

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT OF THE UNIVERSITY OF CONNECTICUT

(Revised December 8th, 2022)

Table of Contents

CHAPTER ONE: GENERAL	1
BYLAW I – Membership	2
BYLAW II – Vacancies	4
BYLAW III – University Senate	6
BYLAW IV – Oath of Office	7
CHAPTER TWO: THE LEGISLATIVE BRANCH	9
BYLAW V – Student Senate Committees	10
BYLAW VI – Composition of the Student Senate	12
BYLAW VII – Office of the Speaker	14
BYLAW VIII – Legislation	16
CHAPTER THREE: THE EXECUTIVE BRANCH	17
BYLAW IX – Composition of the Executive Branch	18
BYLAW X – Financial Procedure	20
BYLAW XI – The Diversity and Outreach Commission	22
BYLAW XII – Conflict Resolution Process	23
CHAPTER FOUR: THE JUDICIAL BRANCH	26
BYLAW XIII – Appeals Board	27
BYLAW XIV – Filing a case to the Judiciary	29
BYLAW XV – Election Regulations	30
BYLAW XVI – Impeachment Procedure	34
CHAPTER FIVE: COMPENSATION	37
BYLAW XVII – Member Compensation	38
BYLAW XVIII – Tenure Policy	40
BYLAW XIX – Time Reporting and Supervisory Structure	42

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.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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.
 - h. Develop relationships with University Senate representatives serving on committees relevant to that of the director's own advocacy committee. Such relationships may include receiving regular reports and meetings to discuss or plan initiatives.
 - i. Any Advocacy Director may assign this responsibility to a designee from that director's own committee.
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.
 - 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. The President shall nominate, and the Senate shall confirm an Acting Chief Diversity Officer by a $\frac{2}{3}$ majority.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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.
7. Senate Vacancies
- a. The Speaker shall be responsible for producing and distributing an application for vacant seats.
 - b. Any Student wishing to fill a vacant seat in their constituency may fill out the application, which will include documentation of endorsements from 10 members of the constituency of which the applicant is seeking to represent.
 - c. The Speaker shall nominate applicants to vacant seats within 15 days of receiving a complete application. Should there be more applications than vacancies, the Office of the Speaker will by majority vote select from amongst the applicants one nominee per vacancy. The Chief Diversity Officer shall be extended an invitation to the meeting.
 - d. All applicants will be presented at the next Senate, requiring a 2/3 vote by the body of Senators present to be appointed to fill the vacancy.
 - e. Once confirmed Senators will have all the rights, powers, and responsibilities of the seat to which they have been appointed.

BYLAW III – University Senate

1. Appointment
 - a. Pursuant to Article 4 of the Constitution, the President of the Student Body shall appoint University Senators and University Senate committee representatives, by Executive Order. The President of the Student Body may also reassign any University Senators and University Senate committee representatives between the various bodies by subsequent Order.
 - b. The Appointment shall be effective immediately and must be confirmed by the Student Senate at its next meeting.
2. University Senators or University Senate Committee Representatives shall have the following responsibilities:
 - a. Attend all meetings of the body to which they were appointed. Excused absences may be issued by the Office of the President.
 - b. Represent the position of the Undergraduate Student Government.
 - c. Create and submit meeting reports that summarize all relevant information to the Office of the President no later than 48 hours after the meeting.
 - d. Schedule debriefing meetings with the Office of the President no later than a week after the meeting.
 - e. The Office of the President may require additional communication points based on the work of the body to which the representative was appointed.
3. University Senators may be dismissed in the same manner as any other unelected official as outlined in the Tenure Policy bylaw or by the Student Senate as outlined in the Constitution.

BYLAW IV – 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:

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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 V – 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 and 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:

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- a. Deputy Director responsibilities, which will include acting as a Secondary leader of the Committee and service on the Communications Team.
 - b. 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 VI – Composition of the Student Senate

1. Ex-Officio Senators
 - 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. Middle Eastern Cultural Programs (MECP)
 - vi. Rainbow Center
 - vii. Women's Center
 - viii. Veterans Affairs and Military Programs
 - ix. Diversability
 - x. UCONN PRAXIS
 - xi. Interfraternity Council (IFC)
 - xii. Panhellenic Council
 - xiii. National Panhellenic Council
 - xiv. Intercultural Greek Council
 - xv. ISSS Student Advisory Board
 - xvi. Student Athletic Advisory Committee
 - xvii. UConn Hillel
 - xviii. Muslim Student Association
 - xix. Creating Caring Communities
 - xx. Transfer Student Association
 - xxi. NAACPConn
 - b. Whenever an organization wishes to fill their Senate seat, they shall notify the Student Body President, Chief Diversity Officer, 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.

