

**BYLAWS OF THE UNDERGRADUATE  
STUDENT GOVERNMENT OF THE  
UNIVERSITY OF CONNECTICUT**

*(Revised December 2<sup>nd</sup>, 2020)*

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# **CHAPTER ONE: GENERAL**

## BYLAW I – Membership

1. Responsibilities of the President, the Vice President, the Comptroller the Chief Diversity Officer, Advocacy Directors, and Senators:
  - a. To establish and maintain frequent contact with their constituent populations.
  - b. To make known and describe to their constituents any Undergraduate Student Government positions open to all students.
  - c. To attend all meetings of the Student Senate and shall not be absent and unexcused from more than two meetings per semester. Excused absences from Student Senate meetings may be granted at the discretion of the Speaker.
2. Responsibilities of Senators
  - a. Serve as a point of contact between their constituents and the Undergraduate Student Government.
  - b. Serve on at least one Primary Senate Committee.
  - c. Hold one scheduled office hour per week in a place approved by the Office of the Speaker. During this hour, senators shall make themselves available to talk to students, answer questions, and perform any other duties that pertain to USG.
  - d. The Office of the Speaker of the Senate shall make committee and office hour assignments by the end of the second week of each semester, or by the second week after they are sworn into office.
3. Responsibilities of the President, Vice President, Comptroller, and Chief Diversity Officer
  - a. Spend at least three hours per week in the Undergraduate Student Government office. During these hours be available to their constituents and should spend their time dealing with affairs pertinent to the Undergraduate Student Government. These hours must be spread out over at least two days per week. Internal meetings may not be counted toward this total.
  - b. Post their regularly scheduled office hours to the USG website.
4. Responsibilities of Primary Committee Advocacy Directors
  - a. Advocate on behalf of the Undergraduate student population.
  - b. Act as the Chief Advisor to the Student Body President on matters their committee addresses.
  - c. Develop relationships with any university departments responsible for affecting the lives of students and act as a liaison to these departments when necessary.
  - d. Coordinate events and conduct research in order to identify where student action may be required.
  - e. Keep attendance for their respective committees and to communicate to the Parliamentarian whether Senators are fulfilling their duties.
  - f. Retain their positions and all powers associated with those positions until a new Committee Advocacy Directors are nominated and confirmed.
  - g. Nominate and supervise Deputy Directors and/or Advocacy Coordinators to assist them in the fulfillment of their duties should they determine there is a need for one.
5. Freedom of Speech
  - a. No member of the Undergraduate Student Government shall be punished, censured, censored, or stripped of their position for exercising their constitutionally guaranteed right to freedom of speech
6. Conduct of all USG Members
  - a. All members shall seek to avoid conflicts of interests and be held to high standards of impartiality when it comes to decisions involving the financial involvement of USG.
  - b. All members are required to complete all of the responsibilities of their position as laid out by the Governing Documents or the respective document(s) that give the position its purpose. Neglect of duties shall be strictly prohibited.

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- c. Abuse or misuse of power, perpetrated by any member of USG in their position, for personal benefit or malicious intent, shall be strictly prohibited.
  - i. "Bias based on all races, ethnicities, sexual orientations, gender identities, abilities, religions, spiritualities, nationalities, and socioeconomic statuses and all other identities shall be strictly prohibited."
- d. All members shall strive to uphold and abide by the Student Bill of Rights. Should any member of the Undergraduate Student Government witness a Bias Related Incident they are required to report the incident to the Chief Diversity Officer
- e. All elected, appointed, and confirmed members shall be required to undergo sexual harassment training and Diversity/Inclusion training from an appropriate university entity within four weeks of the fall elections.

## BYLAW II – Vacancies

1. In the event of a vacancy for any reason, the positions described in this Bylaw may be used to ensure that the day to day operations of the Undergraduate Student Government shall experience minimal disruption, until the procedures of Article VIII of the Constitution can be implemented.
2. Any Interim, Acting, or otherwise temporary position described in this Bylaw shall only have the powers explicitly stated within this Bylaw.
3. Any person serving in an Interim, Acting, or otherwise temporary position described in this Bylaw shall be eligible for the compensation that position would regularly receive under the Compensation Chapter of the Bylaws.
4. Acting Comptroller
  - a. The President shall nominate, and the Senate shall confirm an Acting Comptroller by a  $\frac{2}{3}$  majority.
  - b. The Acting Comptroller shall be responsible for communicating with Tier-II organizations regarding financial, monetary matters in consultation with the Funding Student Staff Supervisor, and fulfilling any duties set out in the Funding Student Staff and Student Organization Funding Policies.
  - c. The Acting Comptroller shall have signature power over all student government accounts.
  - d. The Acting Comptroller shall be responsible for a final report to the Senate.
  - e. The Acting Comptroller will remain in office following the election of an Elected Comptroller, until the Elected Comptroller has met the requirements of a Treasurer as set by the Department of Student Activities.
    - i. The full time Administrative Coordinator shall be responsible for verification of these requirements.
5. Acting Advocacy Director
  - a. The President Shall appoint by Executive Order an Acting Advocacy Director. The appointment is subject to Veto by the Student Senate.
  - b. The Acting Advocacy Director Shall have all the Powers and responsibilities described by the Governing Documents with the following exceptions:
    - i. The Acting Director may not exercise any of the appointment powers described in the Tenure Policy Bylaw.
  - c. The Acting Director shall remain in office for no longer than 8 weeks or until the Student Senate confirms a regular director.
6. Acting Chief Diversity Officer
  - a. In the event of a vacancy in the office of Chief Diversity Officer, the Vice President shall be Acting Chief Diversity Officer.
  - b. The Acting Chief Diversity Officer may exercise all powers and responsibilities as listed in the Bylaws and the Constitution, except that the Acting Chief Diversity Officer may not appoint members to or dismiss members from the Diversity and Outreach Commission.

