments to the Bylaws shall require a two-thirds majority vote of the full Senate.

II. Representation Units (For a complete listing, contact the Senate office)

A. Academic Departments

1. Army/Air Force ROTC
2. Biological Sciences
3. Biomedical Engineering
4. Chemical Engineering
5. Chemistry
6. Civil and Environmental Engineering
7. Cognitive and Learning Sciences
8. Computer Science
9. Electrical and Computer Engineering
10. Engineering Fundamentals
11. Geological and Mining Engineering Sciences
12. Humanities
13. Kinesiology and Integrative Physiology

14. Library
15. Materials Science and Engineering
16. Mathematical Sciences
17. Mechanical Engineering - Engineering Mechanics
18. Physics
19. School of Business and Economics
20. School of Forest Resources and Environmental Science
21. School of Technology
22. Social Sciences
23. Visual and Performing Arts

B. Professional Staff Units

1. Academic Services A
2. Academic Services B
3. Academic Services C
4. Administration
5. Auxiliaries
6. Finance
7. Research
8. Student Affairs and Advancement A
9. Student Affairs and Advancement B
10. Student Affairs and Advancement C
11. Technology

C. Other Units Having Official, Non-Voting Liaison Senate Membership

1. Staff Council
2. Graduate Faculty Council
3. Graduate Student Government
4. Undergraduate Student Government

The full Senate may appoint or elect reciprocal liaisons to any or all of these units.

D. Membership in other University Committees

The full Senate shall appoint or elect representatives from the Senate constituency to be the Senate representative on various university-wide committees and councils established by the administration. These committees may include (but are not limited to):

1. Benefits Liaison Group
2. Athletic Council
3. Michigan Tech Enterprise Corporation
4. Public Safety Oversight Committee

Bylaws for the Graduate Student Government of Michigan Technological University

Updated July 16th, 2019

I. Definitions

- A. Session: the year-long term beginning each May first (1st) during which the elected body of the Graduate Student Government (GSG) meets and conducts business.
- B. Good Standing: applied to a particular department within Michigan Technological University (Michigan Tech) with representation within GSG, shall be defined as all the Departmental Representative from the home department that has fulfilled representative duties and remains in good standing without excessive absences as outlined in II.E for the session.
- C. Executive Board: the President, Vice-President, Secretary, Treasurer, Public Relations Committee Chair, Research Chair, Professional Development Chair, Social Committee Chair and President-Elect collectively.

II. Departmental Representatives

- A. GSG Departmental Representatives must be a currently enrolled, on-campus graduate students.
- B. Allotment
 - 1. The constituency of each department determining the allowable number of Departmental Representatives shall be based upon the on-campus enrollment figures of the most recent fall semester.
 - a) Enrollment estimates shall be determined by the GSG Secretary in collaboration with the Graduate School.
 - b) Each department under 50 graduate students shall have 1 representative but also have the option of having one additional representative.
 - c) Each department with 50 to 100 graduate students shall have 2 representatives.
 - d) Each department with 100 to 200 students shall have 3 representatives and any department with 200 or more students shall have 4 representatives.
 - e) No department will have more than 4 representatives.
 - f) Departments with graduate program(s) with fewer than five (5) graduate students shall be exempt from the requirement to have a Departmental Representative.
 - 2. Representation of interdisciplinary programs is by home department.
 - 3. Departmental Representative terms shall last no longer than one (1) GSG session.
 - 4. Executive Board Members may be Departmental Representatives for their home departments if they so choose and are able to fulfill both duties in full.
- C. Elections

1. Elections for Departmental Representatives shall be held as closely as possible to the thirteenth (13th) week of the spring semester, until the number of allotted Departmental Representative positions are filled.
2. These elections must be democratic and open to all of the department's currently enrolled students.
3. Vacancies occurring during the semester:
 - a) Shall be filled as soon as possible.
 - b) Shall be filled by election when time remaining in the Departmental Representative's term is greater than ninety (90) days.
 - c) Shall be filled at the discretion of the GSG Secretary in coordination with the Departmental Representative's department when time remaining in term is less than ninety (90) days.
4. Any Departmental Representative is eligible to run for re-election in the per-session elections following their term.

D. Duties

1. Departmental Representatives
 - a) Attend all regularly scheduled GSG meetings to represent the interest of their on-campus and off-campus constituents.
 - b) Serve the GSG in the following ways:
 - (1) Actively participate on a GSG committee and directly contribute to at least half of the events per semester and/or University committee.
 - (2) Departmental Representatives who serve on a University committee (acting as a Liaison) must also actively participate on a GSG committee with the following exception(s):
 - (a) The Liaisons to University Senate and Undergraduate Student Government are not required to also serve on a GSG committee.
 - (3) Departmental Representatives may serve on more than one committee provided they specify a primary committee for which they devote the majority of their time and for which they can be held accountable.
 - (4) Assist the Secretary in ensuring their department has filled its allotted number of Departmental Representatives to the GSG.
 - (5) Hold Departmental Meet and Greets at least one (1) per session prior to 5pm by the end of the 6th week of the spring semester. The following should occur for each Meet and Greet:
 - (a) Publicize current issues and activities within GSG.
 - (b) Solicit questions and issues from graduate students in the department.
 - (c) Report highlights using the online report form and at the regularly scheduled General Meeting.
 - c) Serve their home department in the following ways:

- (1) Regularly poll, survey, and/or otherwise communicate with their constituents as to the needs and concerns of graduate students, sharing these with GSG; recommended form of communication is by email.
- (2) Assist GSG in communicating with graduate students across campus, including informing their constituents in a timely manner of issues being discussed or events being hosted by GSG.
- (3) Assist constituency with interactions between students, faculty and staff.

d) Alternates

- (1) Alternates act on behalf of Departmental Representatives in their absence, and shall have all the rights and privileges of Departmental Representatives as outlined in the Bylaws and Constitution.

E. Absences

1. An “excused absence” shall be any absence from a regularly scheduled General Meeting of the GSG for which the Departmental Representative or their alternate has notified the Secretary in writing via email or written letter prior to the meeting, with the following exception:
 - a) No more than one (1) excused absences will be granted to any Departmental Representative per semester.
2. An “unexcused absence” shall be:
 - a) Any absence from a regularly scheduled GSG General Meeting for which the Departmental Representative or their alternate has not notified the Secretary in writing via email or written letter prior to the Meeting.
 - b) Any normally “excused” absence beyond the second will be considered “unexcused.”
3. An “alternate” can be assigned by informing the Secretary from a regularly scheduled General Meeting of the GSG for which the Departmental Representative is unable to attend.
 - a) No more than one (1) “alternate” will be counted towards attendance of the Departmental Representative per semester.
4. Disciplinary action due to absence:
 - a) After the first (1st) unexcused absence of the semester, the Secretary will notify the Departmental Representative of the violation.
 - b) After the second (2nd) violation of the semester, the Executive Board will convene to vote on whether to indefinitely suspend the Departmental Representative.
 - (1) The Departmental Representative will have the right to make a formal verbal or written defense to the Executive Board before it makes its decision.
 - (2) Departmental Representatives removed for failure to attend are

- no longer eligible to serve as a Departmental Representatives, though they may continue to serve GSG as Members-at-Large.
- (3) The Secretary of GSG will contact the Department to inform them of the suspension and request an election for a new representative.
 - (4) A leave of absence, no more than thirty (30) days, may be granted by the Executive Board to any Departmental Representative who submits a formal request to the Secretary via email or written letter. Such requests must state the length of absence, dates of departure and return, reason for request, and how the Departmental Representative's position will be filled during his or her absence.
 - (5) Currently enrolled, on-campus Students who have time conflicts and are unable to attend the scheduled biweekly General Meetings of the GSG are not eligible for election as Departmental Representatives.

F. Dereliction of Duty Impacts on Good Standing

1. Shall be defined as any action or inaction that prevents the completion of one's or others' responsibilities as Members of GSG, and may include a failure to represent the best interests of the GSG or to perform one's duties, as outlined in the Bylaws.
 - a) Any member accused of dereliction of duty shall undergo the following:
 - (1) The Departmental Representative will have the right to make a formal verbal or written defense to the Executive Board before it makes its decision.
 - (2) If the Executive Board, with a two-thirds (2/3) majority, deems the charge warranted, the member will be placed on a fifteen (15) day probation.
 - (3) After the probationary period, the Executive Board will re-evaluate the Member. If the Executive Board, with a two-thirds (2/3) majority vote, again finds the Member in dereliction of duty, the Executive Board shall indefinitely suspend the Member from acting as a Departmental Representative.

III. Members-at-Large

- A. Members-at-Large shall include non-elected and currently enrolled graduate students.
- B. Members-at-Large have the rights and privileges outlined in the Bylaws and Constitution.
- C. Members-at-Large who serve as Liaisons are required to adhere to policies listed in VII.B on liaisons.

IV. Conflict of Interest

- A. The GSG is apolitical- meaning that we do not take a political stance meaning that we will not take a political stance on issues external to MTU.

V. Executive Board

- A. Shall be comprised of the Principal Officers and the Committee Chairs, as defined by the Constitution.
- B. All Executive Board members must be currently enrolled, on-campus graduate students.
- C. Principal Officers
 1. Principal Officers may serve as Departmental Representatives for their home departments as stated under 'Allotment'.
 2. Each Principal Officer shall have the executive duties as described below:
 - a) Is not required to serve on a standing committee but may act as Liaisons or serve on other types of committees.
 - b) Fully train the incoming Principal Officer to the best of their knowledge and ability prior to vacating the position.
 - c) Is a voting member of GSG.
 - d) Shall hold regular office hours each week.
 - e) Must adhere to the same attendance policies as Departmental Representatives.
 3. President
 - a) Calls and chairs meetings of the GSG and the Executive Board.
 - b) Prepares and distributes agenda for all GSG meetings at least twenty-four (24) hours prior to the meeting.
 - c) Liaises on a regular basis with the Dean of the Graduate School, the Vice-President of Student Affairs, the Dean of Students, and the Undergraduate Student Government, University Senate, and other administrative officials as needed.
 - d) Represents GSG to the Board of Control and to the Graduate Faculty Council and serve or appoint a delegate to serve on crucial committees or task forces addressing issues that affect graduate students.
 - e) Acts as the official voice of GSG to other governmental bodies and appoint GSG Liaisons to the University Senate, Undergraduate Student Government, and other relevant organizations who will attend meetings and report back to the GSG on the proceedings.
 - f) Reassesses the necessity of Liaisons and delegates positions at the conclusion of each semester.
 - g) Identifies and investigates the issues, questions, and concerns of graduate students at Michigan Tech.
 - h) Appoints, when necessary, an ad hoc committee to formally address the issues, questions, and concerns of graduate students at Michigan Tech.
 - i) Is responsible for no more than twenty (20) hours per week of work for GSG, including holding a minimum of five (5) office hours per week during the academic year, with the exception of University breaks.
 - j) Manages the Michigan Tech Graduate Student listserv, approving or rejecting messages from individuals and student organizations who

request to send a message to the entire graduate student body.

- k) Coordinates the Transition Dinner to include both current and newly elected members of the Executive Board.
- l) Maintains, in conjunction with the Treasurer, the GSG debit card and checking account.

4. Vice-President

- a) Assumes the duties of the President in absence, and succeeds the President should the office become vacant, as outlined in the Bylaws.
- b) Assumes any projects delegated (after successful negotiation and consistent with pay and responsibility levels) by the President that do not fall under the duties of a standing committee.
- c) Communicates with incoming graduate students one month prior to Fall and Spring semesters with useful information pertaining to Michigan Tech, GSG, and the surrounding community.
- d) Solicits applications and recommends candidates for the Softball Coordinator position before week twelve (12) of the spring semester.
- e) Monitors the state of graduate student health insurance at Michigan Tech, including representing GSG on any health-related University committees. The Vice-President will communicate the information about student health insurance related decisions in a timely manner with GSG and its constituents.
- f) Organizes and host an annual health-related open forum.
- g) Monitors the state of graduate student housing at Michigan Tech, including representing GSG on any housing-related University committees. The Vice-President will develop recommendations for the GSG on such programs.
- h) Co-chairs the Michigan Tech Student Commission.
- i) Oversees and assists Committee Chairs in their operations and facilitate evaluations of committee chairs, representatives and events by the 12th week of the fall semester.
- j) Oversees and assists the Softball Coordinator in the operation of the summer softball league.

5. Secretary

- a) Attends and takes accurate minutes at GSG General and Executive Board Meetings, or arrange for a temporary replacement to take minutes when absent during any regularly scheduled GSG Meetings.
- b) Keeps accurate records of excused/unexcused absences from GSG and Executive Board meetings, and shall inform the Executive Board of any attendance-based violations.
- c) Ensures publication of the minutes according to the Bylaws, together with the Public Relations Committee Chair.
- d) Maintains and provide for posting on the web (in conjunction with the Public Relations Chair) current records of the: Constitution and Bylaws;

archive of all GSG Meeting minutes; and legislative records-excluding financial records-including an updated contact list for the GSG, record of Departmental Representatives, and an updated list of University committees, councils and boards.

