University of Minnesota Duluth Student Association
Organizational Bylaws

Article I. President

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

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

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

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

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

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

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

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

Section 09 The President shall be an ex-officio non-voting member of congress.

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

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

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

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

Section 14 The President shall appoint members to the Board of Publications Committee.
Article II. Vice President

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

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

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

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

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

Section 06 The Vice President shall assist the President as needed.

Section 07 The Vice President shall be responsible for performing onboarding that occurs outside of Fall or Spring retreat, including member training, document and position review, and conveying any transition binders as applicable.

Section 08 The Vice President shall be a member of the Cabinet and the Executive Board.

Section 09 The Vice President shall be an ex-officio non-voting member of congress.

Article III. Chief Student Life Officer

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

Section 02 Shall chair the Student Life Committee.

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

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

Article IV. Chief Academic Affairs Officer

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

Section 02 Shall chair the Academic Affairs Committee.
Section 03 Shall serve as a representative to all academic units and subdivisions.

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

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

Article V. Chief Financial Officer

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

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

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

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

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

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

Article VI. Chief External Affairs Officer

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

Section 02 Shall chair the External Affairs Committee.

Section 03 Shall be responsible for overseeing all lobbying efforts and administrative functions on behalf of LRC and the External Affairs Committee.

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

B. Shall consult with External Affairs committee and the Vice President in regard to Duluth & St. Louis County Days at the Capitol, Bulldog Lobby Day, Support the U Day and other lobbying efforts.

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

Section 05 Will not hold a presidential position in any other UMD student organization.
Article VII. UMDSA Congress

Section 01 Rules

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

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

C. Opening Session

1. Shall be convened by the President.

2. Elect Chief of Staff so that roll call and minutes can be taken.

3. Shall elect a Speaker and Associate Speaker of Congress.

4. Shall recite the Oath of Office.

D. Vacancies

1. Congress shall attempt to fill every vacancy.

2. Congress shall approve people to fill vacancies by a majority vote.

3. Any nominee running for a position must fulfill the same application process as if they were running in a public election.

4. Applications to fulfill a vacancy must be received at least one (1) week prior to the Congressional nomination.

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

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

G. Congress shall have two (2) weeks to overturn a Presidential veto with a 2/3 vote.

H. Dual-Positions

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

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

I. Any member of congress may hold no more than one (1) vote
Section 02 Duties of Members

A. Speaker of Congress

1. Shall be an ex-officio non-voting member of all Congressional committees.

2. Shall vote in Congress only in the event of a tie.

3. Shall be elected from Congress at the first Congressional Session of the Congressional year.

4. May demand written reports of any committee, Executive Officer, or Presidential appointee.

5. Shall set and send out the UMDSA Congress agenda to members at least 24 hours before Congress.

6. Be responsible for collecting all paper votes taken in Congress. Results of this vote shall be read aloud.

7. Shall report to the President on Congressional matters.

B. Associate Speaker of Congress

1. The Associate Speaker of Congress’s duties shall be fulfilled by a UMDSA member that does not hold a position within the Executive Board and will retain their original position.

2. Shall take on the duties of the chair in the absence of the chair.

3. Shall assist the Speaker in all Congressional matters.

4. Shall be elected during Congress at the first meeting of the year.

5. Shall chair the Committee on Committees.

C. Senators

1. Membership will consist of a number of senators from each collegiate unit as allocated by the Student Senate.

2. Senators shall meet with their respective deans once per month. They shall report this meeting to the Senate Director and Chief Officer of Academic Affairs.

3. The Senators shall sit on their collegiate senate or assembly, if applicable.

4. Each Senator shall sit on the Academic Affairs Committee but may sit on other committees as well.

D. Representatives-at-Large

1. There shall be twelve (12) Representative-at-Large positions in UMDSA.
2. The ratio of Representatives at Large to the number of Senators may be evaluated by Congress and changed once per Congressional year as deemed necessary, by two-thirds majority, by no later than the ninth (9th) week of Spring Semester.

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

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

5. Representatives-at-Large are the primary legislative members of UMDSA. They are tasked with developing resolutions in coordination with members internal or external to represent the students of UMD.

6. Representatives-at-Large report directly to the Speaker of Congress who along with the Associate Speaker will monitor Congressional membership participation, attendance, and assist members in training or answer questions outside of Congress.