## BYLAW III – Oath of Office

1. The Oath of Office shall be administered to each member at the member's first meeting of the Student Senate.
2. The Oath for Senators shall read:
  - a. I, (state your name), do solemnly promise to uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. I promise that I shall consistently and faithfully earn the vote of the constituents whom I have been elected to serve and represent. Finally, I shall maintain a vigilant eye on the welfare of the entire student government, that we may all diligently work together to successfully advocate for, represent, and serve the entire student body
3. The Oath for the President shall read:
  - a. I, (state your name), do solemnly promise to uphold and defend the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As President, I promise to execute all duties and responsibilities vested in me and shall faithfully champion the general interests and concerns of the student body, by whom I have been granted this authority.
4. The Oath for the Vice President shall read:
  - a. I, (state your name), do solemnly promise to uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Vice President, I promise to execute all duties and responsibilities vested in me and shall work diligently to ensure the successful and efficient operation of the administration to which I have been elected.
5. The Oath for the Comptroller shall read:
  - a. I, (state your name), do solemnly promise to uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Comptroller, I promise to execute all duties and responsibilities vested in me and shall work diligently to make ethically sound financial decisions to the very best of my abilities.
6. The Oath for the Chief Diversity Officer shall read:
  - a. I, (state your name), do solemnly promise to uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Chief Diversity Officer, I promise to execute all duties and responsibilities vested in me and shall work diligently to assure diversity within our organization and promote equality to all voices of all backgrounds and identities to the very best of my abilities.
7. The Oath for the Justices shall read:
  - a. I, (state your name), do solemnly promise to uphold the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As Justice, I promise to execute all duties and responsibilities vested in me and shall wisely and cautiously adjudicate any and all matters that challenge the ethical and lawful foundation on which our government is based.
8. The Oath for Committee Chairs shall read:
  - a. I, (state your name), do solemnly promise to uphold and defend the Constitution, Bylaws, and Rules of the Undergraduate Student Government at the University of Connecticut in Storrs. As an executive member, I promise to execute all duties and responsibilities vested in me and shall faithfully champion the general interests and concerns of the student body.
9. The Oath of Office may be read on an individual basis should there not be a large number of members required to take the Oath of Office in order to expedite business at the Chief Justice's discretion. If the Oath is taken in such a manner a representative from the Legislative and a separate representative from the Executive are required to be present.

# **CHAPTER TWO: THE LEGISLATIVE BRANCH**

## BYLAW IV – Student Senate Committees

1. There shall be two types of Senate Committees: Primary and Secondary. Only Primary Committees will be considered Standing.
2. The Academic Affairs, External Affairs, Student Development, and Student Services committees shall be considered Primary Committees
  - a. The Academic Affairs Committee shall forge connections with university academic organizations as well as assist in the formation and oversight of undergraduate student academic organizations associated with each school and college.
  - b. The External Affairs Committee shall have jurisdiction over issues outside the University campus, including all local, state, and national matters.
  - c. The Student Development Committee shall have jurisdiction over the cultivation of a positive culture on campus, diversity and inclusion, social education, and promoting a sense of campus pride.
  - d. The Student Services Committee shall have jurisdiction over issues relating to the needs of the undergraduate population as they pertain to appropriate services and support to excel at the university.
  - e. Quorum for all Primary Committees shall be set at 4.
  - f. All undergraduate fee-paying students shall have voting rights in all Primary Committees.
3. The Internal Affairs, Nominations, and Recess Committees shall be considered Secondary Committees.
  - a. The Internal Affairs Committee shall be Chaired by the Deputy Speaker and shall consider budgets, bills, and resolutions that pertain to the internal functioning of USG and retain the power to sponsor and forward legislation to the Senate.
  - b. The Nomination Committee shall be responsible for accepting applications for vacant positions in the Judiciary and then nominating individuals to those positions.
    - i. This committee shall consist of between three to five voting members and a Chairperson, two of these members must be Senators. The Chief Justice may serve as chair in a nonvoting capacity. All other members must be nominated by the Student Body President and confirmed by the Student Senate.
    - ii. It is not permitted for any person seeking appointment to a Judiciary position to also sit on the Nomination Committee at the time of their Nomination.
4. Standing Rules shall be used to outline the operating procedures of a Committee. Such Rules are subject to approval by the Senate. The following, if not already defined, must be defined in Committee Standing Rules:
  - a. Membership of the Committee, including voting and/or speaking rights.
  - b. Deputy Director responsibilities, which will include acting as a Secondary leader of the Committee and service on the Public Relations Team.
  - c. Assistant Director responsibilities, which may include leading task forces which shall not exceed the scope of the committee.
5. At the beginning of each semester, each Primary committee shall design and coordinate a semesterly advocacy agenda which shall be presented to the Senate for approval.

## BYLAW V – Composition of the Student Senate

1. Ex-Officio Senators and Representatives
  - a. The following organizations shall be represented by an undergraduate Student of their choosing:
    - i. African American Cultural Center (AACC)
    - ii. Asian American Cultural Center (AsACC)
    - iii. Native American Cultural Program (NACP)
    - iv. Puerto Rican/Latin American Cultural Center (PRLACC)
    - v. Rainbow Center
    - vi. Women's Center
    - vii. Veterans Affairs and Military Programs
    - viii. Diversability
    - ix. UConn Public Interest Research Group (UConnPIRG)
    - x. Interfraternity Council (IFC)
    - xi. Panhellenic Council
    - xii. National Panhellenic Council
    - xiii. Intercultural Greek Council
    - xiv. ISSS Student Advisory Board
    - xv. Student Athletic Advisory Committee
  - b. Whenever an organization wishes to fill their Senate seat, they shall notify the Student Body President, Speaker of the Senate, and Chief Justice of Undergraduate Student Government.
    - i. If the official who holds the seat wishes to delegate their vote to someone else, they shall detail that in their notification.
  - c. Ex-Officio Senators shall be confirmed by a 2/3rds majority vote of the Senate and have all the rights, responsibilities, and powers of an elected Senator.
  - d. The Speaker of the Senate shall consult on a yearly basis with the memberships of these organizations in regard to the selection process of Ex-Officio seats.
2. Multicultural and Diversity Senators
  - a. For those who feel that any population is underrepresented there shall be 7 at-large seats.
3. Academic Senators
  - a. Each of the following shall be considered a division in and of itself: Academic Center for Exploratory Students, Agriculture (School and College separately), Business, Education, Engineering, Fine Arts, Liberal Arts & Sciences, Nursing, and Pharmacy.
4. Residential Senators
  - a. Each of the following shall be considered a residential area: Alumni, Busby Suites, Charter Oak Apartments, Commuter (off-campus residence), East Campus, Hilltop Apartments, Hilltop Halls, Husky Village, Garrigus, Mansfield Apartments, McMahan, North, Northwest, Northwood Apartments, South Campus, Buckley & Shippee, Towers, West Campus, and Werth Tower.
5. Election districts shall be reapportioned each year prior to the holding of the fall elections.