¹On April 28th, 2021, the Senate approved this formula:
https://docs.google.com/spreadsheets/d/1NI7sein3agqSC7KfrEVsgUCMvz2Q_JOsXA0-eCNoChM/

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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. Thirty Academic Senators shall be elected from among the following districts:
 - a. Academic Center for Exploratory Students (ACES)
 - b. Agriculture, Health, and Natural Resources (CANHR) including Ratcliffe Hicks (RHAG)
 - c. Business
 - d. Education (Neag)
 - e. Engineering
 - f. Fine Arts
 - g. Liberal Arts & Sciences (CLAS)
 - h. Nursing
 - i. Pharmacy
4. Thirty Residential Senators shall be elected from among the following districts:
 - a. Apartments - Charter Oak, Hilltop, Mansfield, and Northwood Apartments
 - b. Alumni Mailroom - Alumni Quadrangle
 - c. Buckley Mailroom - Buckley and Shippee Hall
 - d. McMahan Mailroom - McMahan and West Campus
 - e. Northwest Mailroom - Busby Suites, North Campus, Northwest Campus
 - f. Putnam Mailroom - Garrigus Suites, Hilltop Halls, Werth Tower
 - g. South Mailroom - South Campus
 - h. Towers Mailroom - East Campus, Towers Quadrangle, Husky Village
 - i. Off Campus
5. The Chief Justice shall be responsible for obtaining population numbers from the University at the beginning of each semester for the sake of determining the number of seats per constituency. The Chief Justice shall use a method of apportionment approved by the Student Senate.

¹On April 28th, 2021, the Senate approved this formula:

https://docs.google.com/spreadsheets/d/1NI7sejn3agqSC7KfrEVsgUCMvz2Q_JOsXA0-eCNoChM/

BYLAW VII – 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 Communications team 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.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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 VIII – 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 IX – Composition of the Executive Branch

1. The Office of the President
 - a. The President, the Vice President, and the positions outlined in this section, shall be considered members of the Office of the President.
 - b. The Vice President shall oversee the Funding Supervisor, the Student Organization Center (SOC) Supervisor, and their respective staffs.
 - i. The Vice President shall serve as a liaison in mediating disputes between the Funding and SOC Staffs and Supervisors and other parties and offices.
 - c. The Chief of Staff to the President shall assist the President and the Office of the President, in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - d. The Chief of Staff to the Vice President shall assist the Vice President and the Office of the President in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - e. The Communications Director shall have authority over all public communications of the organization including but not limited to the website, social media, press releases, and supervise Communications Team.
 - i. The Communications Team shall retain a Creative Team composed of at least one Graphic Designer, a Multimedia Specialist, and a Creative Director to handle the creation of promotional, educational, recruitment, and other materials.
 1. The Creative Director shall oversee the Creative Team.
 - ii. The Deputy Communications Director shall assist the Communications Director in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - f. The Funding Supervisor shall oversee Tier-II funding and supervise the Funding Staff.
 - i. The Funding Staff shall disburse funds to undergraduate student groups in accordance with all laws and/or policies.
 - ii. 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.
 - g. The Student Organization Center Supervisor shall oversee the operations of the Student Organization Center and supervise the Student Organization Center (SOC) Staff.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. The SOC Staff shall be charged with creating and maintaining records of the Undergraduate Student Government.
 - ii. The SOC Staff shall support undergraduate student groups in accordance with any resources made available by the Undergraduate Student Government.
 - h. The Student Organization Center Supervisor shall oversee the operations of the Student Organization Center and supervise the Student Organization Center Staff.
2. The Office of the Chief Diversity Officer
 - a. The Chief Diversity Officer and the positions outlined in this section, shall be considered members of the Office of the Chief Diversity Officer.
 - b. The Diversity, Equity, & Inclusion (DEI) Manager shall assist the Chief Diversity Officer and the Office of the Chief Diversity Officer, in the discharge of their powers and fulfillment of their duties. Supervisory duties must be delegated in writing.
 - i. Diversity, Equity, & Inclusion (DEI) Advocacy Coordinators shall report to the Diversity, Equity, & Inclusion (DEI) Manager
 - c. The Chief Diversity Officer shall oversee the Diversity & Outreach Commission and may appoint a Deputy Director to help manage Commission tasks.
3. 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.