(1) Updates are to be made monthly by sending a list of current Departmental Representatives, Liaisons, and committee assignments to the Public Relations Committee Chair for publication on the web.

- e) Keeps the GSG listservs up to date.
- f) Oversees the President-Elect and the GSG Executive Board elections in accordance with the Bylaws.
- g) Compiles Departmental GSG Meet and Greet information.
- h) Assists University departments, as necessary and by request, in the election of Departmental Representatives.

(1) This assistance is to include two (2) reminders to a department with open Departmental Representative positions, with one (1) additional reminder the following semester (if applicable).

- i) Maintains the Welcome Packet for new GSG Departmental Representatives with the assistance of the President at the start of the session.

6. Treasurer

- a) Maintains all financial records for GSG.
- b) Maintains current, computerized budget and account transaction information for each budget expenditure category, reconciling any discrepancies between GSG records and Michigan Tech accounting records.
- c) Maintains current GSG checking account and reconciles any discrepancies in a timely manner.
- d) Provides updated reports regarding GSG's financial status at each regularly scheduled meeting.
- e) Provides monthly reports to each Committee Chair of their budget status.
- f) Administrates, with the assistance of Executive Board Members and Ways and Means Committee Members upon request, the GSG Travel Grants Award Program, including assisting applicants, overseeing selection of winners, and handling any correspondence necessary in conjunction with such awards.
- g) Chairs the Ways and Means Committee.
- h) Plans the next session's budget in conjunction with the Executive Board, and submits the annual proposed budget to the GSG for approval, as set forth in the Bylaws.
- i) Maintains, in conjunction with the President, the GSG debit card and checking account.
- j) Identifies (in conjunction with the President) and trains a member of the

Ways and Means Committee to perform the duties of the Treasurer. This person shall be identified by the end of the second (2nd) week of the Fall semester.

7. President- Elect

- a) Must adhere to the same attendance policies as Departmental Representatives.
- b) Must attend executive board meetings in the spring semester.
- c) Meets with the current GSG president on an agreed upon schedule for the spring semester.
- d) Identifies and investigates the issues, questions, and concerns of graduate students at Michigan Tech.
- e) Assists the current GSG president on liaising with the Dean of the Graduate School, the Vice-President of Student Affairs, the Dean of Students, the Undergraduate Student Government, the University Senate, and other administrative officials as needed.

D. Committee Chairs

1. Duties

- a) Attend Executive Board meetings and present reports on their committee's progress.
- b) Delegate committee work fairly among committee members.
- c) Maintain an archive of any business transacted, procedures, and/or documents developed in accomplishing the work of the committee; archive shall be stored in the GSG Committee Offices.
- d) Fully train the incoming Committee Chairs to the best of their knowledge and ability prior to vacating the position.
- e) Committee Chairs are voting members of their respective committees and of GSG.
- f) Keep regular office hours in the GSG office.
- g) Must adhere to the same attendance requirements as Departmental Representatives.

E. Representation

1. Nomination

- a) The Secretary shall open nominations for the Principal Officers elections to Departmental Representatives and Executive Board Members no later than the seventh (7th) week of the spring semester. The Secretary shall open nominations for the Committee Chair elections to Members of GSG no later than the ninth (9th) week of the spring semester. These announcements may be made by email to either of the GSG listservs.
- b) At least twenty-four (24) hours prior to the election, the Secretary shall publish the list of nominees by email to the appropriate GSG listservs.
- c) Nominations shall also be accepted from the floor during elections.

2. Elections

- a) Elections shall be held during a regularly scheduled GSG meeting.

- b) Elections for the Principal Officers shall be held as closely as possible to the ninth (9th) week of the spring semester.
- c) Elections for the Committee Chairs shall be held as closely as possible to the eleventh (11th) week of the spring semester.
- d) Elections shall be conducted by secret vote with tallies recorded during the GSG Meeting.
- e) A simple majority vote in the presence of quorum is sufficient for election.
- f) The newly-elected Executive Board will assume its duties on May first (1st).
- g) The president- elect shall be elected at the last regular GSG meeting of the fall semester. The president- elect shall spend the spring semester working with the current president and will assume their duties as president on May 1st
- h) Term Limit
 - (1) The Executive Board is elected for a term of 1 year.
 - (2) Any Executive Board member is eligible to run for re-election in the per-session elections following their term.
 - (3) The Executive Board members can only be elected for 2 consecutive terms.

3. Vacancies

- a) Should the President be unable to fulfill the duties, and with fewer than thirty (30) days left in the session, the Vice-President shall immediately succeed to the presidency, and a special election must be held to fill the office of Vice-President.
- b) Should the Vice-President be unable to assume the office of President, this duty shall immediately fall to an able officer of the Executive Board, in this order: Secretary, Treasurer, Research Chair, Professional Development Chair, Social Chair, Public Relations Chair. A special election shall then be held to fill the position of the Executive Board officer assuming the presidency.
- c) Should the President be unable to fulfill the duties, and with greater than thirty (30) days left in the session, the Vice-President shall immediately be appointed President pro tem. A special election shall be held at the next regularly scheduled GSG meeting to fill the office of President.
- d) Should the Vice-President be unable to assume the office of President pro tem, this duty shall immediately fall to an able officer of the Executive Board, in this order: Secretary, Treasurer, Research Chair, Professional Development Chair, Social Chair, Public Relations chair. A special election shall then be held at the next regularly scheduled GSG meeting to fill the office of President.
- e) Should Committee Chairs or other Principal Officers besides the President be unable to fulfill their duties at any time during the session, a

special election must be held.

4. Executive Board Dereliction of Duty

- a) Shall be defined as any action or inaction that prevents the completion of one's or others' responsibilities as a Member of GSG, and may include a failure to represent the best interests of the GSG or to perform one's duties, as outlined in the Bylaws.
- b) Any Executive Board Member accused of dereliction of duty shall undergo the following:
 - (1) The Executive Board Member will have the right to make a formal verbal or written defense to the rest of the Executive Board before it makes its decision.
 - (2) If the Executive Board, with a two-thirds (2/3) majority, deems the charge warranted, the member will be placed on a thirty (30) day probation.
 - (3) After the probationary period, the Executive Board will re-evaluate the Member. If the Executive Board, with a two-thirds (2/3) majority vote, again finds the Member in dereliction of duty, the Executive Board shall indefinitely suspend the Member from acting as a member of the Executive Board.

VI. Standing Committees

- A. Departmental Representatives shall be assigned to standing committees by the Secretary.
- B. Departmental Representatives may serve on more than one committee provided they specify a primary committee for which they devote the majority of their time and for which they can be held accountable for.
- C. Members-at-Large may serve on any committee they choose, pending approval of the Committee Chair.
- D. Academic Committee
 1. Overseen by the Research Chair and Professional Development Chair.
 2. Charge
 - a) Oversee and evaluate the development and running of extant GSG programs.
 - b) Research the possibility of adding new programs and opportunities aimed at providing personal, professional, and intellectual development for graduate students.
 3. Duties
 - a) Investigate and develop recommendations for the GSG on any academic matters that may enhance the academic skills of the graduate student body.
 - b) Research Chair- Organize and run annual campus research events including:
 - (1) The annual campus-wide Graduate Research Colloquium, Merit

- Awards Program, and the Banquet.
- (2) The Three Minute Thesis (3MT) event
 - (3) The Graduate Poster Session during the Alumni Weekend's Annual Breakfast
- c) Professional Development Chair- Organize and run the standing seminar programs as follows:
- (1) Organize and run a total minimum of five (5) academic seminars during a session with a minimum of two (2) academic seminars each fall and spring semester, respectively.
 - (2) Organize and run along with the Graduate School a total minimum of five (5) professional development workshops during a session with a minimum of two (2) professional development workshops each fall and spring.
 - (3) Assist the Research Chair with organizing the Banquet.
- d) Both- Work with the Public Relations Chair to publicize all academic events.

E. Social Committee

- 1. Overseen by the Social Committee Chair.
- 2. Charge
 - a) Oversee the development and running of extant GSG social events and research new programs, events, and other means of building community among graduate students.
- 3. Duties
 - a) Investigate and develop recommendations for the GSG on any and all social issues related to Michigan Tech's graduate student body.
 - b) Budgeted "Traditions" shall not count toward the requisite number of socials.
 - (1) GSG traditions can be included or removed from budget by the GSG assembly via 2/3 majority vote in the presence of quorum.
 - (2) These traditions currently include the Orientation Picnic, First Friday Social, and the End of Year Picnic.
 - c) Organize and run a minimum of two (2) campus-wide graduate student social events each fall and spring semester.
 - d) Organize and run the First Friday Social, in conjunction with the Graduate School, at the beginning of the fall semester; the First Friday Social is a budgeted Tradition and shall not count toward the requisite number of socials, as stated above.
 - e) Work with the Public Relations Chair to publicize all social events.
 - f) Organize and supervise any social aspects of regularly scheduled or unscheduled GSG meetings (e.g. providing food and drink for meetings).
 - g) Maintain a computerized inventory of GSG owned goods, not limited to but including the storage unit.
 - h) Assist other Committee Chairs, when requested, with the processes of the

social-organizational aspects of GSG events, such as ordering food and scheduling rooms, etc.

F. Public Relations Committee

1. Overseen by the Public Relations Committee Chair.
2. Charge
 - a) Promote an awareness of GSG among the University community, through creating professional publications and performing media outreach campaigns.
3. Duties
 - a) Update and maintain the GSG website as a portal for informing graduate students and the Michigan Tech community of the work of GSG. The website should be updated with information such as:
 - (1) Announcements of any special projects and upcoming events organized and/or sponsored by GSG.
 - (2) Approved meeting minutes shall be posted to the GSG website within five (5) business days of their approval by GSG.
 - (3) GSG's online archive of procedural documents and multimedia resources, which serve the continuation and empowerment of the organization.
 - b) The Public Relations Chair must act as Webmaster, maintaining and updating the GSG website and training material.
 - c) The Public Relations Chair must respond to requests made through the general GSG email account.
 - d) Assist other committees as requested, with publication materials.
 - e) Maintain, in conjunction with the Secretary, a current list of Departmental Representatives by home departments, liaisons, and committee assignments.
 - f) Maintain and publish on the web an up-to-date schedule of the GSG Office Hours.
 - g) Maintain good working relations with the Michigan Tech Alumni Association.
 - h) Maintain the Michigan Tech mandatory social network as required by Student Activities.

G. Ways & Means Committee

1. Overseen by the Treasurer.
2. The Ways and Means Committee shall consist of at minimum two (2) additional Departmental Representatives.
3. Charge
 - a) Assist in the review of all discretionary and surplus funding requests to ensure they conform to the requirements as set forth in the Bylaws and Funding Guidelines, and to present committee recommendations to the GSG.
 - b) Administrate the travel grant program.

4. Duties
 - a) Review all discretionary and surplus funding requests to ensure they conform to the requirements.
 - b) Present Committee recommendations to the GSG.
 - c) Assist the Treasurer, upon request, with administration of the GSG Travel Grants Award Program, including assisting applicants, overseeing selection of winners, and handling any correspondence necessary in conjunction with such awards.

VII. Ad Hoc Committees and Other GSG Positions

A. Ad hoc committees

1. The President may create, by executive order, any ad-hoc committees deemed necessary.
2. All ad hoc committees must have:
 - a) Specific start and end dates,
 - b) A clearly articulated charge, and
 - c) A committee chair, appointed by the President, who will lead the group for the life of the committee and present a report on its findings to GSG at the conclusion of the committee's work.

B. Liaisons

1. Liaisons to University committees shall be appointed by the President from among the Members of GSG.
2. Liaisons shall report to the GSG on any matters of concern or interest to the GSG or to graduate students at Michigan Tech.
3. Liaisons shall report at each regularly scheduled GSG meeting on the progress of the committee with which they liaise.
4. Liaisons will represent the views of GSG and avoid any personal biases or agendas.

C. Softball Coordinator

1. Oversee the development and running of the GSG inter-departmental summer softball league.
2. Organize and run a summer softball clinic before the start of the season.
3. Organize and run the summer softball social.
4. Shall be appointed by the Executive Board.
5. Prepare training material for the the incoming softball coordinator prior to vacating the position.
6. Is not a voting Member of GSG, unless they hold an additional position in GSG with voting privileges.
7. Maintain clear and accurate financial records.
8. Required to attend all regularly scheduled summer GSG General Meetings.
9. Provide weekly updates to the PR Chair on the softball league during the summer semester.
10. Dereliction of Duty

- a) If the Softball Coordinator is accused of dereliction of duty they shall undergo the following:
 - (1) The Softball Coordinator will have the right to make a formal verbal or written defense to the Executive Board before it makes its decision.
 - (2) If the Executive Board, with a two-thirds (2/3) majority, deems the charge warranted, the Softball Coordinator will be placed on a fifteen (15) day probation.
 - (3) After the probationary period, the Executive Board will re-evaluate the Softball Coordinator. If the Executive Board, with a two-thirds (2/3) majority vote, again finds the Softball Coordinator in dereliction of duty, the Executive Board shall indefinitely suspend the Softball Coordinator.