E. Graduate Representative

1. The Graduate Representative will be chosen by the UMD Graduate Student Association.

2. One Representative will vote on behalf of the UMD Graduate Student Association.

3. As determined by the Graduate Student Board there will be up to four (4) rotating members who are eligible to rotate as needed and as determined by these members. Only one member will be eligible to vote in Congress, and the voting member for each Congress will be reported to the Speaker of Congress.

4. The Graduate Representative will serve on the Graduate Student Association meeting as their Governance Committee.

5. The Graduate Representative will serve on the UMDSA Academic Affairs Committee.

6. Mandatory SA events do not include this position overall, unless specially decided between the Speaker of Congress and Graduate Student Board. The Graduate Representative is still welcome to any events they are able to attend.

7. Will serve as the official voice for UMD Graduate students.

F. Freshman Representatives

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

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

3. There shall be six (6) Freshman Representatives.
4. Shall serve as the voice of the Freshman class.

G. Student Representative to the Board of Regents

1. Shall report directly to the UMDSA President.

2. Shall serve as a liaison to External Affairs.

3. Shall choose and declare an alternate.

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

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

6. Shall follow all Regents policies.

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

Article VIII. Congressional Committees

Section 01 General Rules

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

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

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

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

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

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

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

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

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

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

Section 02 Academic Affairs Committee
A. Shall be chaired by the Chief Academic Affairs Officer.

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

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

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

**Section 03 Student Organization Grants (SOG) Committee**

A. Shall be chaired by the Chief Financial Officer.

B. There shall be four (4) members on this committee as follows: Chief Financial Officer, and three (3) additional Congressional members.

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

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

E. All request will comply with the Student Service Fees (SSF) guidelines are approved by the Board of Regents.

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

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

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

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

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

**Section 04 External Affairs Committee**

A. Shall be chaired by the Chief External Affairs Officer.
B. There shall be at least five (5) members on this committee.

C. Members shall be responsible for assisting the Chief External Affairs Officer in their duties.

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

Section 05 Committee on Committees

A. The Committee on Committees (CoC) shall consist of the following: The Associate Speaker of Congress and the Vice Chairs of Academic Affairs, External Affairs, Public Relations, Rules & Elections, Senatorial Director or delegate from Senators, and Student Life Committees. The Speaker of Congress shall be a non-voting member of this committee.

B. Shall be chaired by the Associate Speaker of Congress.

C. The Associate Speaker of Congress shall make this committee’s reports to Congress.

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

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

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

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

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

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

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

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

H. Shall meet as needed or by the discretion of the Speaker of Congress.

Section 06 Executive Board

A. Shall be chaired by the UMDSA President.
B. Voting membership shall consist of the Student Representative to the Board of Regents, and the Vice President, Chief Academic Affairs Officer, Chief Financial Officer, Chief External Affairs Officer and Chief Student Life Officer.

C. The Speaker of Congress and Chief of Staff shall be non-voting members of this committee.

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

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

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

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

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

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

Section 07 Cabinet

A. Shall be chaired by the UMDSA President

B. Voting membership shall consist of the UMDSA Vice President, Student Representative to the Board of Regents, the Chief Academic Affairs Officer, Chief Financial Officer, Chief External Affairs Officer and Chief Student Life Officer, and Directors of: Bulldog Taxi, Public Relations, Rules & Elections and Senate, the Chief of Staff, Sustainability and the Systems Administrator.

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

D. Shall advise the UMDSA President on all necessary matters.

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

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

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

H. Shall meet at the discretion of the UMDSA President or Vice President.

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

Section 08 Public Relations Committee

A. Shall be chaired by the Public Relations Director.
B. There shall be at least six (6) members on this committee.

C. Shall advertise UMDSA events, meetings, and projects.

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

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

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

Section 09 Rules & Elections Committee

A. Shall be chaired by the Rules & Elections Director.

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

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

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

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

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

1. The President or Vice President shall nominate a replacement from Congress for each member stepping down as a result of Section 9, sub-section F.

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

H. This committee shall review and recommend changes to the elections bylaws prior to the applications being available at spring elections.

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

Section 10 Student Life Committee

A. Shall be chaired by the Chief Student Life Officer.

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

C. Shall be responsible for oversight and response to non-academic student issues.
D. This committee shall meet at least (7) seven times per semester.

Section 11 Bulldog Lyft Committee

A. Shall be chaired by the Bulldog Lyft director

B. Shall be at least three (3) members

C. Shall be responsible for precise data collection of rides

D. Shall be responsible for promoting the program

Section 12 Committee for Sustainability

A. Shall be chaired by the Sustainability Director.

B. Shall consist of at least 3 Congressional members.

C. Shall consist of up to 6 additional members appointed by the Sustainability Director.

D. Shall conduct sustainability focused activities, research, and forward the UMD Strategic Plan Core Value of Sustainability.