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Min Percentage	Max Percentage	Percentage Difference	Number of Senators Assigned
0.0%	1.5%	1.5	1
1.5%	4.0%	2.5	2
4.0%	7.5%	3.5	3
7.5%	12.0%	4.5	4
12.0%	17.5%	5.5	5
17.5%	24.0%	6.5	6
24.0%	31.5%	7.5	7
31.5%	40.0%	8.5	8
40.0%	49.5%	9.5	9
49.5%	--	--	10

## BYLAW VI – Office of the Speaker

1. The Office of the Speaker shall consist of the Speaker of the Student Senate and the positions described in this bylaw. The term of these positions shall terminate upon their resignation, removal from office, dismissal by the Speaker, or termination of the Speaker's term.
  - a. The Speaker shall reserve the power to create volunteer positions.
  - b. Dismissal by the Speaker must be reported to the Student Senate.
2. Parliamentarian of the Student Senate
  - a. The Parliamentarian will ensure senators' compliance with the organization's Governing Documents by monitoring attendance of Office Hours, Committees, and meetings of the Student Senate.
  - b. The Parliamentarian shall recommend punitive measures against Senators who have violated their responsibilities.
  - c. Such recommendations will include the name of the senator, their offense, and the recommended punitive measure.
  - d. The Parliamentarian shall be responsible for maintaining a productive and welcoming atmosphere within the Student Senate.
  - e. The Parliamentarian shall be the Student Senate's public relations liaison and is responsible for working to make available information regarding the Student Senate to Constituents.
3. Deputy Speaker
  - a. The Deputy Speaker shall serve to assist in fulfilling the duties and exercising the powers of Speaker of the Student Senate.
  - b. The Deputy Speaker shall chair the Internal Affairs Committee and be a reference for all governing documents and budgets.
4. Powers and Responsibilities of the Office of the Speaker
  - a. The Office of the Speaker shall assist Senators and Representatives in formulating their ideas into legislation.
  - b. The Office of the Speaker shall ensure that all Senators are properly trained and informed.
  - c. The Office of the Speaker shall be responsible for creating guidelines to bring before the Student Senate that shall outline expectations and standards not specified within the Constitution and Bylaws.
  - d. Upon receiving recommendations from the Parliamentarian on punitive measures, the Office of the Speaker may enact such measures by a 2/3rds majority vote of all members.
    - i. In the event that punitive measures are enacted, they shall be announced to the Student Senate at its next meeting by the Speaker of the Student Senate.
    - ii. The Student Senate shall have the ability to overturn the decision to remove a senator with a 2/3rds majority vote.
    - iii. In the case the Speaker is indisposed or elects to yield the Chair of the Student Senate, the Speaker shall maintain a clear line of succession.
  - e. The Office Of the Speaker shall ensure legislation passed by the Student Senate is enacted, and in the case of Statements of Positions will follow up with the authors to ensure the spirit of the legislation is preserved.
  - f. The Office of the Speaker shall be responsible for assisting Senators with advocacy.

## BYLAW VII – Legislation

1. The Legislation of the Senate of the Undergraduate Student Government shall outline the actions and positions of the Undergraduate Student Government
2. Legislation passed by the Senate and shall be submitted to the President of the Student Body. Which once enacted, shall be enforced, and carried out by the executive branch of the Undergraduate Student Government.
3. All Legislation shall require two sponsors, who shall be Senators or Elected representatives of the Student Body, and shall be forwarded by a Committee, or the Governing Board.
  - a. The Speaker of the Senate may waive this requirement for Legislation that is deemed time sensitive.
4. The date of passage, author(s), and sponsors shall be recorded on all Legislation.
5. All Legislation that addresses the University administration shall be reported to the office of the University affected by the legislation within seventy-two hours of passage.
6. Changes to Existing Policy
  - a. The Senate may, by two-thirds majority, vote to repeal any Legislation previously enacted.
  - b. The Undergraduate Student Government must make proposed, major changes to Funding Policies available to the Student Body no later than two weeks prior to their consideration by the Senate and host a Town Hall at least one academic week preceding the intended Senate proposal of the changes.