11. Fellowship Conditions

- a) A \$500 fellowship shall be awarded to the Softball Coordinator at the end of the summer semester.
- b) In the case of the softball coordinator vacating their position early, the following procedure shall be followed:
 - (1) Should the softball coordinator have left voluntarily, they will be immediately rewarded \$100 per full month of service, excluding any softball fellowship monies already disbursed; the remainder of the allotted per session monies shall be awarded to the person assuming their office, disbursed according to these Bylaws.
 - (2) Should the softball coordinator have been removed for dereliction of duty, all monies not already disbursed will be awarded to the person assuming the office, and disbursed according to these Bylaws.

D. Parliamentarian

- 1. Individually appointed by the President from among the Members of GSG.
- 2. Charge
 - a) Act as the authority on parliamentary procedure.
- 3. Duties
 - a) Advises the GSG and committees on parliamentary rules of order.

VIII. Financial Disbursements

A. General Budget

- 1. The GSG shall approve a detailed budget for the upcoming session in accordance with the Constitution.

B. Expenditures

- 1. Expenditures in accordance with the approved budget do not require approval by

the GSG.

2. The proposed budget shall include fellowships for Executive Board Members, excluding the President and President-elect, in the amount of \$800 per Member for fall and spring semesters and \$400 for the summer.
 - a) These fellowships shall be awarded to the Executive Board Members at the end of each semester.
 - b) In the case of an Executive Board Member vacating the position early, the following procedure shall be followed:
 - (1) Should the Executive Board member have left voluntarily, he or she will be immediately rewarded \$200 per full month of service during fall and spring and \$100 per full month of service during summer, excluding any fellowship monies already disbursed; the remainder of the allotted per session monies shall be awarded to the person assuming his or her office, disbursed according to these Bylaws.
 - (2) Should the Executive Board member have been removed for dereliction of duty, all monies not already disbursed will be awarded to the person assuming the office, and disbursed according to these Bylaws.
3. Withdrawals or checks from any GSG account will require the signatures of the Treasurer and/or the President.
4. The Executive Board shall have a discretionary fund of \$250 each session.
 - a) These funds shall be used for expenditures related to the operation of GSG.
 - b) The Treasurer shall present the nature, amount, and rationale for the expenditure at the next regularly scheduled meeting.
5. The proposed budget shall include a fellowship of \$500 for the Softball Coordinator during the summer semester only.

C. Amendments to an approved budget

1. At any time during the session, the Treasurer may propose an amended budget.
2. Any amendment to the budget shall require a two-thirds (2/3) majority vote, assuming quorum, during a regularly scheduled GSG General Meeting.

D. Travel Grants

1. The GSG shall disburse the funds allocated for the Travel Grant Program provided by the Graduate School.
2. A conference is defined as: a formal meeting in which research that has been peer-reviewed and accepted by the technical committee of the conference is presented; one (1) author of the work must be registered at the event; the event must be open to all for participation, not by invitation only.
3. Awards
 - a) "Presenting" grants are awarded to graduate students presenting at a recognized academic or professional conference.
 - b) "Attending" grants are awarded for graduate students attending a

recognized academic or professional conference.

- c) At least eighty percent (80%) of grants shall be “Presenting” grants, while the remaining twenty percent (20%) may be awarded as “Attending” grants.
- d) Eligibility
 - (1) Students must be currently enrolled in one or more credits.
 - (2) Applicants’ home department must have at minimum one (1) GSG Departmental Representative in “Good Standing.”
 - (3) Applications must be correctly and completely filled out to be considered for the grant.
 - (4) Students may only apply for a Travel Grant in the session during which the conference was held.
 - (5) “Presenting” applicants must provide conference acceptance letters in the application process.
 - (6) Students with full funding for the conference are not eligible to apply.
- e) Travel Grant Process
 - (1) Applications shall be accepted on a rolling basis during a GSG session.
 - (2) Grants shall be awarded throughout the GSG session and funds shall be equitably allocated to ensure a fair disbursement of grants throughout the session.
 - (3) Students may be awarded a Travel Grant, either before or after participating at a conference, only once (1) each GSG session.
 - (4) Applications received in advance of the conference dates and within the semester the conference takes place will be given priority and others will be waitlisted.
 - (5) Should the number of applications exceed the available funds, the GSG shall fairly and equitably award the remaining travel grants.
 - (6) If any travel grants are not awarded by the time Spring travel grant results are disclosed, the remaining will open on a first come first serve basis so long as eligibility is still maintained.
- f) Reimbursement
 - (1) Travel Grants shall reimburse up to \$250 for Presenting Grants and \$150 for Attending Grants.
 - (2) A Travel Expense Voucher with receipts (digital / photocopies) must be submitted to the GSG Office to request reimbursement of incurred travel expenses no later than 30 days from the date of the conference. Refer to Accounting Services’ website for the University travel policy in its entirety.
 - (a) For applications submitted after the conference date, applicants may submit the Travel Expense Voucher

along with their travel grant application or no later than 30 days from the date of the award

(b) For travel grants awarded after the conference date, the Travel Expense Voucher shall be submitted no later than 30 days from the date of the award.

(3) For awards where the request for reimbursement is past 30 days from the date of the conference, students shall be allowed to submit forms for reimbursement up to thirty (30) days after the end of the session in which the grant was awarded. In such a case, reimbursement shall be at the discretion of the GSG.

E. Discretionary Funds

1. The GSG shall disburse up to the allotted amount specified in the approved budget per session for Discretionary Funds for unbudgeted funding requests from University organizations that promote the personal, professional, and intellectual development of graduate students at Michigan Tech.
2. Organization requirements:
 - a) The organization must be comprised of mostly graduate students.
 - b) The organization may receive discretionary funding one (1) time per semester.
 - c) Completed application materials must be submitted in writing to the Ways and Means Committee for preliminary review at least 2 weeks before the event, not including academic and official university breaks. GSG will not fund proposals that are not turned in and presented on time.
 - d) The organization must display the GSG logo on publicity materials.
 - e) No student organization request may exceed 20% of the starting discretionary balance for that session.
 - f) No elected GSG member may accept any gifts, tickets or compensation from any student organization related to any funding request or vote by GSG.
3. Discretionary funding request process
 - a) Allocation of Discretionary Funds requires a two-thirds (2/3) majority vote, assuming quorum, during a regularly scheduled GSG General Meeting.
 - b) Requests shall be accepted until the budgeted Discretionary Funds have been exhausted for the session.
4. Reimbursement
 - a) Organizations must submit forms for reimbursement no later than 30 days after the end of the session in which the funds were allocated.
 - b) Organizations may send receipts to the GSG Treasurer for reimbursement. Alternatively, if the organization has a University account, discretionary funding may be transferred automatically.

F. Surplus Funds

1. Surplus Funds (funds carried forward from the previous year) may be spent on projects in ways that either:
 - a) Directly benefit GSG.
 - b) Directly benefit graduate students at Michigan Tech.
2. Organization requirements
 - a) Completed application materials must be submitted in writing to the Treasurer for preliminary review, at least four weeks prior to the GSG meeting at which it will be presented.
 - b) The organization must display the GSG logo on publicity materials, if possible.
 - c) No elected GSG member may accept any gifts, tickets or compensation from any student organization related to any funding request or vote by GSG.
3. Surplus Funding request process
 - a) No more than seventy-five percent (75%) of the Surplus Funds may be spent during a single session.
 - b) No student organization can request an amount exceeding 5% of the starting surplus balance for that session.
 - c) Surplus Fund expenditures require approval of a two-thirds (2/3) majority vote, assuming quorum, during a regularly scheduled GSG meeting.
 - d) Requests will be received until surplus funds have been exhausted for the session.

G. Changes to Graduate Student Fees

1. The GSG may recommend a change in any graduate student-voted fee to the University administration under the following conditions:
 - a) Such a recommendation must be proposed during a regularly scheduled GSG General meeting by a Departmental Representative or Executive Board Member.
 - b) The recommendation is approved if supported by a two-thirds (2/3) majority vote, assuming quorum.

IX. Meetings

- A. Meetings shall be conducted using Robert's Rules of Order as guiding principles.
- B. A quorum of members is required to conduct official GSG business.
 1. Quorum during the fall and spring semesters shall be defined as the presence of a simple majority of the total number of elected GSG members.
 2. Quorum during the summer semester shall be defined as the presence of one-quarter (1/4) of the total number of elected Members of GSG. At no time shall fewer than six (6) Departmental Representatives and two (2) Executive Board Members constitute a quorum.
- C. The GSG shall hold regular biweekly (every two (2) weeks) General Meetings, beginning

on the first (1st) Monday of each semester. All General Meetings of the GSG shall be open to the public.

- D. Only the President may schedule a General or Executive Meeting of the GSG.
- E. Any Departmental Representative may request a special General Meeting of the GSG. The President shall act on the request within five (5) business days.
- F. All Departmental Representatives and advisors shall be notified by email of special General Meetings of the GSG no less than four (4) days prior to the Meeting.
- G. The Executive Board shall hold a minimum of one (1) Executive Meeting per month.
- H. Any Executive Board Member may request a special Executive Meeting of the GSG. The President shall act on the request within five (5) business days.
- I. All Executive Board Members shall be notified by email of special Executive Meetings of the GSG no less than four (4) days prior to the meeting.

X. Amendments

- A. Amendments to these Bylaws may be proposed by any Member of GSG at any regularly scheduled General Meeting of the GSG.
- B. All proposed amendments of the bylaws shall be published in the minutes of the GSG meeting at which the amendments were proposed. The GSG may not vote on any amendments before the next regularly scheduled meeting.
- C. The GSG shall adopt no Bylaws amendment without a two-thirds (2/3) vote in the affirmative, assuming quorum, during a regularly scheduled General Meeting of the GSG, and without the approval of the Dean of the Graduate School.

Constitution *for the* Graduate Student Government of Michigan Technological University

1. Name

- a. The name of this organization shall be: The Graduate Student Government of Michigan Technological University.
- b. The Graduate Student Government shall be referred to as “GSG” in this document.

2. Objectives and Purpose

- a. To foster the personal, professional, and intellectual development of current and future graduate students.
- b. To provide liaisons who represent the personal, professional, and intellectual concerns of the graduate students to the various governing and policy-making bodies of the University.
- c. To inform the graduate students of newly developing policies and procedures affecting them.
- d. To support and promote policies and events which foster cooperation between the graduate students, faculty, and administration.
- e. To use:
 - i. Graduate School Funds as allocated to the GSG.
 - ii. Any Funds received from Student Activity Fees paid by graduate students to promote the personal, professional, and intellectual growth of graduate students at Michigan Tech.
- f. To advise the Dean of the Graduate School, the Board of Trustees and other administrative bodies on matters of interest to graduate students.
- g. To foster relationships with graduate and professional student organizations at other universities by sharing information and resources which can help enrich graduate students’ personal, professional, and intellectual development.

3. Structure of The Graduate Student Government (GSG)

- a. Members of GSG shall consist of: the Executive Board, Graduate Student Departmental Representatives and their Alternates, and Members-at-Large.
- b. Students include all currently enrolled graduate students.
- c. All Students are Members-at-Large, which are non-elected, non-voting Members of GSG.

- d. Members-at-Large may be elected to serve as Graduate Student Departmental Representatives, which are voting Members of GSG.
- e. The rights, duties, and responsibilities of GSG Members shall be as set forth in the Bylaws.
- f. In compliance with Michigan Technological University's Board of Trustees Equal Opportunity Policy effective February 24, 2011, the Graduate Student Government will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. In addition, the Graduate Student Government is committed to the policy of not discriminating against disabled individuals and veterans.

4. Meetings

- a. The GSG shall determine the frequency of its meetings, as set forth in the Bylaws.
- b. The GSG may discuss, debate, vote, and act upon any subject within its purview.

5. Budget

- a. Expenditures and other financial transactions must follow the approved GSG Budget and GSG Bylaws, and any applicable policies and procedures of the University.
- b. Authorization from the GSG for the release and movement of GSG monies must be obtained from either the President or the Treasurer, as set forth in the Bylaws.
- c. The GSG fiscal year shall extend from July 1st to June 30th each year, whereas the GSG session shall be defined by the Bylaws.
- d. By the first meeting in April of the Spring Semester, the Treasurer shall prepare a draft budget for the following fiscal year and present it in person to the GSG, at which time GSG Members may amend, pass, or reject the budget.
- e. The draft budget must be approved by two-thirds vote in the affirmative, assuming quorum.
 - i. In case of rejection of the budget, the Treasurer will present a revised budget for consideration at each next meeting, until passed.
 - ii. Any proposed changes to an approved budget must be in compliance with proposal guidelines and approved by a two-thirds vote in the affirmative by the GSG as set forth in the Bylaws.
 - iii. Any group obtaining financial or other resources from the GSG must comply with any conditions or restrictions imposed by the GSG; failure to comply with said restrictions may result in sanctions as established in the Bylaws.