Article IX. Cabinet Members

Section 01 General Rules

A. The President and Vice President shall submit initial recommendations on all cabinet members, to be approved by Congress by a simple majority vote at the first Congressional meeting of the year.

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

2. The Executive Board has the choice to submit director's recommendations in individual or group resolutions. Recommendations for contested positions can be presented separate from uncontested positions.

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

Section 02 The Public Relations Director

A. Shall chair the Public Relations Committee.

B. Shall be responsible for official UMDSA public relations.

1. Shall be responsible for social media accounts and passwords

C. Shall be responsible for advertising UMDSA events.
D. Shall be responsible for organizing marketing and advertising for UMDSA Fall and Spring Elections.

**Section 03 Senate Director**

A. Shall serve on the Student Senate Consultative Committee.

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

C. Shall chair the Senatorial Coordination Committee.

D. Shall serve on the Academic Affairs Committee.

**Section 04 Bulldog Lyft Director**

A. Shall be responsible for managing the Bulldog Lyft Program.

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

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

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

**Section 05 Rules & Elections Director**

A. Shall chair the Rules & Elections Committee.

B. Shall be responsible for overseeing fall and spring elections.

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

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

E. Shall continuously update the Constitution and Bylaws when necessary

**Section 06 Diversity and Inclusion Director**

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

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

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

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

**Section 07 Chief of Staff**
A. Shall do UMDSA typing, filing, copying, and be responsible for common office areas, office calendar, and the distribution of materials to all UMDSA members.

B. Shall perform the following Congressional Duties

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

2. Take and prepare the Cabinet and Executive Board minutes.

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

4. Shall report any Congressional attendance violations to the Speaker of Congress.

5. Shall report any Executive or Cabinet level attendance violations to the Vice President and President.

C. Shall prepare UMDSA correspondence as requested.

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

E. Shall keep the status of current UMDSA legislation.

F. Shall keep the Policy Binder and Forms Binder current.

**Section 08 Systems Administrator**

A. Shall be responsible for maintaining the UMDSA website.

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

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

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

**Section 09 Director of Sustainability**

A. Shall represent the interests of the student body on matters of sustainability within UMDSA, within UMD Governance, and to the administration.

B. Shall be a liaison to the Office of Sustainability and regularly communicate with the Director of Sustainability by bringing issues from the student body to the Office of Sustainability, and keeping students informed of the Office of Sustainability’s efforts.

C. Shall sit on the Student Life Committee, and if possible, will sit on the Facilities Governance Committee. May also serve on additional committees and/or join meetings as appropriate.
D. Will support the UMD Strategic Plan’s Core Value of *Sustainability*: “We balance current environmental, economic, and social needs with those of future generations”.

**Article X. UMDSA Programs**

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

**Section 02** All UMDSA Programs:

A. Shall have all initiatives approved by UMDSA Congress.

B. May have an academic advisor.

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

**Section 03** UMDSA Programs include:

A. Bulldog Lyft

B. Legislative Relations Committee

**Section 04 Bulldog Taxi Program**

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

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

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

**Section 05 Legislative Relations Committee**

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

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

B. Membership

1. Chief External Affairs Officer

2. Student Legislative Advocates

C. Student Legislative Advocates

1. Must be appointed to the Legislative Relations Committee by the Chief External Affairs Officer.
2. Term shall be fall and spring semesters.

3. Shall be the official student lobbying group for UMD.

**Article XI. Student Representative to the Board of Regents**

**Section 01 Selection Process**

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

B. The SRSC membership shall consist of:
   1. The current Student Representative to the Board of Regents shall serve as the chair of the committee.
   2. The Student Association President
   3. Chief Student Life Officer
   4. Chief Academic Affairs Officer
   5. Chief External Affairs Officer
   6. Two (2) Senators and two (2) Representatives at Large, appointed by the Committee on Committees.

C. Conflicts of interest.
   1. Any member of SRSC that is running for Student Representative to the Board of Regents shall step down from SRSC and a replacement will be drawn from congress and approved by the Committee on Committees.
   2. In the event that the Student Representative to Regents is running again, the Student Association President shall chair the committee.

D. The Application Process
   1. The application deadline shall be the same as that of the President position.

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

F. The incoming Student Representative to the Board of Regents shall be responsible for the appointment of their alternate. This committee will be reformed for every position that requires a special selection committee and will meet only as necessary until a candidate is selected.
Section 02 This selection will be presented to Congress for approval before the May meeting of the Board of Regents.