# **CHAPTER THREE: THE EXECUTIVE BRANCH**

## BYLAW VIII – Composition of the Executive Branch

1. The Office of the President
  - a. The positions outlined in this section, and the President, shall be considered members of the Office of the President.
  - b. The President shall reserve the power to create volunteer positions.
  - c. The Chief of Staff shall assist the President in the discharge of their powers and fulfillment of their duties and may supervise any Presidential appointee.
  - d. The Public Relations Director shall have authority over all public communications of the organization including but not limited to the website, social media, press releases, and supervise Public Relations Team.
    - i. The Public Relations Team shall retain at least one Graphic Designer and a Multimedia Specialist to handle the creation of promotional, educational, and other materials.
2. The Office of the Comptroller
  - a. The positions outlined in this section, and the Comptroller, shall be considered members of the Office of the Comptroller.
  - b. The Fiscal Manager shall serve to assist the Comptroller in fiscal matters that may include Tier-II Funding and budgeting.
  - c. The Inventory Specialist shall assist in the cataloging, maintaining, and upkeep of internal and external inventory.
3. The Office of the Vice President
  - a. The positions outlined in this section, and the Vice President, shall be considered members of the Office of the Vice President.
  - b. The Administrative Director shall oversee and assist in coordinating logistical matters of Student Government events, programs, and initiatives, and shall have jurisdiction in creating, draft contracts, memorandums of understanding and other agreements, partnerships, and collaborations. The Administrative Director shall assist the Vice President in the discharge of their powers and fulfillment of their duties and may supervise any Vice Presidential appointee.
  - c. The Funding Supervisor shall supervise the Funding Staff and shall regularly appraise the Comptroller, Vice President, and Student Senate of any noteworthy matters.
  - d. The Student Organization Center Supervisor shall supervise the Student Organization Center Staff and shall regularly appraise the Comptroller, Vice President, and Student Senate of any noteworthy matters.
4. The Funding Staff
  - a. The Funding Staff shall disburse funds to undergraduate student groups in accordance with all laws and/or policies.
  - b. The Funding Staff will hold a weekly funding meeting during academic semesters to vote on funding requests and maintain a transparent funding process for student groups.
5. Student Organization Center (SOC) Staff
  - a. The SOC Staff shall be charged with creating and maintaining records of the Undergraduate Student Government.
  - b. The SOC Staff shall support undergraduate student groups in accordance with any resources made available by the Undergraduate Student Government.

## BYLAW IX – Financial Procedure

1. All dispersals of USG funds shall require an Appropriation, a Disbursement, and an Authorization.
  - a. Appropriation: The creation of a line item for which funds may be used. This must include a dollar amount, description of intended use of funds, and an entity responsible for approving the funds.
  - b. Disbursement: An action taken by a USG entity indicating the will of that entity to use allocated funds. This must include a dollar amount less than or equal to the respective appropriation.
    - i. Disbursement of expenditures post-purchase is prohibited unless otherwise noted.
  - c. Authorization: The signature of the President and the Comptroller or their designees.
2. The Comptroller shall be responsible for proposing both preliminary and final budgets for each fiscal year. The budget shall contain appropriations for various committees and offices.
  - a. The Student Senate shall consider and enact a preliminary budget for the following fiscal year before the end of each academic year.
  - b. The Student Senate shall consider and enact a finalized budget for each fiscal year by the third Senate of the fall semester.
  - c. In the absence of an enacted final budget the Governing Board may create appropriations. Such appropriations must be reported to the Student Senate at its next meeting.
3. Any Undergraduate Student Government Entity that desires an appropriation from the Undergraduate Student Government Budget shall be required to submit a budget request to the Comptroller.
4. Any person with Signature power over Student Government accounts must report all organizations in which they have served on an Executive Board, to the Chief Justice.
5. The Undergraduate Student Government Comptroller may increase a disbursement by 50% or \$500, whichever is lower, at the request of the chair of the entity to which the line item was assigned. Such an increase may not exceed the appropriated amount.
  - a. In the case of Tier-II Funding Requests the Funding Supervisor may increase a Disbursement by up to \$100, and the Comptroller may increase a Disbursement by up to \$500.
  - b. Should the Comptroller exercise this power any previous increase granted by the Funding Supervisor shall be void. The Funding Supervisor may not exercise this power on any request on which the Comptroller has already intervened.

## **BYLAW X – Composition of the Diversity and Outreach Commission**

1. The Diversity and Outreach Commission shall be composed of the following voting members:
  - a. The Chief Diversity Officer
  - b. 2 members appointed by the Chief Diversity Officer
  - c. 2 members appointed by the President
  - d. 6 members appointed by the Speaker at least 3 of whom must be Senators
  - e. 1 member appointed by the Chief Justice
2. Meetings of the Diversity and Outreach Commission shall be open for all students to speak and attend.

## BYLAW XI – Internal Bias Response Protocol

1. Definitions
  - a. A “Bias Incident” is any event, action, or series of actions that violates the Student Bill of Rights or USG’s Code of Conduct to target, intimidate, or threaten an individual or group.
  - b. If a report alleges that the Chief Diversity Officer perpetrated a bias incident, or if the Chief Diversity Officer has any conflict of interest regarding the bias incident, then the powers and duties outlined in this bylaw shall fall to the Chief Justice for the purposes of investigating and responding to the specific incident in question.
2. Reporting
  - a. If any member of the student body becomes aware of a bias incident involving a member of the Undergraduate Student Government, whether that incident has already occurred or is being planned, they may make such incident known to the Chief Diversity Officer.
  - b. The Chief Diversity Officer is responsible for maintaining an online form which can be used to report bias incidents and for making this form easily available to the public.
3. Investigation
  - a. After the initial report, the Chief Diversity Officer must investigate the allegations in a timely manner by reaching out to the person that filled the report, the alleged perpetrators, and victims of the Bias Incident.
    - i. Any member of the Undergraduate Student Government that receives a request for information is required to comply with such a request fully and in a timely manner.
      1. Failure to comply with a request for information is punishable by sanctions as the Chief Diversity Officer may recommend, subject to ratification by the Judiciary.
    - ii. While the investigation is ongoing, the Chief Diversity Officer and any other people conducting the investigation shall keep the details of the investigation private and abide by the wishes of the victims to the extent practicable and permitted by law.
    - iii. The Chief Justice shall be kept aware of all pending investigations, and shall be fully included in the process if they wish.
  - b. If at any point during an investigation, the Chief Diversity Officer finds clear and convincing evidence that a member was responsible, in whole or in part, for a bias incident and that the nature and severity of the member’s conduct is such that allowing the member to continue to serve in the Undergraduate Student Government would severely undermine the constituents’ faith in the organization or a specific function of the organization, the Chief Diversity Officer may choose to suspend that member on an interim basis for a period of two weeks.
    - i. Two weeks after the interim suspension of the member, the interim suspension will be lifted unless, within the two-week period, one of the following occurs:
      1. The Chief Diversity Officer finishes the investigation, triggering the process laid out in section 4 of this Bylaw, in which case the interim suspension shall remain until the Judiciary makes a decision, or
      2. The Diversity and Outreach Commission by majority votes to extend the interim suspension to a total length of up to six calendar weeks from the original suspension date. If the Diversity and Outreach Commission chooses to not extend the interim suspension, the suspension will cease at the end of the two-week period.
    - ii. Any interim suspension may be appealed to the Judiciary through the process outlined in these Bylaws, regardless of any action or inaction by the Diversity and Outreach Commission.