- f. The GSG financial records may be subject at any time to an official audit, to be performed by the Office of Internal Audit, when requested by any member of the GSG, or the Dean of the Graduate School.

6. Representation

- a. Each department is entitled to at least one Departmental Representative on GSG.
- b. All Graduate Student Departmental Representatives that serve on GSG must be elected by the students of their home departments, as outlined in the Bylaws.
- c. The number of Graduate Student Departmental Representatives to which each department is entitled shall be proportionate to its total graduate student enrollment, as outlined in the Bylaws.
- d. Graduate Student Departmental Representatives and students must be currently enrolled graduate students; Members-at-Large shall include non-elected and currently enrolled graduate students.
- e. Students shall include (non-elected) graduate students, with the following restrictions:
 - i. They may not serve as Principal Officers.
 - ii. They may not vote.
- f. At least one Graduate Student Departmental Representative must attend all regularly scheduled GSG Meetings (excluding excused absences) in order to maintain eligibility for the department's students to receive travel grants, as set forth in the Bylaws.
 - i. Absences may only be excused as set forth in the Bylaws.

7. Principal Officers

- a. The Principal Officers of the GSG shall consist of the following: President, Vice President, Secretary, Treasurer, and President-Elect (Spring semester only).
- b. All Principal Officers shall be elected from among the Graduate Student Departmental Representatives or previous Executive Board Members by a simple majority vote in the affirmative, as set forth in the Bylaws.

8. Committee Chairs

- a. Committee Chairs shall chair their respective standing committees, as set forth in the Bylaws.
- b. Committee Chairs shall be elected from among the GSG Members by a simple majority vote in the affirmative, as set forth in the Bylaws.

9. Executive Board

- a. The GSG shall establish an Executive Board as outlined in this Constitution and the Bylaws.

- b. The Principal Officers and Committee Chairs of the GSG shall constitute the Board.
- c. No more than two positions on the Executive Board shall be filled by GSG Members from the same department.
- d. The Executive Board shall be empowered to take all appropriate measures for the execution of any plan, policy, or program specifically approved by the GSG. In all actions, the Executive Board shall be responsible to the GSG and shall report to the GSG.
- e. Any member of the Executive Board may request, in writing, the convening of an Executive Board Meeting. The President shall convene said meeting within five (5) calendar days.
- f. The Executive Board may appoint a temporary replacement for an absent Principal Officer or Committee Chair from the pool of Graduate Student Departmental Representatives without consulting the GSG or holding elections, provided said replacement satisfies requirements outlined herein and in the Bylaws.
 - i. Temporary shall be defined as sixty days.
 - ii. No individual may be reappointed beyond sixty days in any temporary position.

10. Advisors

- a. The Dean of the Graduate School shall be an advisor to the GSG.
- b. Additional advisors to the GSG may be sought with the approval of the Dean of the Graduate School.

11. Ratification and Amendments

- a. This Constitution shall be ratified by a two-thirds affirmative vote of the elected members, assuming quorum, and with the approval of the Dean of the Graduate School.
- b. Amendments to this Constitution may be proposed by any Member of GSG at any regularly scheduled GSG Meeting.
- c. All proposed Constitutional amendments shall be published in the minutes of the GSG Meeting at which the amendment was proposed. The GSG may not vote on the amendment before the next regularly scheduled Meeting.
- d. The GSG shall adopt no Constitutional amendment without a two-thirds vote in the affirmative, assuming quorum, during a regularly scheduled GSG Meeting, and without the approval of the Dean of the Graduate School.

12. Registration

- a. The President of the GSG shall annually ensure registration of the GSG with Student Activities, when required.

13. Bylaws

- a. The GSG is authorized to adopt Bylaws.

Updated: May 1, 2018

Undergraduate Student Government



at Michigan Technological University

Bylaws

Approved by the Undergraduate Student Government
on February 22, 2018

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Article I – Eligibility to Hold Office

Section 1 – Enrollment

All members of the Undergraduate Student Government must be enrolled students of Michigan Technological University.

Section 2 – Academic Requirements

1. All members of the Undergraduate Student Government and all appointees of the Undergraduate Student Government must have at least a 2.25 grade point average (G.P.A.) both semester and cumulative at the time of their election or appointment and during their term in office. Confirmation of their G.P.A. is done by the Undergraduate Student Government Advisor at the beginning of fall and spring semesters. First-year representatives are not required to have a G.P.A. at the time of election or appointment.
2. In the event that a current Undergraduate Student Government representative does not maintain a 2.25 G.P.A., the executive board shall request that the representative resign from his/her position.

Section 3 – Conduct Requirements

1. All members of the Undergraduate Student Government and all appointees of the Undergraduate Student Government must be in good conduct standing with the university at the time of their election or appointment and during their term in office. Confirmation of their conduct standing is done by the Undergraduate Student Government Advisor at the beginning of fall and spring semesters.
2. In the event that a current Undergraduate Student Government representative does not maintain good conduct standing, the executive board shall request that the representative resign from his/her position.

Section 4 – Class Representation Tenure Requirements

The guidelines for class representation are as follows:

1. First-year representatives shall be any student that has completed zero (0) or one (1) semesters as an enrolled student of Michigan Technological University.
2. Second-year representatives shall be any student that has completed two (2) or three (3) semesters as an enrolled student of Michigan Technological University.
3. Third-year representatives shall be any student that has completed four (4) or five (5) semesters as an enrolled student of Michigan Technological University.
4. Fourth-year representatives shall be any student that has completed six (6) or more semesters as an enrolled student of Michigan Technological University.

5. Only semesters completed in the Spring or Fall will be counted for the above eligibility guidelines.

Section 5 – Exceptions

In the case where special circumstances exist, the Secretary may allow a candidate to represent a class office that is not dictated by their tenure at Michigan Technological University. Such exceptions must be in accordance with the candidates' class standing with the university based on credit completion and agreed upon by at least two other members of the Undergraduate Student Government Executive Board and any decision will be made known to the Body. The Body may overturn any decisions made by the Executive Board by a two-thirds (2/3) majority vote and is subject to Protest as outlined in Article III Section 6 of the Constitution.

Article II – Election Policy

Section 1 – Distribution

A copy of Article I - Eligibility to Hold Office and Article II - Election Policy shall be given to each candidate.

Section 2 – Academic Requirement

Refer to Article I Eligibility to Hold Office

Section 3 – Candidate Limits

The number of candidates for any office shall not be limited.

Section 4 – Election Data

The Secretary oversees the election process. No candidate shall be allowed access to election programs or data related to their election period. In the case that the Secretary of the Undergraduate Student Government is running for a position during the following year, the Secretary should appoint a delegate to oversee that election while voting is open. The Secretary may oversee all other phases of the election process.

Section 5 – Endorsements

The Undergraduate Student Government, as a body, shall not support or oppose any candidate.

Section 6 – Campaign Materials

The Undergraduate Student Government office shall not be used for any campaign purposes, including printing, copying, and display of campaign posters.

Section 7 – Campaign Policies

1. All postings must adhere to the university posting policies.
2. All campaign materials must be taken down no later than three days after the last day of the election. Examples of campaign media to be removed/ceased include, but are not limited to, posters, flyers, chalking, and emails.
3. Electronic media that does not involve Michigan Tech web services, such as social networking sites, are permitted to stay as long as it adheres to Article II, Section 13.
4. Posters may not be placed on the outside of university buildings. This includes university signs, residence hall information boards, or on any glass (windows, doors, etc.).
5. No campaign banners shall span campus streets or the entrance to any building.
6. If any university building managers complain that these policies have not been complied with, those involved will be brought up for review by the Judicial Committee.
7. Pictures for the election ballot shall be arranged for by the Secretary, unless the candidate is not on the main campus during the election period, in which case a picture must be submitted to and approved by the Secretary.

Section 8 – Late Nominations

No late nominations will be accepted. Any student wishing to be recognized as a candidate but filing their candidacy after the ballot acceptance deadline (as defined in current elections packet) will not be listed on the ballot and must run as a “write-in” candidate.

Section 9 – Election Meetings

Candidates must attend all mandatory meetings. Missing a meeting will result in the removal of the candidate’s eligibility to obtain an office, even if they win through write-in votes, during that year’s election. In the event of extenuating circumstances for missing a meeting, the Secretary will decide if the candidate is still eligible for election.

Section 10 – Ballot Requirements

1. The names of all candidates must appear on all ballots, even if unopposed.
2. The order of names on the ballots shall be alphabetical by last name.

Section 11 – Violations of Election Policy

Any violations of this policy shall be brought before the Undergraduate Student Government Judiciary Committee for review. The Judiciary Committee has the authority to disqualify a candidate and/or declare elections null and void. All complaints shall be reviewed within three days of when they are received. Decisions must be made within seven days of when the complaints are received.

Section 12 – Write-In Candidates

Write-in candidates may assume a representative position if approved by a two-thirds vote of the full standing Undergraduate Student Government.

Section 13 – Promotion Requirements

Any and all campaign advertisements and promotion must be in good taste and in line with the Student Code of Conduct. Slander, belittlement of opponents, or offensive behavior will result in the dismissal of the nominee in question from the election in its entirety. The nominee's name will not be allowed to appear on the ballot as a candidate and shall not be taken into consideration if he/she becomes a write-in candidate.

Article III – Attendance

Section 1 – Excused Absences from Undergraduate Student Government Meetings

An Undergraduate Student Government member may be excused from a meeting by notifying the Undergraduate Student Government Secretary at least three days in advance of the meeting.

Section 2 – Excused Absences from Office Hours

Undergraduate Student Government members may be excused from (an) office hour(s) by notifying the Vice President in advance. Such office hour(s) must be made up within two weeks of the missed office hour(s).

Section 3 – Excused Absences from Committee Meetings

An Undergraduate Student Government member may be excused from a committee meeting by notifying the Chair of the committee at least twelve hours in advance of the meeting.

Article IV – Appointments

Section 1 – New Members

The President is responsible for recommending appointments of new members in the event an open position becomes available. The recommendation is then voted on by the Undergraduate Student Government. There will be at least one week between the date the open position is announced to the Undergraduate Student Government body and the voting occurs.

Section 2 – Committee Chairs

The Undergraduate Student Government President is responsible for appointing all committee chairs.

Section 3 – Appointment Carry-Over

No position appointed by the Undergraduate Student Government President is eligible for carry-over into the following year.

Article V – Student Activity Fee Funding Request

Policy

Section 1 – Statement of Purpose

1. The purpose of the Student Activity Fee Funding Request Policy is to establish qualifications necessary for fundable accounts to request and receive funding from the Student Activity Fee, as well as to define allowable requests and expenditures that may come from the Student Activity Fee.
2. Undergraduate Student Government fundable accounts include Registered Student Organizations as recognized by Student Activities, Special Budget Groups as recognized by the Undergraduate Student Government, programs and initiatives sponsored by Student Affairs, and University Traditions as defined in Article V Section 1.3.
3. University Traditions that are fundable by the Undergraduate Student Government are events or programs that are considered to have historically benefited the campus community and the Student Assembly as a whole.
4. The Undergraduate Student Government and Director of Student Activities will determine the percentage of distribution to fundable accounts.
5. In order to effectively manage registered student organizations, the Student Activity Fee may be allocated in part for online student organization management systems and for staff that directly coordinate Registered Student Organizations. Such allocations must be determined by the Vice President of Student Affairs and Advancement each year and be allocated before the distribution to fundable accounts is determined.

Section 2 – Deduction of Student Organization Allocations

1. The full amount of allocation for a student organization will be received if and only if the student organization has re-registered for the academic school year by the date set by

Student Activities.

2. A student organization will receive seventy-five percent of their allocation if the organization has re-registered for the academic school year by 5:00 p.m. on the Friday after the date set by Student Activities.
3. A student organization will receive fifty percent of their allocation if the organization has re-registered for the academic school year by 5:00 p.m. on the second Friday after the date set by Student Activities.
4. A student organization will receive no funding (amount of \$0.00) from the Student Activity Fee if the organization has not re-registered for the academic school year after 5:00 pm on the second Friday after the date set by Student Activities.

Section 3 – Eligibility to Request Funds

1. All organizations requesting funds must be registered for the current academic year with Student Activities.
2. The Undergraduate Student Government may also fund activities and programs that may benefit the Student Assembly.
3. The organizations must have membership that is open to all students at Michigan Technological University or an event that will be available to all students.

Section 4 – Fundable Requests

The Undergraduate Student Government may allocate funds for the following purposes:

1. Projects and Activities
 - a. These activities must be open to the entire student population of Michigan Technological University.
 - b. The project or activity will showcase a skillset of the organization.
2. Equipment and Capital Outlay
 - a. The Undergraduate Student Government may assist an organization in purchases.
 - b. The organization must own, insure and be responsible for proper use and secure storage.
 - c. Special consideration will be taken for equipment reserved for safety purposes.
3. Competitions
 - a. The Undergraduate Student Government may provide funding for the total registration of the team, housing, and travel expenses for organizations.
4. Conferences and Symposiums
 - a. The Undergraduate Student Government may provide funding for the professional training and advancement of students in an organization. This funding may include

travel, housing and registration fees.