BYLAW X – Financial Procedure

1. All dispersals of USG funds shall require the following:
 - a. An appropriation in the budget, which must include a maximum dollar amount and description of the intended use of the funds.
 - b. A disbursement vote by a body authorized to spend from appropriated funds, including a description of the intended use of funds and a maximum dollar amount which is less than or equal to the relevant appropriation.
 - c. The authorization of the President and the Comptroller, or their respective designees.
2. All of the above steps must be completed before the organization commits or spends any funds. Post-purchase approval steps are prohibited.
 - a. Exceptions will be made by the Comptroller after consultation with appropriate staff.
3. Notwithstanding the above, the dispersal of funds for the purpose of paying USG's regularly scheduled bills for funds already approved shall not require a separate disbursement vote nor a separate budget line item. Authorization of the President and Comptroller shall be sufficient to disperse funds in this case.
4. 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 after fall elections.
 - 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.
 - d. Any Undergraduate Student Government entity that desires an appropriation shall submit a budget request to the Comptroller.
5. The following bodies within the Undergraduate Student Government are authorized to conduct disbursement votes in a manner consistent with applicable laws and rules of order:
 - a. The standing committees, the Judiciary, and the Funding Staff are authorized to disburse funds from their respective sections of the budget.
 - b. The Diversity and Outreach Commission is authorized to disburse funds from the Office of Diversity.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. The Senate and the Governing Board are authorized to disburse funds from any line item in the budget.
 - d. In addition to the above, the President or the Comptroller may designate in writing additional bodies that are authorized to spend from their respective budgets and from the Communications budget.
6. Should the Undergraduate Student Government wish to enter into a partnership with any other entity, it may enter into a Memorandum of Understanding (MOU).
- a. An MOU may be negotiated at any time, but the Undergraduate Student Government must enter into an MOU if any of the following conditions is met:
 - i. The partnership requires a financial commitment from USG or any other party.
 - ii. The partnership will require a major operational commitment from USG.
 - iii. The partnership will span across multiple fiscal or academic years.
 - b. Before execution by any member of USG:
 - i. Each MOU must be ratified by the Governing Board or the Senate.
 - ii. Each MOU must have the approval and signature of the President and Comptroller or their respective designees, as well as the approval and signature of authorized signatories of each other party to the MOU.
 - 1. Signature of an MOU is a discretionary power.
 - c. The ratification vote shall be considered a disbursement vote of any funds outlined within the MOU, unless otherwise stated in the MOU.
 - d. The Office of the Comptroller shall maintain a public record of all MOUs.
7. Any person with Signature power over Student Government accounts or who has decision making power in Tier-II funding decisions must report all organizations in which they have served on an Executive Board to the Chief Justice.
8. The Comptroller may increase a disbursement by the lesser of 50% or \$800, if necessary and at their discretion. Such an increase may not exceed the appropriated amount.
- a. In the case of Tier-II Funding Requests, if necessary and at their respective discretion:
 - i. The professional staff may increase a Disbursement by up to \$10.
 - ii. The Funding Supervisor may increase a Disbursement by up to \$200.
 - iii. The Comptroller may increase a Disbursement by up to \$800.
 - b. Should any student exercise this power, any previous increase granted shall be void.

BYLAW XI – The Diversity and Outreach Commission

1. The Diversity and Outreach Commission shall advise the Chief Diversity Officer on all matters relating to their mission.
2. The Diversity and Outreach Commission shall:
 - a. Identify, investigate, and report violations of the Student Bill of Rights which pertain to the Undergraduate Student Government. This includes, but is not necessarily limited to:
 - i. Violations committed by members of USG, whether within or outside the context of USG, except where such an investigation would conflict with the processes outlined in the Governing Documents;
 - ii. Violations committed by the University itself, or any Division, Department, unit, or employee thereof, which may require the attention of the Undergraduate Student Government, at the direction of the Chief Diversity Officer; or
 - iii. Other such violations as the Student Senate may direct.
 - b. Develop, organize, and oversee organization-wide diversity and inclusion training that can be used beyond USG.
 - c. Work with the University to reexamine and maintain its bias response protocols and definitions.
3. The Diversity and Outreach Commission shall be composed of 10 members and the Chief Diversity Officer:
 - a. The Chief Diversity Officer shall have 4 appointments, which shall be first offered to Multicultural and Diversity Senators.
 - b. The President shall have 3 appointments.
 - c. The Speaker shall have 3 appointments.
4. Should a member of the Diversity and Outreach Commission wish to exercise the Commission's veto power, that member should notify the Chief Diversity Officer as soon as possible. The Chief Diversity Officer shall arrange for the Commission to meet in a timely manner and notify the President and Speaker of such proceedings.
5. Meetings of the Diversity and Outreach Commission shall be open for all students to speak and attend.
6. The Diversity and Outreach Commission shall be required to meet twice semesterly with the specific intent of reviewing current Undergraduate Student Government policies and determining if such policies are equitable.