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4. Response
  - a. At the conclusion of the investigation, the Chief Diversity Officer shall provide a report to the President, the Chief Justice, and the Speaker of the Senate, laying out the facts of the case and recommending a sanction, if appropriate, which may include but is not limited to any combination of restorative justice, further training, or removal from the Undergraduate Student Government.
  - b. Should the Chief Diversity Officer find sanctions appropriate they must recommend such sanctions to the Judiciary, which may then choose to impose such sanctions.
    - i. The Chief Diversity Officer's report should preserve the anonymity of all witnesses and victims to the greatest extent possible, especially if those victims or witnesses have expressed their desire to remain anonymous.
    - ii. While a member of the Undergraduate Student Government may remain suspended while impeachment charges are pending, this suspension is temporary and cannot take the place of a formal removal process.
    - iii. If the Judiciary chooses not to act, then any member who was suspended during the course of the investigation shall have their suspension lifted at the end of all Judicial proceedings.
  - c. At any point during the investigation, the Chief Diversity Officer may refer the matter to the University or appropriate authorities. Such a referral does not relieve the Chief Diversity Officer of their responsibilities under this Bylaw.
  - d. The Chief Diversity Officer shall include summaries of any sanctions imposed in their semesterly report to the Senate.

# **CHAPTER FOUR: THE JUDICIAL BRANCH**

## BYLAW XII – Appeals Board

1. The Appeals Board shall consist of three Justices, to be assigned on a rotating basis as decided by the Chief Justice.
  - a. The Chief Justice shall designate the chair of the appeals board for each individual hearing. The chair shall run the appeal in accordance with all applicable guidelines and governing documents.
2. Any party requesting an appeal must submit the appeal to the Chief Justice within five business days of receipt of the decision of a governing entity.
3. Once notice is obtained, The Judiciary shall inform the requesting party within two business days of their decision on whether or not to hear the appeal.
  - a. If the Judiciary decides to hear the appeal, they shall be responsible for convening the Appeals Board within a reasonable amount of time.
4. At all hearings, both the party submitting the appeal and the responding party shall have the opportunity to present their case to the Appeals Board and refute any arguments made by the opposing party. The Appeals Board shall be allowed to ask questions of both parties and may limit the total speaking time for each, so long as equal time is given to both. Hearings shall be public.
5. The process of appeal hearings shall be as follows:
  - a. Statements
    - i. The party who brought forth the grievance shall address the Appeals Board with a statement which includes all evidence to support their appeal.
    - ii. The party against which the grievance is alleged shall provide the Appeals Board with a statement which includes all evidence that supports their decision. If no members of the responsible party are available, a written statement shall be accepted before the meeting for the consideration of the Appeals Board.
    - iii. If the matter in question is of a financial matter to which the Comptroller is not a party, they shall have to option to submit a recommendation to the Appeals Board. Appeals Board may accept or reject this recommendation.
  - b. Appeals Board Questions
    - i. Upon completion of the arguments, the Appeals Board may ask questions of either party.
  - c. Deliberation
    - i. Deliberation shall be closed. The Appeals Board shall deliberate using all available information concerning the appeal.
  - d. The Appeals Board shall come to a decision and issue a written opinion within twenty-four hours of the conclusion of the hearing. The decision and rationale of the Appeals Board shall be made in writing and provided to both parties and the Office of the Comptroller.
6. The verdict made by the Appeals Board shall be final. Subsequent appeals cannot be made on the same basis.

## **BYLAW XIII – Elections Oversight Commissioner**

1. The Elections Oversight Commissioner shall be nominated prior to each election to help administer the Undergraduate Student Government elections.
2. The Election Oversight Commissioner shall be a member of the Office of the Chief Justice.
3. The Elections Oversight Commissioner shall be charged with:
  - a. Authoring the election packets
  - b. Hosting information sessions for candidates in Undergraduate Student Government elections
  - c. Prosecuting violations of the governing documents pertaining to elections before the Judiciary
  - d. Assisting any and all rewrites of election policy.
4. No person serving as the Elections Oversight Commissioner shall be eligible to run in an election during a semester in which they have held the position.

## **BYLAW XIV – Filing a case to the Judiciary**

1. All cases brought to the Judiciary must be typewritten and contain the following:
  - a. The name of the Petitioner(s),
  - b. The name of the Defendant(s),
  - c. The nature of the complaint,
  - d. The dated signature of the Petitioner(s),
  - e. The date of submission of the complaint.
2. An electronic copy must be placed in the Chief Justice's mailbox.