5. Professional Business Trips

- a. The Undergraduate Student Government may provide funding for the organization to attend a professional event that may further their career. This funding will include travel and housing.

6. Cultural Experience

- a. The Undergraduate Student Government may provide funding for food if the organization can provide reasoning that it will demonstrate cultural significance. This is an allowable exception to Article V, Section 5.2.
- b. Such an exception as described in Article V, Section 4.6a. to Article V, Section 5.2 can be made only at funding request hearings in the spring semester or during an opportunity or reserve fund request.

Section 5 – Expenditures Not Eligible for Funding

1. Alcohol.
2. Food.
3. Giveaways or items that will be distributed.
4. Monetary distributions to members of organizations or charities.
5. Awards or Prizes.
6. Items outside the scope of an organization.
7. Salaries for full-time or part-time staff except as stated in Article V, Section 1.5.
8. Contributions or donations to the campaign fund of any candidate or political movements; excluding contributions to organizations promoting advocacy for higher education and student rights. This exclusion is limited to a maximum of 5.0% of the Student Activity Fee budget.

Section 6 – Funding Request Requirements

Student organizations participating in the Student Activity funding request hearings, thus requesting funds for the next academic year, must adhere to the following guidelines:

1. At least one representative of the organization must attend the annual Undergraduate Student Government funding request hearings information session.
2. At least one representative of the organization requesting funds must come before the Undergraduate Student Government Ways and Means Committee at the Student Activity Fee funding request hearings in the spring semester.
3. The Undergraduate Student Government shall be responsible, within reason, for communicating with Registered Student Organizations the dates and times of these funding

request hearings.

4. Failure to meet with the Ways and Means Committee at this time will grant no allocation (amount of \$0.00) for the year in which funding is to be requested.
5. If the organization requesting is unable to attend the scheduled hearing times, a member from the organization must contact the Treasurer of the Undergraduate Student Government at least five business days prior to the group's scheduled hearing time to make other arrangements.
6. All procedures should be reviewed annually by the Ways and Means Committee and be distributed to all organizations at the annual information session. Failure to follow proper procedures will be considered to be a failure to meet with the Ways and Means Committee.
7. If an organization loses registered status from Student Activities at any point during this process, the process is halted until corrections have been made

Section 7 – Funding Request Hearings

1. The Ways and Means Committee may allow additional Undergraduate Student Government or Student Assembly members to participate in the funding request hearings in an advisory role.
2. In the absence of a member of the Ways and Means Committee during the funding request hearings, the Treasurer may appoint a temporary replacement Undergraduate Student Government representative that will serve as a voting member of the Ways and Means Committee until the absent member returns.
3. The Ways and Means Committee has the authority to exempt items from the final student organization budgets. Such exemptions must be approved by the Undergraduate Student Government.
4. For the betterment of student organizations, the Ways and Means Committee may recommend an exemption to certain items on a student organization budget during funding request hearings to allow for these items to be eligible for Opportunities or Reserve Fund requests during the next fiscal year.
5. All Registered Student Organizations may appeal the outcome of the funding request hearings. The first appeal will be to the Ways and Means Committee, and the final appeal will be made directly to the Undergraduate Student Government.
6. All recommendations made during funding request hearings must be approved by a two-thirds majority of the Undergraduate Student Government.

Section 8 – Allocation Reimbursement Requirements

1. The student organization requesting reimbursement from their allocation must be currently

registered with Student Activities.

2. Allocations must be claimed after purchase, except in cases of special circumstances, which are to be determined by the Ways and Means Committee.
3. Organizations requesting reimbursement from their allocation must do so before the end of the academic year in which the allocation was given for.
4. If an organization requests funding for summer expenditures, arrangements must be made with the Ways and Means Committee before the end of the academic year.
5. The Undergraduate Student Government will not under any circumstances retroactively distribute funds for a previous academic year or for a purchase or expenditure over four months after the purchase date.
6. The Undergraduate Student Government may not distribute funds for expenses that are not listed on the student organization's final approved budget.
7. The Undergraduate Student Government has the authority to authorize revisions to a student organization's budget.
8. When a Registered Student Organization provides a "service" or equipment for another organization, they must present them with a receipt at the time of the event. The receipt must also be signed by both parties at the time of the event.

Section 9 – Special Budget Groups Funding Request Policy

1. The purpose of the Student Activity Fee Special Budget Groups Funding Request Policy is to establish the qualifications necessary for Special Budget Groups to request and receive funding from the Student Activity Fee, as well as to define the allowable requests and expenditures that may come from the Student Activity Fee. Special Budget Groups are defined in Article IX.
2. Special Budget Groups must schedule a budget request hearing each year with Student Activities as per a timeline specified by Student Activities.
3. Student Activities will lead the budget request hearing process for Special Budget Groups with a committee of individuals from the following areas: two Undergraduate Student Government representatives, one Graduate Student Government representative, the Director of Student Activities, and a faculty member invited by the Director of Student Activities.
 - a. Allocations must be passed by majority vote of the committee.
 - b. Representatives from the Undergraduate Student Government must abstain from the vote on the Undergraduate Student Government budget.
 - c. All Undergraduate Student Government representatives will be chosen by a majority vote of the Undergraduate Student Body.

4. All recommendations made by the Special Budget Group budget request hearing committee must be approved by a majority vote of the Undergraduate Student Government.
5. Any organization not satisfied with the amount of their allocation may appeal the decision within ten business days of the Undergraduate Student Government's formal approval of the allocation.
 - a. Appeals must be made in a hard copy, physical letter submitted to the Dean of Students.
6. All Special Budget Groups requesting money are allowed to spend their budget how they see fit as long as it will benefit the students of Michigan Technological University. Special Budget Groups are expected to have standards of good taste and to follow university policies, including but not limited to Michigan Tech's Board of Control Policy 7.5.
 - a. However, if an organization is found abusing this privilege a formal complaint may be filed to the Undergraduate Student Government to review the situation.
 - b. The Treasurer of the Undergraduate Student Government and Director of Student Activities will determine if further action is required.
7. Since the Graduate Student Government has its own Student Activity Fee revenue it will not be granted funds through Special Budget Groups hearings.
8. All organizations requesting funds must be registered for the current school year with Student Activities and be recognized by the Undergraduate Student government as a Special Budget Group.

Section 10 - Student Activity Fee Review Task Force

1. In the fall of every third year, the Undergraduate Student Government should form a Student Activity Fee Review Task Force in conjunction with Student Activities and the Graduate Student Government.
2. The results and recommendations of the review should be presented to the Board of Trustees and University Budget Team at the beginning of the following spring semester.
3. The Student Activity Fee may also be reviewed intermittently, if deemed necessary.

Article VI – The Opportunities Fund Policy

Section 1 – Statement of Purpose

The purpose of the Undergraduate Student Government Opportunities Fund is to provide funding for startup costs of new organizations, unpredicted student organization expenses, or new initiatives of student organizations that were not previously budgeted for.

Section 2 – Level of Account

The amount of funds available for disbursement will be based on the recommendation of the Ways and Means Committee. This amount must be allocated before the distribution to fundable accounts is determined. It is the intent, but not a requirement, that the entirety of this fund be allocated each school year.

Section 3 – Uses

1. Startup costs: Startup costs shall be defined as the initial cost of equipment and other items necessary for the function and operation of the new Registered Student Organization and the ability of the Registered Student Organization to be successful and beneficial to the students and campus life of Michigan Technological University.
2. Unpredicted Expenses: Unpredicted expenses shall be defined as costs that were not budgeted for because the Registered Student Organization was unable to predict the activity/purchase during regular funding request hearings. Examples of unexpected opportunities may include, but are not limited to the following:
 - a. Conferences, conventions, symposiums or competitions that a group is suddenly or unexpectedly given the opportunity to attend.
 - b. Annually attended conferences, conventions, symposiums or competitions that suddenly or unexpectedly change in cost, making this increase an expense that could not be budgeted for (i.e. conference location change or a student organization hosting a conference).
 - c. Programming opportunities that presented themselves after the funding request hearing process, and could have a substantial benefit to campus life

Section 4 – Allocation Requirements

1. In order to request and receive a one-time allocation, the student group must be currently registered with Student Activities.
2. The Ways and Means Committee must receive a written Opportunities Fund allocation proposal. This proposal shall include an explanation of the campus or organization impact the opportunity will provide, the amount of the funding requested, and other sources of funding.
3. The Ways and Means Committee reserves the right to deny Opportunities Fund requests based on the level of the Opportunities Fund, the expected and/or current success of the organization and the expected and/or current contributions of the organization to the Student Assembly.

4. Any Registered Student Organization may appeal a Ways and Means Committee denial by attending an Undergraduate Student Government meeting and stating their reason for appeal.
5. A two-thirds vote of the Undergraduate Student Government shall be required for approval of Opportunities Fund allocations.
6. When possible, the Undergraduate Student Government shall wait a minimum of one week after a request has been submitted to and reviewed by the Ways and Means Committee to consider the recommendation from that committee. The recommendation and reference material will be available for review by the Undergraduate Student Government during the aforementioned week.
7. Registered Student Organizations must obtain the allocated reimbursement during the academic year in which the allocation was given.
8. Registered Student Organizations may only receive funds for one Opportunities Fund request per academic year.

Section 5 – Reimbursement Requirements

If the Opportunities Fund Request is approved the amount is added to the student group's funding allocation for that academic year. The group then must follow the guidelines for reimbursement under Article V, Section 8.

Article VII – The Reserve Fund Policy

Section 1 – Statement of Purpose

1. The primary purpose of the Undergraduate Student Government Reserve Fund shall be for equipment replacement costs, equipment upgrade costs, and equipment safety concerns.
2. The Undergraduate Student Government Reserve Fund may also be used in the case of campus emergencies. A campus emergency is generally limited to emergency equipment repair or replacement for vital campus programs that highly benefit the Student Assembly. For example, a Film Board projector has been a campus emergency project in the past.

Section 2 – Reserve Fund Status

1. The level of the Reserve Fund at the beginning of each academic year shall be at least \$50,000.00, except in the case of a campus or financial emergency as declared by the Undergraduate Student Government.
2. If there is additional money in the Reserve Fund due to carryover of accounts from the previous academic year, then that money is considered surplus and can be used by the

Undergraduate Student Government body for campus improvements, new program initiatives and/or anything else that will benefit the Student Assembly.

Section 3 – Reserve Fund Uses

1. Equipment replacement costs shall be defined as the cost to replace equipment that is vital to the basic function and operation of the Registered Student Organization, where the Registered Student Organization cannot function, operate, or progress without the equipment. This applies to equipment that is not covered by an insurance policy or is no longer covered under a warranty.
2. Equipment replacement costs shall also be defined as the cost to replace equipment that is dangerous to the well-being of the members of the Registered Student Organization and its affiliates.
3. Equipment upgrade costs shall be defined as the cost to upgrade equipment that is vital to the basic function and operation of the Registered Student Organization, where the Registered Student Organization cannot function and operate or progress without it.
4. Equipment upgrade costs shall also be defined as the cost to upgrade equipment that is dangerous to the well-being of the members of the Registered Student Organization and its affiliates.
5. As a supplementary source to the Opportunity Fund should the USG body determine that the Opportunity Fund needs additional resources for the current school year.

Section 4 – Allocation Requirements

1. In order to request and receive a one-time allocation the student group must be currently registered with Student Activities.
2. The Ways and Means Committee must be presented with a complete list of possible options that range in price (from minimum cost to maximum cost) for the requested purchase in a timely manner. This list must include the purpose, as well as the benefits and drawbacks of each item option mentioned (i.e., a \$200.00 camera, compared to a \$500.00 camera, compared to a \$1000.00 camera).
3. The Ways and Means Committee reserves the right to deny Reserve Fund requests based on the level of the Reserve Fund, the expected and/or current success of the Registered Student Organization and the expected and/or current contribution of the Registered Student Organization to the Student Assembly.
4. Any Registered Student Organization may appeal a Ways and Means Committee denial by attending an Undergraduate Student Government meeting and stating their reason for appeal.

5. A two-thirds majority vote of the Undergraduate Student Government shall be required for approval of Reserve Fund allocations.
6. The Undergraduate Student Government shall wait a minimum of one week after the request has been submitted to and reviewed by the Ways and Means Committee before the recommendation is brought to vote by the Undergraduate Student Government. The recommendation and reference material shall be available for review by the Undergraduate Student Government during the one-week period.
7. In cases of emergency requests for the Reserve Fund, the Undergraduate Student Government may vote immediately on the recommendation with a two-thirds majority vote of the Undergraduate Student Government.
8. Registered Student Organizations may only receive funds for one Reserve Fund request per academic year.

Section 5 – Reimbursement Requirements

If the Reserve Fund Request is approved the amount is added to the student group's funding allocation for that academic year. The group then must follow the guidelines for reimbursement under Article V, Section 8.