Article XII. UMDSA Activities

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

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

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

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

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

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

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

A. Late Night Library (Academic Affairs)

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

C. Chancellor’s Breakfast (President and Chief of Staff)

D. Fall Elections (Rules & Elections and Public Relations)

E. Bulldog Welcome Week (President and Student Life)

F. Campus/Community Service Activity (Public Relations)

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

H. Student Organization Grants (SOGC)

I. Support the U Day (External Affairs and LRC)

J. Night Walk (External Affairs)

K. Open House (Public Relations)

L. UMDSA Spring Retreat (President-Elect and Student Life)
M. Fall Retreat (President and Rules & Elections)

N. Spring Elections (Rules & Elections and Public Relations)

O. Life After the Dorms (External Affairs)

P. Presidential and Vice-Presidential Debate (Rules & Elections)

1. In the event of uncontested Presidential and Vice-Presidential positions, a public forum is necessary, still hosted by Rules and Elections.

Q. Out Cold (Student Life and Public Relations)

R. LRC Trainings (External Affairs and LRC)

S. Bulldog Lobby Day (External Affairs and LRC)

T. Community Cleanup (Student Life)

U. MC/SA Mixer (Diversity and Inclusion)

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

A. Contact information and resource material

B. Correspondences pertaining to the event

C. Financial records of the event

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

E. Prior Promotional materials

F. Reason for the event

G. Steps to accomplishing the event

Article XIII. Procedures and Policies

Section 01 Attendance

A. Members of Congress are allotted a total of three (3) unexcused absences from Congressional meetings and their assigned campus, senate, and SA committees, as well as mandatory events within the course of each semester.
B. After three (3) unexcused absences from UMDSA, Campus, Senate committee meetings, or mandatory events, the violating member may be dismissed from their committees at the discretion of the Committee on Committees.

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

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

E. The Speaker of Congress reserves the right to forward Congressional members to CoC for attendance violations. The Speaker and Associate Speaker shall review Congressional member absences.

Section 02 Document Form

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

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

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

D. Any Constitutional or Bylaw amendments must be in a strikeout format, where a clear modifier represents new language and strikeout represents removed language. Examples of this are blue or red text, or italics.

Section 03 Document Handling

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

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

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

Section 04 Quorum

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

B. Quorum to conduct constitutional and bylaw votes shall be two-thirds (2/3) of all UMDSA voting members

Section 05 Reports
A. The Speaker of Congress or UMDSA President may ask any member to submit a report to Congress.

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

Section 06 Special Sessions

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

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

C. Agenda must be made available when notice is given.

D. Must have a quorum as defined above.

E. Does not count toward attendance policy.

Section 07 Mandatory Events

A. May be called only by the President or the Vice President.

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

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

C. May be counted towards the attendance policy.

Section 08 Transition

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

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

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

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

Section 09 UMDSA Membership Privileges

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

1. A Mailbox in the UMDSA Office

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

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

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

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

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

3. Request a long-distance code.

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

**Section 10 Rules & Elections decisions**

A. Decisions will be recorded in the following format

1. Statement of issue

2. Decision with justification

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

**Section 11 Rules for the Suspension of the Bylaws**

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

**B.** Suspension of the bylaws requires a voted consent of two-thirds (2/3) of quorum.

**Article XIV. Public Elections Procedure**

**Section 01 Application Procedure**

A. General

1. Fall elections will be held during the fourth week of fall semester and spring elections no later than the end of the 11th week of spring semester as best that the academic calendar allows.

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

3. Candidates shall hold and maintain a good academic standing, as defined by the University policies
4. Candidates shall complete an application and a valid signature petition for Senatorial and Representative positions, while President and Vice President candidates must complete one public forum prior to the election date to be placed on the ballot. If the application is deemed incomplete and/or the petition is deemed invalid by the Rules & Elections Committee, that candidate shall not be placed on the ballot.

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

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

7. The Registration Form shall consist of Name, University Email, Current Phone, Major, Minor, Year in School and Collegiate Unit of candidate and any other relevant information requested by the Director of Rules and Elections.

8. Petitions and application forms must be made available at least three (3) weeks prior to the elections.

9. Every candidate must submit application forms prior to the application closing deadline. All positions requiring petitions must submit all application materials at least one (1) week prior to the first day of the election.