## BYLAW XV – Election Regulations

1. The Undergraduate Student Government shall publicize the details for spring elections no later than March 1 and for fall elections no later than the beginning of the second week of classes of the fall semester. Such details shall include all necessary paperwork and a timeline of relevant dates and deadlines to run in that Undergraduate Student Government Election and make it available.
2. All candidates shall be required to submit a petition signed by a predetermined number of degree-seeking, undergraduate students at Storrs. At least one-fifth of those signatures must come from the constituency from which the candidate seeks to represent. The Election Oversight Commissioner shall determine the appropriate number of signatures corresponding to each position annually.
3. Justices, Public Relations personnel, and the Elections Oversight Commissioner shall not be permitted to participate in any campaign for elected office in the Undergraduate Student Government, while holding their office.
4. The President, Vice President, and Comptroller shall not be permitted to campaign for or endorse a candidate running for an elected office in the Undergraduate Student Government, unless they are a candidate in the election for which they are campaigning. If they are running for an elected office, they are not permitted to participate in the administration of the elections process.
5. Election Resources
  - a. No Undergraduate Student Government resources shall be used for campaign purposes other than Items explicitly labeled for such use.
  - b. The Student Organization Center shall provide, at no charge, 500 copies to each president/vice president ticket, 300 copies to each Comptroller and Chief Diversity Officer candidate, and 100 copies to each Senator candidate. Candidates may purchase more copies from the Student Organization Center at the standard rate.
  - c. Reservations for tables in the Student Union may be made by candidates through the Undergraduate Student Government. Requests for tabling reservations shall be submitted to the Elections Oversight Commissioner at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu). Reservations may also be made by campaigns through other means.
6. Election Procedure
  - a. No vote cast as the result of coercion via physical force, authority of position, or falsification of information shall count in an Undergraduate Student Government election or referendum.
  - b. No person shall run for more than one elected office at any given time.
  - c. Each student may write in one candidate per ballot position in any Undergraduate Student Government election.
  - d. In the case of a tie election in any Undergraduate Student Government election, a runoff election is to be held in the constituency of the tied election. This must be done under the guidance of the Judiciary.
  - e. In the event that a candidate resigns or forfeits an elected seat before being sworn in, the runner-up in the candidate's election shall assume the seat.
  - f. All Senator results shall be released when proceedings involving any Senate race have concluded, all Comptroller results shall be released when proceedings involving any Comptroller race have concluded, all Chief Diversity Officer results shall be released when proceedings involving any Chief Diversity Officer race have concluded, and the President/Vice President results shall be released when proceedings involving any President/Vice President race have concluded.
7. Requirements for Candidacy
  - a. Undergraduate Standing and Availability
    - i. Candidates must be registered, degree-seeking undergraduate students at the University of Connecticut, Storrs Campus.
    - ii. Candidates must be a member of the constituency which they seek to represent.

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- iii. Candidates must be able to attend meetings of the Undergraduate Student Government Senate during the term of the position that they are seeking. Senate meetings are held every Wednesday at 6:30pm while school is in session.
- b. Proper Submission of Materials
  - i. Students seeking to appear on the ballot must complete and submit the required forms by the predetermined date. Required forms include:
    1. Intent to Run Form
    2. Petition by Peers
    3. Campaign Budget and Expense Report (if applicable)
    4. Campaign Roster
8. Campaign Conduct and Etiquette
  - a. A candidate's personal conduct shall preserve the spirit and integrity of the Undergraduate Student Government.
  - b. Campaign Definition: "An operation or series of operations intended to garner support or votes in a substantial way."
  - c. Campaigns must not slander, libel, or falsely represent any other candidates or parties.
  - d. Candidates may begin campaigning as soon as updated election packets are available.
  - e. All copies made by the Student Organization Center Copiers must contain the dates of the election, the voting URL, and the name of the candidate.
  - f. Candidates are responsible for maintaining an updated campaign roster with all members of their campaign with the Elections Oversight Commissioner. A candidate shall be held responsible for all campaign actions taken on their behalf.
  - g. Any items to be given away by a campaign to students must be approved by the Elections Oversight Commissioner on the basis that their use as giveaway items is within the spirit and integrity of the Undergraduate Student Government.
  - h. Members of a campaign are prohibited from campaigning with or adjacent to technology being utilized for voting purposes.
  - i. Campaigning in any area in which the Undergraduate Student Government conducts official business is strictly prohibited. The Student Organization Center (SOC) copiers may be used for campaign materials, pursuant to any other applicable policies.
  - j. Campaigning may occur at any USG-organized campaign event as explicitly designated by the Elections Oversight Commissioner.
  - k. A campaign must follow Residential Life, Student Union, and all other University Canvassing, Posting, and Solicitation Policies throughout the course of their campaign.
9. Finances
  - a. Each Presidential/Vice Presidential, Comptroller, Chief Diversity Officer, and Senate ticket may spend no more than a predetermined amount set by the EOC, all of which can be funded by the Undergraduate Student Government.
  - b. All candidates for President/Vice President, Comptroller, Chief Diversity Officer, and Senate tickets must submit a campaign budget to the Election Oversight Commissioner by a predetermined date.
    - i. Receipts, invoices, and any other proofs of purchase for every campaign expense for which a candidate is seeking reimbursement must be submitted to the Elections Oversight Commissioner.
  - c. Donations shall count towards the cap for candidates set by the Election Oversight Commissioner.
  - d. No campaign may accept donations from any organization that is not affiliated with the Storrs UConn Undergraduate Student Body.

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### 10. Violation of Policies

- a. Any undergraduate student at the University of Connecticut wishing to report a violation must file a case to the Judiciary of the Undergraduate Student Government at [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) and the Elections Oversight Commissioner at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu). The letter must outline the perceived violation and reference the sections of the Election and Campaign Policies and other relevant USG policies allegedly violated.
  - i. Members of the Undergraduate Student Government are obligated to report all witnessed violations of the Election Policies.
- b. All grievances must be filed no later than twelve hours after polls close.

### 11. Judicial Action

- a. Pursuant to Article VII of the Constitution of the Undergraduate Student Government, the Judiciary may refuse to hear a filed case.
  - i. The Elections Oversight Commissioner shall make recommendations to the Judiciary regarding the decision to hear a case, based on any relevant information. This recommendation shall be made before the Judiciary makes the decision to hear a case.
  - ii. Cases presented to the Judiciary of the Undergraduate Student Government shall be heard by a panel of three justices.
- b. All parties in a case shall have twelve hours to appeal non-disqualification penalties to the full Judiciary based upon new evidence. The decision of the appeal is final.
- c. Judgments of the Judiciary are to be in the form of reasonable expectations where the Election and Campaign Policies do not provide strict accommodations in its scope.
- d. No Judicial hearing may be held during the voting period.

### 12. Penalties

- a. The Judiciary shall assess and levy all penalties.
- b. The Judiciary shall have the power to disqualify the candidacy of a student/ticket should it feel that the candidate has acted recklessly, with negligence, or in willful defiance of the Elections and Campaign Policies, or any other applicable USG policy or accumulation of three violations.
- c. A disqualification decision may be overturned by a two-thirds majority of the Student Senate.

### 13. Election results shall be verified by the Advisor of the Undergraduate Student Government as well as the Chief Justice.