Section 6 – Rollover Usage Policy

1. If the rollover exceeds \$10,000.00 then the Undergraduate Student Government may use up to seventy-five percent of the rollover to fund campus upgrades and projects that benefit the undergraduate student population. The reserve fund must not fall below \$75,000 when funding such upgrades and projects.
2. Eligible expenditure of the surplus includes but is not limited to campus projects and campus upgrades.
3. Ineligible expenditure of the surplus includes but is not limited to one-time events (i.e. concerts, comedians etc...) and items detailed in Article VI, Section 3.
4. An Undergraduate Student Government member must present a detailed written proposal for rollover use to the Ways and Means Committee for consideration.
5. After a two-thirds vote of approval by the Ways and Means Committee the allocation must be tabled for one week, after which it must be approved by a two-thirds vote of the Undergraduate Student Government at the next weekly meeting.

Article VIII – Open and Closed Organizations

Section 1 – Open Student Organizations

The definition of an open student organization, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

1. An organization that has no or minimal standards, or pre-existing conditions that must be met for membership other than general interest in group activities.
2. An open organization may have a conventional attendance policy.
3. An open organization may charge realistic membership dues in order to provide for sustained organizational interest.
4. An open organization may have an attendance-based executive board restriction.

Section 2 – Closed Student Organizations

The definition of a closed student organization, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

1. An organization where membership is based upon pre-existing conditions or standards that must be met for membership such as, but not limited to, bids, invitations, membership approval votes, interviews, and applications.
2. An organization is closed if it has a membership G.P.A. restriction, with the exception of university policy regarding officer G.P.A.'s.
3. An organization is closed if it has restrictions, other than attendance, on executive board positions.

Section 3 – Club Sports

The definition of an open club sport, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

1. An organization whose members partake in a competitive sporting environment (physical or intellectual). This type of group adheres to the standards set in Article VIII, Section 1.
2. A club sport must allow all interested individuals to participate in practices.
3. A club sport that does not adhere to the above is considered a closed club sport and will not receive funding through the Student Activity Fee. Open club sports are eligible to receive funding through the Student Activity Fee.

Article IX – The Special Budget Groups

Section 1 – Current Special Budget Groups

As of February 22, 2018, the organizations currently recognized as Special Budget Groups are:

1. FilmBoard
2. The Memorial Union Board (MUB Board)

3. The Michigan Tech Lode
4. Sound and Lighting Services (SLS)
5. The Undergraduate Student Government
6. WMTU

Section 2 – Requirements

To be considered a Special Budget Group, the following stipulations must be met by application to the Undergraduate Student Government:

1. The organization must be a Registered Student Organization, meeting the minimum requirement of ten members.
2. Every two years, presented in written format to the Undergraduate Student Government, the organization must be able to create a list of the events/programs coordinated by the organization and the impact it has had on the students of Michigan Technological University with the following items listed:
 - a. Estimated number of students and community members impacted/attended the event (must show the amount of students and community members separately).
 - b. Itemized list of all equipment, products, etc. purchased with Student Activity Fee allocations.
3. Within reason, the organization must be able to prove to the Undergraduate Student Government why they feel the title of Special Budget Group should be given to them.
4. All organizations that receive Special Budget Group status must reapply every two years during the spring semester to the current Undergraduate Student Government to maintain said status. At this time any Registered Student Organization may apply to become a Special Budget Group using these same guidelines. Special Budget Group status will be granted by a two-thirds approval of the Undergraduate Student Government.

Article X – Student Storage Policy

Section 1 – Statement of Purpose

The purpose of the Student Development Complex student storage facility is to provide convenient storage for Registered Student Organization equipment.

Section 2 – Storage Allocation Process

At the beginning of each academic year, the Events Committee will establish procedural guidelines for requesting storage allocations for that year. Failure to comply with storage

allocation guidelines will result in loss or refusal of storage allocation. Storage allocation changes (e.g. new allocation, eviction, mandatory sharing) must be approved by a majority vote of the Undergraduate Student Government.

Section 3 – Eligibility for Student Storage

1. All organizations requesting storage must be registered for the current academic year with the Student Activities as a Registered Student Organization. The organization must also have membership that is open to all students as defined in Article VIII, Section 1.
2. Twice a semester an Undergraduate Student Government member will inspect the storage facility. They will check that all organizations are:
 - a. Keeping their storage area clean and organized.
 - b. Using most of their storage unit space. This also applies to shared storage spaces.
 - c. Keeping an accurate inventory of equipment and when it is used.
 - d. Following any other requirements set by the Events Committee.
3. If an organization fails to meet these requirements the Undergraduate Student Government will review their allocation and they may be:
 - a. Evicted and forced to remove their equipment within one week. Failure to remove equipment within this time period grants the Undergraduate Student Government the power to remove it for them and disperse/dispose as seen fit, preferably to be reused by another Registered Student Organization.
 - b. Forced to share their storage area with another organization on the waiting list.
4. The Events Committee may make exceptions on an individual basis.
5. The Undergraduate Student Government reserves the right to refuse any organization space or evict them for improper behavior, breaking university policy or tampering with any equipment they do not own.

Article XI – Standing Committees

Section 1 – Student Affairs

1. The Student Affairs Committee shall be responsible for finding, investigating and attempting to resolve any “issues” that diminish the undergraduate experience. It shall also be responsible for aiding in communication between university administration and the Student Assembly.
2. The Student Affairs Committee shall be an advocate for the rights of all members of the campus community and serve as a check on university policies and procedures to ensure that they respect the rights of members of the campus community.

3. The Student Affairs Committee Chair or a delegate from the Student Affairs Committee shall attend every Student Commission meeting.
4. Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the Vice President of the Undergraduate Student Government:
 - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c. A Diversity Liaison, who shall be responsible in leading all Undergraduate Student Government outreach to various under-represented cultural Registered Student Organizations.
 - d. The President of the Undergraduate Student Government, who shall serve in an ex-officio capacity.
 - e. Three other members.

Section 2 – Political Affairs

1. The Political Affairs Committee represents the Student Assembly of Michigan Technological University on off-campus student bodies at the local, state and national level.
2. Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the Vice President of the Undergraduate Student Government:
 - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c. Three other members.

Section 3 – Public Relations

1. The Public Relations Committee shall have charge of all Undergraduate Student Government publications and advertising on-campus and off-campus when not conflicting with the purpose of the Political Affairs Committee as defined in Article XI, Section 2.1 or the Events Committee as defined in Article XI, Section 4.1.
2. Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the Vice President of the Undergraduate Student Government:
 - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.

- b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
- c. The Undergraduate Student Government Webmaster, who is responsible for the maintenance of any Undergraduate Student Government websites.
- d. Three other members.

Section 4 – Events

1. The Events Committee shall have the charge of planning, leading, and executing events throughout the year for the betterment of the body and students and the university community. Examples of these events may include: Orientation Week, K-Day, Spring Fling, chili van, crosswalk, debt wall, or parts of Rock the Vote.
2. The Events Committee shall manage and, twice per semester, check the student storage space in the building located near the Student Development Complex in accordance with Article X Section 3 of the Bylaws.
3. Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the Vice President of the Undergraduate Student Government:
 - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c. A storage barn manager.
 - d. Three other members.

Section 5 – Ways and Means

The purpose and membership of the Ways and Means Committee is defined by the constitution of the Undergraduate Student Government.

Section 6 – Personnel

The purpose and membership of the Personnel Committee is defined by the constitution of the Undergraduate Student Government.

Section 7 – Judiciary

The purpose and membership of the Judiciary Committee is defined by the constitution of the Undergraduate Student Government.

Article XII – Compensation

Section 1 – Executive Board Compensation

1. The executive board of the Undergraduate Student Government is eligible to receive up to a \$500 stipend per semester based on performance.
2. The Undergraduate Student Government Parliamentarian shall send an executive board performance survey to all Undergraduate Student Government members during week nine of each semester and report on the results during week ten of each semester.
3. The amount is determined by the Undergraduate Student Government but cannot exceed \$500 per semester.
4. A two-thirds affirmative vote is needed to confirm the stipend amount.
5. All stipends shall be submitted to accounting during week ten of each semester.
6. All stipends shall be allocated from the internal Undergraduate Student Government budget.

Article XIII – College Representation

Section 1 – College Representation Distribution

1. According to the Undergraduate Student Government constitution, there shall be nine representatives that are specifically elected to represent each college on campus. Students must be members of a major in the specific college to qualify. Distribution is determined by population. The Undergraduate Student Government distributes the nine college positions as follows:
 - a. Four College of Engineering Representatives
 - b. Two College of Sciences & Arts Representatives
 - c. One School of Forest Resources & Environmental Sciences Representative
 - d. One School of Technology Representative
 - e. One School of Business & Economics Representative
2. The Undergraduate Student Government shall review the enrollments of each college each year and revise the above distribution as needed.
 - a. Every college shall have at least one representative.
 - b. Additional representatives shall be allocated with respect to each college's enrollment relative to the overall undergraduate student enrollment of Michigan Technological University.
3. If a college representative changes their major to one that is no longer in the college that they are representing, then they shall resign from their representative position.
4. Students are considered a member of the college if they are enrolled in a major program in that college. Certificate programs are not considered a major unless it is the only program

an undergraduate student is in enrolled in.

Section 2 – College Representation

College representatives shall have frequent communication with the dean or head of the college. In addition, college representatives should make every effort to serve as liaisons to Registered Student Organizations whose membership falls primarily within that college. College representatives may also find it beneficial to visit lectures within the college they are representing for the purpose of introducing the Undergraduate Student Government to Student Assembly members.

Article XIV – Residential Representation

Section 1 – Residential Representation Distribution

1. According to the Undergraduate Student Government constitution, there shall be three representatives that are specifically elected to represent the residence halls.
Representatives must live on-campus to qualify.
2. The Undergraduate Student Government shall allow the Inter-Residence Housing Council to appoint one students living on-campus to serve as the Resident Advocate per Inter-Residence Housing Council Constitution.
3. If a residential representative moves off campus, then they shall resign from their representative position.
4. All residential representatives are subject to all expectations of Undergraduate Student Government Representatives as outlined in the constitution and may be referred to the personnel committee in the event of misfeasance, malfeasance, or nonfeasance.
5. In the event of a vacancy of the resident advocate position, the Undergraduate Student Government President shall notify the Inter-Residence Housing Council, so they may appoint a replacement representative.
6. In the event of a vacancy of an elected resident representative, a new representative shall be appointed by the Undergraduate Student Government President according to Article III Section 4 of the Constitution.
7. All three residential representatives must be a member of the Inter-Residence Housing Council.

Section 2 – Residential Representation

Residential representatives shall have frequent communication with Housing & Residential Life

along with the residence hall councils.

Article XV – Official Liaisons

Section 1 – Official Liaisons

1. The constitution of the Undergraduate Student Government gives the President of the Undergraduate Student Government the authority to appoint liaisons. Representatives shall serve as advocates for the Student Assembly, and as such should serve as liaisons as needed. Official liaisons shall be listed on the Undergraduate Student Government meeting agenda.
2. As of September 2014, the current liaisons include:
 - a. the Graduate Student Government
 - b. the Inter-Fraternity Council
 - c. the Panhellenic Council
 - d. the Houghton City Council
 - e. the Parent's Fund
 - f. the University Senate
 - g. the Inter-Residence Housing Council
 - h. and the Student Commission
3. Undergraduate Student Government members who serve as unofficial liaisons to organizations on campus should also be allowed to report out during Undergraduate Student Government meetings.

Article XVI—Recognition of Accomplishments

Section 1—Recognitions of Accomplishments

Whenever possible, the Undergraduate Student Government should recognize the accomplishments of Student Assembly members that are a result of their participation in activities supported by the Undergraduate Student Government.

1. Examples of supported activities include participation in Registered Student Organizations and participation in events held by the Undergraduate Student Government.
2. Examples of accomplishments include awards at any level, special recognition by local, state, or national organizations, and completion of significant goals within an organization.
3. Upon notification of accomplishments, the Undergraduate Student Government should recognize the accomplishment in whatever way they see fit (examples include, but are not limited to, posts on their website, social media updates, recognition at Board of Control

reports and recognition at a weekly meeting).

Section 2 – Graduation Cords

At the end of every fall and spring semester, graduation USG members, both current and former, may buy or be loaned The USG graduation cord to wear during the commencement ceremony. A student qualifies for a cord if they meet one of the following criteria:

1. They have been on the body for two full terms.
2. They have held an e-board position for one full term of office.
3. The body votes to award any other former Undergraduate Student Government member who does not meet the qualifications. This recognition requires a two thirds vote.

Article XVII – Resolutions

Section 1 – Undergraduate Student Government Resolutions

1. For a potential resolution to be considered at a Undergraduate Student Government meeting, all of the following criteria must be met:
 - a. The resolution must have been circulated to the Undergraduate Student Government and discussed at a previous meeting or distributed to the Undergraduate Student Government no less than five business days before the meeting.
 - b. A majority of the Undergraduate Student Government can approve (supersedes Subsection a. above) bringing a resolution directly to the table for discussion and possible vote.
2. Upon fulfilling the requirements for consideration, a potential resolution must garner a majority vote of the Undergraduate Student Government in favor for the measure to be adopted.
3. The Undergraduate Student Government Parliamentarian shall ensure that resolutions are stored properly for future access by all Undergraduate Student Government representatives.
4. The Undergraduate Student Government Public Relations Committee shall ensure that resolutions are published and distributed to the Student Assembly.