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

11. Every Presidential and Vice-Presidential candidate will hold a minimum of one public forum in either the debate form defined within these bylaws or as a town hall hosted by the UMDSA Rules and Elections Committee. Upon completing this public forum, the candidates will be eligible to be placed on the ballot. Failure to complete this requirement at least two days prior to the first day of the election will result in disqualification. A President and their Vice President running mate shall participate in this event together.

B Petitions

1. Senatorial petitions require fifty (50) signatures, Representative-at-Large petitions require twenty-five (25) signatures. Freshman Representatives petitions shall require twenty-five (25) signatures.

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

Section 02 Ballot Appearance

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

B. Ballots for fall elections must have sections as follows: (1) Freshman Representatives, (2) Referendums, as necessary.

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

D. The Senate election must adhere to University Senate application procedures.
Section 03 Campaign Regulations

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 04 Debate

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

1. All Presidential and Vice-Presidential candidates are required to participate in a debate if the election is competitive.

2. If there is a non-competitive Presidential and Vice-Presidential election, the candidates must hold a public forum hosted by the UMDSA Rules and Elections Committee. The format of this public forum will be determined by the Director of Rules and Elections and should be comparable to the debate format.
B. Debate candidates shall be the Presidential and Vice-Presidential candidates appearing on the final spring ballot.

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

**Section 05 Write-In Candidates**

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

B. Presidential write-in candidates shall provide a valid signature petition containing one-hundred (100) signatures from current UMD students and their ID number.

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

**Section 06 Violation Procedures**

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

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

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

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

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

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

**Section 07 Appeals Process**

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

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

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

**Section 08 Election Procedures**
A. Two Congressional members will staff at least one (1) UMDSA sponsored election table during the election from 9:00 a.m. until 3:00 p.m.

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

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

D. Results shall be kept indefinitely.

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

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

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

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

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

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

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

Article XV. Stipends

Section 01 Positions with stipends include the following: President, Vice President, Chief Academic Affairs Officer, Chief Student Life Officer, Chief Financial Officer, Chief External Affairs Officer, Speaker of Congress, Representative to the Board of Regents, Public Relations Director, Chief of Staff, Senate Director, Systems Administrator, Rules & Elections Director, Bulldog Taxi Director, and the Diversity and Inclusion Director.

Section 02 All stipends shall be calculated on a weekly basis and paid on a schedule determined by the Chief Financial Officer and reviewed by the Vice President.

Section 03 All stipend amounts shall be in accordance to the UMDSA Stipend Tier System upon approval of UMDSA Congress.
**Section 04** All stipend amount changes must be approved by UMDSA Congress before the year’s Student Service Fee Request is submitted.

**Section 05** Stipend accountability

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

1. The President may submit any Executive member to CoC to review the removal of a stipend.

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

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

D. Stipends shall be prepared in accordance with statements of work prepared by the Chief Financial Officer.

**Article XVI. Budget**

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

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

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

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

**Section 04 Fiscal Year**

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

**Section 05** Student Association will only have one operational budget.

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

**Section 07 Budget Procedure**
A. The Chief Financial Officer, with directions from the President and consultation of recommendations/requests from executive members, shall prepare the yearly operational budget based on past financial records.

B. Congress will debate, amend and vote on the proposed budget. Prior to presentation of the budget the Chief Financial Officer must provide background information in UMDSA budgeting policy and procedures.

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

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

1. Any purchases made before approval of the budget must be approved by the President and Chief Financial Officer.

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

Section 08 Student Service Fee (SSF) Presentation

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

B. The President and Chief Financial Officer will decide upon the annual fee request amount.

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

D. All responses to the committee will be signed by the President and Chief Financial Officer.

Section 09 Monthly Budget Report

A. The Chief Financial Officer shall make a monthly report to the Cabinet as to the current status of the budget.

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

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

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

Section 10 Budget Availability

A. A copy of the current budget and spending will be made available in the office during both fall and spring semester.
B. Any SSF fee-paying student may request a copy of the budget, current and past spending, or any other financial documents. Account number may be withheld.

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

D. The Chief Financial Officer shall inform budgeted committees on a regular basis and upon request.

Section 11 Spending

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

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

C. The list of approved persons may be modified throughout the year by the Vice President and the Chief Financial Officer. The President will be notified of these decisions. List amendments must be approved by majority vote of Congress.

D. All Expenditures must be submitted to the Chief Financial Officer.

Article XVII. Amendments

Section 01 These bylaws may be amended through a two-thirds (2/3) vote of all UMDSA voting members.

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

Section 03 Amendments must be tabled for one session.

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

Updated February 21st, 2020