## BYLAW XVI – Impeachment Procedure

1. Definitions:
  - a. The “Hearing Panel” shall refer to the Judiciary or the Governing Board as prescribed by the Constitution.
  - b. The “Impeachment Hearing” shall refer to the hearing at which the Hearing Panel determines whether or not to forward Articles of Impeachment before the Senate.
  - c. The “Trial” shall refer to the actual instance during which the Articles of Impeachment are brought before the Senate.
  - d. The “Petitioner” shall refer to the person that filed the original complaint.
  - e. The “Defendant” shall refer to respondent.
  - f. A “Charge” is the specific violation of the governing documents that is forwarded by the Hearing Panel to the Senate.
  - g. The “Petition of Impeachment” shall refer to the initiation of charges being brought to the appropriate Hearing Panel.
2. Timeline:
  - a. The Petitioner shall file the Petition of Impeachment to the appropriate Hearing Panel.
  - b. Should the Hearing Panel choose to hear the petition for impeachment, the Impeachment Hearing shall be scheduled by the presiding officer of the Hearing Panel.
  - c. All evidence, witness lists, and other pertinent documents shall be presented to the Hearing Panel no later than 48 hours prior to the scheduled Impeachment Hearing and shall be distributed to the appropriate parties no later than 24 hours prior to said Hearing.
  - d. Within 48 hours following the Impeachment Hearing, the Hearing Panel shall render a verdict to the Plaintiff, Defendant, and Speaker of the Senate.
  - e. Should the Hearing Panel forward Articles of impeachment; the charges and procedure for the Trial shall be made available to the Senators at least 48 hours prior to the Trial.
  - f. The verdict of the Senate's deliberation shall be presented immediately following the Trial.
3. Impeachment Hearing Procedure:
  - a. Any undergraduate student may file a Petition of Impeachment.
  - b. The Hearing Panel shall hear impeachment cases on a case-by-case basis.
  - c. The presiding officer of the Hearing Panel shall preside over the Impeachment Hearing.
  - d. Should the presiding officer of the Hearing Panel so choose, they may designate another voting member of the Hearing Panel to preside over the Impeachment Hearing.
  - e. The remaining structure of the Impeachment Hearing may be supplemented at the discretion of the Hearing Panel.
  - f. Any member of the Hearing Panel shall only be able to recuse themselves prior to the commencement of the impeachment Hearing.
  - g. The Hearing Panel shall render a decision within 48 hours of the conclusion of the Impeachment Hearing.
  - h. Should the Hearing Panel forward Articles of Impeachment to the Senate, the Articles of Impeachment shall be brought to the next meeting of the Senate with specific charges and corresponding evidence to be considered.
4. Impeachment Trial Procedure:
  - a. Logistics
    - i. The presiding officer of the Impeachment Hearing shall also preside over the Trial.
    - ii. The presiding officer of the Impeachment Trial shall consult with the appropriate authority in regard to security and privacy measures, before the Trial begins.
      1. At the start of the meeting all evidence that was forwarded from the Hearing Panel shall be distributed to the senators that will be deliberating in a controlled fashion.

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2. At this time the presiding officer may allow for a brief reading period to go over the evidence.
  - iii. No evidence will be presented in the Trial unless it is forwarded by the Hearing Panel.
  - iv. Should a Senator not wish to participate in the deliberation they will have the option to recuse themselves and not be part of the Trial; this must occur prior to the beginning of the trial.
- b. Opening Statements:
- i. The petitioner and then the defendant each have two minutes to present an opening overview of the case, this shall serve as an opening statement. During this time, neither party may be interrupted.
- c. Evidentiary Presentation:
- i. The petitioner, and then the defendant may present all relevant evidence or call any witnesses. The petitioner and the defendant may challenge the validity of any evidence or cross-examine any witnesses.
  - ii. Total time used by each participant may not exceed fifteen minutes. During this time, the presiding officer may interrupt participants at any time.
  - iii. This time may include presentation of evidence, direct examination of witnesses, cross examination of opposing witnesses, or challenging opposing evidence.
  - iv. The time shall be stopped at the presiding officer's discretion.
- d. Closing Arguments:
- i. Both the petitioner and the defendant have five minutes to provide a closing argument. During this time, neither the petitioner nor the defendant may not introduce new evidence or make any new arguments.
    1. Except for violations of this rule, there may not be interruptions during this time.
- e. Questions:
- i. During the duration of the Trial, the presiding officer will be accepting questions in writing addressed to themselves, the Petitioner, or the Defendant to be asked following the end of Closing Arguments.
- f. Deliberation:
- i. The Senate shall discuss each charge individually and in depth.
  - ii. The Senate shall vote by secret ballot on each charge.
    1. Ballots shall be counted by the presiding officer of the Impeachment Trial following the conclusion of deliberation.
  - iii. When voting, the Senate is determining whether the charge is severe enough to warrant removal from office.
  - iv. There shall be no limit on the time set aside for deliberation.

# **CHAPTER FIVE: COMPENSATION**

## BYLAW XVII – Member Compensation

1. A member of the Undergraduate Student Government must be one of the following to qualify to receive compensation:
  - a. President
  - b. Vice President
  - c. Comptroller
  - d. Chief Diversity Officer
  - e. Speaker of the Senate
  - f. Chief Justice
  - g. Advocacy Committee Director
  - h. Chief of Staff
  - i. Funding Student Staff Supervisor
  - j. Student Organization Center Supervisor
  - k. Fiscal Manager
  - l. Inventory Specialist
  - m. Public Relations Director
  - n. Administrative Director
  - o. Elections Oversight Commissioner
  - p. A member of the Funding Student Staff
  - q. A member of the Student Organization Center Staff
  - r. A member of the Public Relations Team
  - s. Deputy Speaker
  - t. Parliamentarian
  - u. Deputy Directors
  - v. Advocacy Coordinators
  - w. President-elect
  - x. Vice President-elect
  - y. Comptroller-elect
  - z. Chief Diversity Officer-Elect
2. Start dates, at which point members are eligible for compensation, shall be determined as follows
  - a. If a member must take the oath of office for their position, their start date shall be no sooner than the swearing of that oath.
  - b. The “-elect” positions may only be compensated for completing mandatory training, curating a competitive hiring process for members of the incoming administration, or shadowing their predecessor starting the day after certified election results are released.
  - c. All other start dates shall be determined at the discretion of the supervisor.
3. Members will be required to be knowledgeable of the Governing Documents as a condition of employment.
4. Each member shall be paid at the following rates classes as defined by the University. If the rate is undesignated then the pay shall be set at the joint discretion of the Student Body President, Vice President, and Comptroller.
  - a. One Dollar above the Lower Bound of Class IV: President
  - b. Fifty Cents above the Lower Bound of Class IV: Comptroller, Vice President, Chief Diversity Officer
  - c. Upper Bound of Class III: Advocacy Committee Director, Funding Supervisor
  - d. Median of Class III: Speaker of the Senate, Chief Justice, Chief of Staff, Public Relations Director, Administrative Director
  - e. Lower Bound of Class III: SOC Supervisor, Assistant Funding Supervisors