Article XVIII – Ratification, Suspension, and Revision

Section 1 – Ratification of the Bylaws

1. The bylaws shall be ratified in their entirety upon the garnering of a two-thirds vote of the membership of the Undergraduate Student Government.
2. After receiving such a vote, the bylaws shall go into effect immediately.

Section 2 – Suspension of the Bylaws

1. Any Undergraduate Student Government representative may motion for the suspension of the bylaws. A two-thirds approval of the Undergraduate Student Government is required for the suspension of the bylaws. To be accepted by the acting chair as a valid motion, the motion must name a specific maximum amount of time for the suspension of the bylaws as well as the specific section or sections being suspended.
2. This measure does not allow for decisions to be made in a manner that supersedes the measures set forth in the Undergraduate Student Government constitution.

Section 3 – Revision of the Bylaws

1. For a potential amendment to these bylaws to be considered at an Undergraduate Student Government meeting, all of the following criteria must be met:
 - a. The amendment must be circulated to the Undergraduate Student Government no less than five business days before the Undergraduate Student Government meeting.
 - b. A majority of the Undergraduate Student Government can approve (superseding Article XVII, Section 3.1a) of bringing an amendment directly to the table for discussion and possible vote.
2. Upon fulfilling the requirements for consideration, a potential amendment to the bylaws must garner a two-thirds vote of the Undergraduate Student Government in favor for the measure to be adopted.
3. The Undergraduate Student Government Parliamentarian shall ensure that these bylaws are updated to reflect the amendment.

Undergraduate Student Government



at Michigan Technological University

Constitution

Approved by the Undergraduate Student
Assembly in February 2015

113 Memorial Union Building
1400 Townsend Drive
Houghton, MI 49931

Constitution Task Force
Chairs:
Daniel LaForest
Kara Bakowski

usg@mtu.edu
<http://usg.mtu.edu>

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Preamble

We, the students of Michigan Technological University, determined to: promote and defend self-governance of the students; ensure and uphold the rights of the students; promote the welfare of the students; represent desires, needs, and interests of the students; establish an effective, efficient, responsible, and responsive form of student government; ensure the conveyance of the student voice to the faculty, staff, administration, and the Board of Control in matters of institutional policies; preserve the right to disburse and retain custody over the student activity fee; and seek expedient resolution of student problems, concerns, and ideas; do hereby ratify this constitution for the self-governing body of the students, the Undergraduate Student Government.

Article I – Student Assembly

Section 1 – Name

The “Student Assembly of Michigan Technological University”, hereafter referred to as the “Student Assembly”, is an organization whose membership consists of all enrolled undergraduate students.

Section 2 – Purpose

The purposes of the Student Assembly are:

1. To establish, encourage, and maintain student self-governance.
2. To advocate policies, rules, and regulations that best serve the interests of the undergraduate students at Michigan Technological University.
3. To stimulate and develop a positive relationship amongst the students, faculty, staff, and administration and all concerned with the general welfare of the university.

Section 3 – Membership Qualifications

All undergraduate students enrolled at Michigan Technological University are members of this organization.

Section 4 – Franchise

Each member of this organization is entitled to cast one ballot. Only members of this organization may vote in Student Assembly elections and referenda.

Section 5 – Government

Governance of the Student Assembly is vested in the Undergraduate Student Government.

Article II – Undergraduate Student Government

Section 1 – Purpose

The purposes of the Undergraduate Student Government are to:

1. Be an effective, efficient, responsible, and responsive form of student self-governance.
2. Provide an official voice for the Student Assembly.
3. Ensure and uphold the rights of students.
4. Represent desires, needs, and interests of the students.
5. Disburse and retain custody over the student activity fee.
6. Ensure the conveyance of the student voice to the faculty, staff, administration, and the Board of Control in matters of institutional policies.
7. Seek expedient resolution of student issues, concerns, and ideas.
8. Advocate policies, rules, and regulations that best serve the interests of the Student Assembly of Michigan Technological University.

Section 2 – Membership

The Undergraduate Student Government shall be composed of thirty voting representatives as follows:

1. Four Undergraduate Student Government officers;
2. Three representatives from each of the first-year, second-year, third-year, and fourth-year classes.
3. Three residential representatives.
4. Nine representatives elected from the respective university colleges.
5. Two at-large representatives who may be any members of the Student Assembly.

Section 3 – Officers

The Undergraduate Student Government officers shall be President, Vice President, Secretary, and Treasurer.

Section 4 – Graduate Students

Graduate students are not eligible to hold any Undergraduate Student Government position. The Graduate Student Government is encouraged to appoint an official liaison to attend Undergraduate Student Government meetings for the purposes of collaboration and communication.

Section 5 – Eligibility

Eligibility to hold any Undergraduate Student Government position is defined in the bylaws of the Undergraduate Student Government and is subject to the university restrictions on student group membership.

Section 6 – Equal Opportunity Statement

In compliance with Michigan Technological University’s Board of Control Equal Opportunity Policy effective February 24, 2011, the Undergraduate Student Government will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. In addition, the Undergraduate Student Government is committed to the policy of not discriminating against disabled individuals and veterans.

Article III – Elections

Section 1 – Officers and At-Large Representatives

1. The election of the Undergraduate Student Government officers and at-large representatives shall be by secret ballot of assembly members during the seventh week of classes, following winter break. A plurality vote is necessary.
2. Nominations for Undergraduate Student Government Officers and at-large representatives will be made by signing up in the Undergraduate Student Government office or through any other communication route that the Undergraduate Student Government shall deem appropriate.
3. Nominations open at least two weeks before elections by a motion during a regular meeting of the incumbent Undergraduate Student Government and close one week before elections.
4. Candidates may only run for one officer position or one at-large position during this election.

Section 2 – Carry-Over Representatives

1. The Undergraduate Student Government, by a majority vote, will designate one carry-over representative from among its members for the ensuing year’s fourth-year, third-year, and second-year classes. These chosen representatives will serve in the same capacity as the representatives elected under Article III Section 3.
2. Carry-over representatives are elected by the incumbent Undergraduate Student Government during the eighth week of classes following winter break. Members of the Undergraduate Student Government may not serve in consecutive years as carry-over representatives.

Section 3 – Representative Elections

1. All Undergraduate Student Government representatives, excluding at-large representatives, residential representatives, first-year representatives, and those designated in Article III Section 2, for the ensuing school year will be elected during the tenth week of classes following winter break.

2. Election for the first-year class representatives are held no later than fourth week of the fall semester.
3. Candidates may only run for one representative position.
4. Nominations for Undergraduate Student Government representatives will be made by signing up in the Undergraduate Student Government office or through any other communication route that the Undergraduate Student Government shall deem appropriate.
5. All voting in representative elections is by secret ballot.
6. Student Assembly members must be a member of the respective class or have a major in the specific college to vote in each respective representative election.
7. Nominations for first-year representatives shall open automatically one week before classes begin in the fall semester.
8. Nominations open at least two weeks before elections by a motion during a regular meeting of the incumbent Undergraduate Student Government and close one week before elections.

Section 4 – Class Representatives

1. The future fourth-year class, the future third-year class, and the future second-year class elects two Undergraduate Student Government representatives; the first-year class elects three Undergraduate Student Government representatives.
2. The candidates receiving the two plurality votes from each class are designated as the Undergraduate Student Government representatives for the second-year, third-year, and fourth-year classes respectively.
3. The first-year candidates receiving the top three plurality votes are designated as the first-year Undergraduate Student Government representatives.
4. If no carry-over representative is designated by the Undergraduate Student Government from a class, then the number of representatives to be elected from that class shall increase by one to fill each vacancy.
5. If a vacancy of office occurs for a class representative position, the President of the Undergraduate Student Government may appoint a member of that class to fill the representative position, subject to the approval of two-thirds of the Undergraduate Student Government.

Section 5 – Other Representatives

1. The current bylaws of the Undergraduate Student Government shall outline the procedure for filling residential representative positions.
2. The distribution for the nine college representatives shall be based on annual enrollment in accordance with the current Undergraduate Student Government bylaws.

3. If a vacancy of office occurs in a college representative, the President of the Undergraduate Student Government may appoint a member of that college to fill the representative position, subject to the approval of two-thirds of the Undergraduate Student Government.
4. If a vacancy of office occurs in an at-large representative position, the President of the Undergraduate Student Government may appoint a member of Student Assembly to fill the representative position, subject to the approval of two-thirds of the Undergraduate Student Government.

Section 6 – Protest

1. Any candidate or proposer believing that either the Undergraduate Student Government or another candidate has violated election regulations has the right to protest the results of an election or proposal vote within seventy-two hours of the election results being announced. Protests concerning election results shall reviewed by the Judiciary Committee.
2. The protesting candidate or proposer may ask for a recount, verification of voter eligibility, or for a re-election depending on the circumstances.
3. A recount or verification of voter eligibility will be conducted by the Secretary of the portion of the election being protested and the results will take precedence over the previous results. Only one recount or verification will be performed.
4. A re-election will be handled in the following manner:
 - a. Only the portion of the election that is being protested will have a re-election.
 - b. All candidates and/or proposals that were in the original portion of the election that is being protested will automatically be included in the ballot for the re-election. A candidate can submit a written request to be removed from the ballot.
 - c. All voting in re-elections is by secret ballot.
 - d. The Undergraduate Student Government shall reserve the right to modify the election timeline to accommodate re-elections.

Article IV – Associate Membership

Section 1 – Associate Membership Guidelines

1. The Undergraduate Student Government may find it necessary to call upon interested students to assist in its work. Such persons will be called associate members of the Undergraduate Student Government.
2. Associate members shall be assigned specific projects or tasks that assist the Undergraduate Student Government in its work. This may be through standing or ad-hoc committees, or through other measures as directed by the Vice President of the Undergraduate Student Government. In order to allow for flexibility in these tasks, associate members are not required to hold office hours or serve on a standing committee.

3. Associate members are subject to review by the personnel committee if they do not make progress toward an assigned specific project or task that assists the Undergraduate Student Government in its work.
4. Associate members shall be allowed to freely participate in discussion at Undergraduate Student Government meetings and be allowed access to the Undergraduate Student Government office.
5. Associate members are unable to vote during Undergraduate Student Government meetings.
6. Associate members must be currently enrolled students.
7. The total number of associate members should be responsive to circumstance; therefore no limit on the number of associate members shall be imposed except at the discretion of the President.
8. Associate members can be appointed at any regular Undergraduate Student Government meeting. Any current Undergraduate Student Government representative may nominate a Student Assembly member for associate membership. A majority vote of the Undergraduate Student Government is required for appointment.
9. The terms of associate members shall last until resignation, appointment to another Undergraduate Student Government position, or the last Undergraduate Student Government meeting of that term before the ensuing year's representation takes office.

Article V – Term of Office

Section 1 - Transition

The transition of membership shall occur at the first meeting following the representative elections in the spring, during the regular meeting following the completion of the scheduled agenda items of the old membership. At this time, the new Undergraduate Student Government term shall start and shall last until the next year's transition.

Section 2 – First-Year Representatives

First-year representatives shall begin their term of office upon the acceptance of the results of the first-year election by the Undergraduate Student Government.

Section 3 – Term Limits

1. No Student Assembly member shall serve for more than five consecutive years on the Undergraduate Student Government. This includes years served as an officer and as an undergraduate representative.
2. No Student Assembly member shall serve in the same officer position on the Undergraduate Student Government for more than two consecutive years.

Article VI – Officer Duties

Section 1 – President

1. Calls and presides over meetings of the Student Assembly and of the Undergraduate Student Government in the absence of the Vice President.
2. Appoints committee chairs and liaison positions, including liaisons to university committees, subject to Undergraduate Student Government approval.
3. Speaks and advocates on behalf of the Student Assembly and the Undergraduate Student Government, and sets a vision for the Undergraduate Student Government.
4. Serves as a voting member of the Ways and Means Committee.
5. Serves as an ex-officio member of the Student Affairs Committee.

Section 2 – Vice President

1. Calls and presides over meetings of the Student Assembly and of the Undergraduate Student Government.
2. Oversees all committee chairs and coordinates committee assignments for representatives.
3. Chairs the Personnel Committee.
4. Serves as the office manager, which includes overseeing office etiquette and training and coordinating supply and technology needs.
5. Serves as a voting member of the Ways and Means Committee.

Section 3 – Treasurer

1. Responsible for the receipt and disbursement of all funds of the Undergraduate Student Government.
2. Keeps records of the financial condition of the Undergraduate Student Government and the Student Assembly.
3. Shall submit a monthly financial report to the Undergraduate Student Government.
4. Prepares annual budgets for the Undergraduate Student Government and the Student Assembly.
5. Chairs the Ways and Means Committee.

Section 4 – Secretary

1. Records and preserves the minutes of all Undergraduate Student Government meetings.
2. Serves as the secretary and a voting member of the Ways and Means Committee.
3. Maintains a record of the actions taken and correspondence received by the Undergraduate Student Government and the Ways and Means Committee.
4. Supervises, plans, and coordinates the Undergraduate Student Government elections.

Article VII – Representative Duties

Section 1 – Advocating & Liaisons

Undergraduate Student Government members should actively seek out issues as well as solutions for consideration by the Undergraduate Student Government. Undergraduate Student Government members may be appointed to official liaison positions by the President of the Undergraduate Student Government to address particular issues that may arise.

Section 2 – Meeting Attendance

Undergraduate Student Government members are required to attend regular and special meetings of the Undergraduate Student Government throughout the school year. Any Undergraduate Student Government member who has a total of two unexcused absences for regular meetings during a semester will be reviewed by the Undergraduate Student Government Personnel Committee.

Section 3 – Office Hours

Undergraduate Student Government members are required to attend three office hours per week. All college representatives and residential representatives shall hold no less than one of these hours in their respective areas of campus. Any Undergraduate Student Government member, who has a total of four missed office hours during the term will be reviewed by the Undergraduate Student Government Personnel Committee.

Section 4 – Committees

Undergraduate Student Government members are required to serve on one committee and attend all committee meetings. Any Undergraduate Student Government member who has a total of three unexcused absences from committee meetings during the term will be reviewed by the Undergraduate Student Government Personnel Committee.

Article VIII – Undergraduate Student Government Meetings

Section 1 – Procedures

1. Two-thirds of the total membership constitutes a quorum. Vacant positions are not considered a part of the total membership.
2. Regular meetings are held weekly throughout the school year unless university holidays coincide with the scheduled meeting. Meetings may be canceled by a unanimous vote of all four Undergraduate Student Government officers.

3. Special meetings may be called by the Undergraduate Student Government President subject to twenty-four hour notice. The purpose of the special meeting must be announced in advance, and no other business may be conducted.
4. The President is required to call a special meeting of the Undergraduate Student Government within forty-eight hours of receiving requests to hold such a meeting from twenty percent of the Undergraduate Student Government representatives. Twenty-four hour notice is required. The purpose of the special meeting must be posted with such notice, and no other business may be conducted.
5. The current edition of Robert's Rules of Order governs all meetings of the Undergraduate Student Government, except when in direct conflict with this constitution or its bylaws.

Section 2 – Parliamentarian

1. The Parliamentarian has the charge of interpreting the constitution and bylaws of the Student Assembly in the event that a dispute arises. If a dispute occurs, the Parliamentarian is to report their recommendation to the Undergraduate Student Government. A review by the Parliamentarian can be requested by any Undergraduate Student Government representative or officer.
2. The Parliamentarian's recommendation shall be considered final; however, the Undergraduate Student Government shall maintain the right to overrule the recommendation of the Parliamentarian by a two-thirds majority vote. The recommendation shall then be referred to the Judiciary Committee for final resolution.
3. The Parliamentarian shall be internally elected by the Undergraduate Student Government and must be a representative of the Undergraduate Student Government.

Section 3 – Authority

1. The Undergraduate Student Government, pending the required approval procedures, has the power to order the disbursement of funds to the Student Assembly, upon the recommendation of the Ways and Means Committee.
2. Protests concerning the constitutionality of acts performed by the Undergraduate Student Government or one of its duly appointed officials may be lodged with the Judiciary Committee.
3. The Undergraduate Student Government has the power to interpret the constitution and bylaws, except as provided for in Article IX, Section 3. Initial charge of this interpretation is given to the Parliamentarian whose recommendation can be overturned by a two-thirds vote of the Undergraduate Student Government.

4. The Undergraduate Student Government has the power to impeach its officers, representatives, or duly appointed officials on the grounds of malfeasance, misfeasance, or nonfeasance.
5. Impeachment proceedings may be opened by a two-thirds vote of the Undergraduate Student Government membership at a regular meeting. Removal from office may then take place by a vote of two-thirds of Undergraduate Student Government representatives not under impeachment consideration.
6. If impeachment charges are brought against more than one Undergraduate Student Government member, then the removal of each must be voted upon separately.
7. The Undergraduate Student Government reserves the right, at any time, to establish standing, issue, and ad-hoc committees as the need arises.

Section 4 – Absences and Vacancies

1. In the event that the Vice-President is absent from an Undergraduate Student Government meeting and the President is absent from an Undergraduate Student Government meeting, the Chair Pro-Tem for that meeting shall be chosen from among the fourth-year class representatives and at-large representatives by a majority vote.
2. If the Secretary is absent, the President, Vice President, or Chair Pro-Tem shall appoint a member of the Undergraduate Student Government to record the minutes.
3. If the President fails to return to school or leaves school during the elected term of office, the Vice President becomes President of the Undergraduate Student Government.
4. If the office of Vice President, Secretary, or Treasurer becomes vacant, the Undergraduate Student Government will internally appoint a replacement by a majority vote of the Undergraduate Student Government. Associate members, representatives, and officers are all eligible for appointment. However, they must have been members of the Undergraduate Student Government for at least 14 weeks in some capacity.

Article IX – Standing Committees

Section 1 – Ways and Means

1. The Ways and Means Committee recommends financial allocations and disbursements to fundable accounts. All actions of this committee must be approved during a regular meeting of the Undergraduate Student Government.
2. This committee is composed of the four officers (President, Vice President, Treasurer, and Secretary) and two additional members elected from the Undergraduate Student Government. The Treasurer shall be chair of this committee.

3. Quorum for Ways and Means meetings shall be defined as two-thirds of committee membership. The Ways and Means Committee shall not take action in the absence of quorum.

Section 2 – Personnel

1. The committee shall meet to conduct a review of an Undergraduate Student Government member under the following conditions:
 - a. The Secretary notifies the Personnel Committee Chair when an Undergraduate Student Government officer or representative has accumulated two unexcused absences from weekly meetings during a semester.
 - b. The Personnel Committee Chair records that an officer or representative has four unexcused office hours, including the additional office hours required by residential representatives and college representatives.
 - c. The Chair of a committee notifies the Personnel Committee Chair of any member who has three unexcused absences from committee meetings during a term.
 - d. Upon receipt of written charges signed by two or more members of the Undergraduate Student Government implicating one or more members of malfeasance, misfeasance, or nonfeasance in office.
2. The committee shall conduct a performance review on all representatives and associate members of the Undergraduate Student Government during the tenth week of the fall semester.
3. If any of the conditions described under Article VII and Article IX, Section 2.1 have been met, the committee will conduct a thorough review of the member's conduct of activities. If the committee determines substance to the charges, a report must be presented to the Undergraduate Student Government at the following Undergraduate Student Government weekly meeting. All Personnel Committee reports regarding matters described in Article IX must begin with a motion to go into closed session.
4. If the committee determines no substance to the charges, a report may be called for by the charged member, the President, or the members who originated the charges should they find the committee's investigation unsatisfactory.
5. In the event that there is substance to the charges, the Personnel Committee's report and suggested actions are subject to the approval by a two-thirds vote of total voting membership. The committee may recommend appropriate sanctions, up to and including removal from office.
6. The committee shall consist of the following members:

- a. The Vice President of the Undergraduate Student Government shall serve as Chair of the Personnel Committee. The Vice President will call and preside over meetings and present committee reports to the Undergraduate Student Government.
 - b. All standing committee chairs, one of whom is internally appointed by the committee to be Vice-Chair. The Vice-Chair shall take the position of Chair in the absence of the Vice President of the Undergraduate Student Government.
 - c. An alternate, who shall serve on the committee should one of its members resign or come under investigation. This alternate shall be appointed by the Undergraduate Student Government President.
7. Members shall serve on the committee until the transition to the new Undergraduate Student Government, occurring during the spring semester, or acceptance of their resignation by a majority vote of the Undergraduate Student Government.

Section 3 – Judiciary

1. The Judiciary Committee has the charge of resolving all election protests and complaints, all constitution and bylaw disputes that are unable to be resolved by the Parliamentarian, and any personnel issues (as described in Article VII) pertaining to officers. Any member of the Undergraduate Student Government or Student Assembly may write a formal complaint to the Judiciary Committee regarding these issues.
2. Judiciary Committee meetings shall be called by the Undergraduate Student Government Parliamentarian. Three-fourths approval must be met for all decisions made by the Judiciary Committee. Quorum consists of all members of the committee.
3. Membership of this committee shall consist of the following members:
 - a. The Undergraduate Student Government Parliamentarian, who shall serve as the chair of the Judiciary Committee.
 - b. The Vice President for Student Affairs and Advancement.
 - c. One Undergraduate Student Government representative internally elected at the beginning of each term by the Undergraduate Student Government. This member must continue to serve on another Undergraduate Student Government committee.
 - d. Two appointed Student Assembly members, subject to the unanimous consent of the above Judiciary Committee members. These two members will be appointed as needed by the Undergraduate Student Government Parliamentarian.

Section 4 – Additional Committees

1. Additional standing committees shall include Student Affairs, Political Affairs, Public Relations, Events, and any other standing committees that are recognized in the bylaws of the Undergraduate Student Government.

2. The purpose and membership of additional standing committees shall be defined by the bylaws of the Undergraduate Student Government. Associate members shall not be considered a member of any additional standing committee for the purpose of membership guidelines in the bylaws.

Article X – Finances of the Student Assembly

Section 1 – Funding Source

The Student Assembly receives funds from the Student Activity Fee through normal budgeting procedures that have been established by Michigan Technological University and the State of Michigan.

Section 2 – Fundable Accounts

Fundable accounts are defined by the Undergraduate Student Government Bylaws and are paid only through the Undergraduate Student Government Treasurer, subject to approval by the Undergraduate Student Government.

Section 3 – Fundable Account Audits

A financial audit of all accounts funded by the Undergraduate Student Government must be made available at the beginning of each fiscal year. The fiscal year is concurrent with the term of office of the Undergraduate Student Government.

Section 4 – Special Audits

A special financial audit of accounts funded by the Undergraduate Student Government must be made available at any time by order of the Undergraduate Student Government.

Article XI – Initiative and Referendum

Section 1 – Laws Proposed by Members

The members of the Student Assembly have the right to propose or reject any revisions of this constitution.

Section 2 – Petition for Initiative or Referendum Vote

The Undergraduate Student Government shall provide an initiative vote or a referendum whenever a petition duly certified by the Michigan Technological University Registrar as containing the signatures of ten percent of the current members of the Student Assembly is presented to it. The election for the initiative or referendum shall be called no later than three weeks after the petition has been presented to the Undergraduate Student Government.

Section 3 – Laws Binding Until Repealed

The rules established in this constitution as well as any bylaws adopted by the Undergraduate Student Government are binding upon the officers and members of the Undergraduate Student Government until repealed or rescinded by a constitutional amendment or by a majority ballot vote of the Student Assembly at a subsequent initiative or referendum meeting, provided that the total ballot cast is not less than fifteen percent of the Student Assembly members, as duly certified by the Registrar.

Article XII – Amendments

Section 1 – Proposal

Amendments to this constitution may be proposed by two-thirds of the Undergraduate Student Government and shall be published in a campus news source at least one week prior to the vote of the Student Assembly. The Undergraduate Student Government shall make all efforts to distribute the amendment language to the Student Assembly in all ways that it believes will be effective.

Section 2 – Ratification

Such amendments will go into effect upon ratification by a two-thirds affirmative vote of the ballot cast at any regular election or special election held for that purpose provided that the total ballots cast are not less than fifteen percent of the Student Assembly's membership; and upon confirmation by the Board of Control of the Michigan Technological University.

Section 3 – Board of Control Policies

The Undergraduate Student Government shall reserve the right to amend this constitution to comply with any changes in Board of Control policy without the approval of the Student Assembly. Such an amendment would be subject to approval by the Michigan Technological University Board of Control.

Article XIII – Student Assembly Meetings

Section 1 – Student Assembly Meetings

Meetings are held when called by the President of the Undergraduate Student Government.

Section 2 – Student Assembly Petition

The President must call a meeting of the Student Assembly upon the receipt of a formal petition containing the signatures of five percent of the members of the Student Assembly. The President must call the meeting for a date within one week of their receipt of the petition, subject to

twenty-four hour notice. The purpose of the meeting shall be posted with such notice and no other business may be conducted at this meeting.

Section 3 – Undergraduate Student Government Request

The President must call a meeting of the Student Assembly at the written request of a majority of the members of the Undergraduate Student Government. The President must call the meeting for a date within one week of their receipt of the petition, subject to twenty-four hour notice. The purpose of the meeting shall be posted with such notice and no other business may be conducted at this meeting.

Article XIV – Ratification

This constitution supersedes the former Student Assembly Constitution and Bylaws and goes into effect immediately upon ratification by a two-thirds vote of the ballot cast at any regular election or special election held for the purpose provided that the total ballots cast are not less than fifteen percent of the Student Assembly's membership, and upon confirmation by the Board of Control of Michigan Technological University.