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- f. Class II: Funding Staff members, Student Organization Center Staff Members, Elections Oversight Commissioner, Fiscal Manager, Inventory Specialist, Deputy Speaker, Parliamentarian, Deputy Directors, Advocacy Coordinators
- g. Class I: President-elect, Vice President-elect, Comptroller-elect, Chief Diversity Officer- Elect, Student Organization Center Staff Trainees
- h. No Student shall be expected to work more than 20 hours per week

BYLAW XVIII – **Tenure Policy**

1. 1. Per the USG Constitution, the following positions shall be elected from various constituencies:
  - a. Elected by the Students: President, Vice President, Comptroller, Chief Diversity Officer
  - b. Elected by the Student Senate: Speaker of the Senate, Parliamentarian
  - c. Elected by the Judiciary: Chief Justice
2. 2. The following positions shall require confirmation by the Student Senate following nomination by the officers below:
  - a. Nominated by the President: Director of an Advocacy Committee, Advocacy Coordinators that report directly to the Chief of Staff
  - b. Nominated by the Comptroller: Fiscal Manager, Inventory Specialist
  - c. Nominated by the Chief Justice and President: Elections Oversight Commissioner
  - d. Nominated by the Speaker: Deputy Speaker
  - e. Nominated by a Director of an Advocacy Committee or Chief Diversity Officer: Deputy Directors, Advocacy Coordinators
3. The following positions shall be appointed, but do not require confirmation by the Student Senate:
  - a. Appointed by the President: Chief of Staff, Public Relations Director
  - b. Appointed by the Vice President: Funding Supervisor, Student Organization Supervisor, Administrative Director
  - c. Appointed by the Respective Supervisor: Funding Staff, Student Organization Center Staff, Public Relations Team
4. Nominations and/or appointments made within a 2-week period will be considered clusters
  - a. These groups will be known as clusters, and subject to review of the Chief Diversity Officer before confirmation or appointment.
5. All members may voluntarily resign their position or be removed by impeachment.
  - a. Any un-elected official may be dismissed by their supervisor with the consent of the Chief Diversity Officer.
  - b. The following positions may be vacated by a no confidence vote in the Student Senate: Speaker of the Senate, Deputy Speaker, Parliamentarian, Director of an Advocacy Committee, Elections Oversight Commissioner, Deputy and Assistant Directors of an Advocacy Committee

## BYLAW XIX – Time Reporting

1. The Comptroller may delegate time review to professional staff or supervisors. The Comptroller shall review time for the members of the following bodies:
  - a. Governing Board
  - b. Office of the President
  - c. Office of the Vice President
  - d. Office of the Chief Justice
  - e. Office of the Speaker
  - f. Funding Staff
  - g. Student Organization Center Staff
  - h. Deputy and Assistant Directors
2. The Chief Justice shall review time for the following positions.
  - a. Office of the Comptroller
3. The Vice President shall act in the place of the Comptroller, Chief Justice, or their designees in the event of their inability to approve timesheets. No student shall approve their own time.
4. When reporting time, each student shall provide a detailed description of tasks performed. Any student responsible for approving time shall review these details, and if necessary, attempt to meet with a compensated student if there is an issue with reported time to resolve the issue in a fair manner. If no resolution can be found, an individual's timesheet and relevant evidence may be released to the Judiciary for consideration of the alleged discrepancies and to determine a fair & unbiased resolution on the matter.
5. These general functions shall be regarded as compensable duties for all compensated positions:
  - a. Acting as a representative of the Undergraduate Student Government or the student body
  - b. Creating, editing, signing, and distributing documents and reports for meetings and initiatives
  - c. Serving posted office hours, not to exceed five hours per week
  - d. Facilitating or participating in any meeting or training when required to do so
  - e. Reviewing of members' timesheets when required to do so
  - f. Having substantive meetings with other members of the organization, professional staff, administrators, constituents, and the leaders of other student organizations
  - g. Exercising oversight of people and resources in areas of jurisdiction
  - h. Planning and implementing initiatives and events
  - i. Other efforts that can reasonably be classified as fulfilling the member's duties
    - i. All positions should have clear job descriptions that may be used to determine if this requirement has been met.
6. The following actions shall not be eligible for compensation
  - a. Taking actions unrelated to the Undergraduate Student Government
  - b. Taking actions that are assigned to another paid position, except in the case of a vacancy or incapacitation
  - c. Taking actions that infringe upon the Governing Documents of the Undergraduate Student Government, and other applicable laws and policies
  - d. Attending meetings of the Senate, except when delivering a report, actively performing duties, or required to do so by the Governing Documents.
  - e. Participating in team-building activities or social events.
  - f. Engaging in activities with unpaid members that are indistinguishable from those of members.
7. Supervisors shall be familiar with the compensable actions of those they supervise and shall not promise compensation for tasks outside the actions delineated in this bylaw. Any such promise shall be void and should be reported to the Comptroller and Judiciary.
8. The President shall be responsible for publicly publishing the job descriptions of all paid positions in an expedient manner after they are created.