BYLAW XII – Conflict Resolution Process

1. Definitions

- a. An "Incident" is any event, action, or series of actions that may violate the Student Bill of Rights or USG's Code of Conduct.
- b. For the purpose of this Bylaw only "Office of the Chief Diversity Officer" shall include those positions named in Composition of the Executive Branch as well as the members of the Diversity and Outreach Commission.
- c. If a referral alleges that the Office of the Chief Diversity Officer was involved in an Incident, or if the Chief Diversity Officer has any conflict of interest regarding the Incident, then the powers and duties outlined in this bylaw shall fall to the Chief Justice.

2. Reporting

- a. If any Student becomes aware of an 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 Office of the Chief Diversity Officer.
- b. The Office of the Chief Diversity Officer is responsible for maintaining an online form which can be used to refer Incidents and for making this form easily available to members of the Student Government.
- c. The Chief Justice shall be made aware of all reports in a timely manner and shall be fully included in the investigation and resolution process if they wish.
- d. At any point during the investigation, the Office of the Chief Diversity Officer may refer the matter to the University or appropriate authorities.

3. Investigation

- a. The Office of the Chief Diversity Officer must investigate the allegations within four calendar weeks of receiving the referral manner by reaching out to the person that filled the report, the alleged perpetrators (Respondent), 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. 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.
- b. While the investigation is ongoing, the Office of the Chief Diversity Officer shall keep the details of the investigation private and abide by the wishes of the victims to the extent practicable and permitted by law.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. The Office of the Chief Diversity Officer may launch an investigation into the University itself, or any Division, Department, unit, or employee if there is believed to be violation of the Student Bill of Rights which may require the attention of the Undergraduate Student Government.
4. Resolution
 - a. At the conclusion of the investigation, the Chief Diversity Officer should work with the appropriate parties (including USG's advisors) to come up with restorative or non-punitive steps that may resolve the Incident.
 - b. If a restorative process is possible and mutually agreed to by involved parties the Chief Diversity Officer should provide a summary of the investigation and resolution to the Chief Justice, Advisors, and involved parties and consider the Incident resolved.
5. Sanctions
 - a. Should no restorative process be successful, or the Chief Diversity Officer finds that punitive measures are appropriate they may recommend sanctions to the Judiciary. Sanctions may include but are not limited to, any combination of, mandatory restorative measures, further training, or removal from the Undergraduate Student Government. The Judiciary must hear the case within two calendar weeks and may choose to impose any appropriate sanctions. If sanctions are imposed the Judiciary shall notify USG's advisors and any appropriate officers.
6. Interim Suspensions
 - a. 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 an 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 suspend that member on an interim basis for a period of two weeks.
 - i. If the Chief Diversity Officer issues an Interim suspension, they must refer the conduct to the University and notify USG's advisors.
 - ii. 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 recommends sanctions to the Judiciary, in which case the interim suspension shall remain until a ruling of the Judiciary, or;
 2. The Diversity and Outreach Commission votes to extend the interim suspension to a total length of up to four calendar weeks from the original suspension date.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

7. The Chief Diversity Officer shall include summaries of all proceedings and sanctions in their semesterly report to the Senate.

CHAPTER FOUR: THE JUDICIAL BRANCH

BYLAW XIII – 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 the option to submit a recommendation to the Appeals Board. The 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.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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.
- e. The verdict made by the Appeals Board shall be final. Subsequent appeals cannot be made on the same basis.

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.
 - f. An electronic copy must be placed in the Chief Justice's mailbox.

BYLAW XV – Election Regulations

1. General Regulations that apply to all USG elections
 - a. Conduct and Etiquette
 - i. Campaign Definition: "An operation or series of operations intended to garner support or votes in a substantial way."
 - ii. A candidate's personal conduct, as well as that of their campaign, shall preserve the spirit and integrity of the Undergraduate Student Government election rules and process, and neither shall falsely represent any other candidates or parties.
 - iii. A candidate shall be held responsible for all campaign actions taken on their behalf.
 - iv. Campaigning at USG-organized events or in any place where the Undergraduate Student Government conducts official business is only allowed with the explicit permission of the Chief Justice.
 - v. Soliciting or receiving assistance from people or groups that are not affiliated with the University of Connecticut shall be strictly prohibited.
 - vi. Violations of the Student Bill of Rights, other USG Governing Documents, or other University policies shall be prohibited.
 - b. Judicial Action
 - i. Any 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. The filing must outline the perceived violation and reference the sections of the Bylaws or other relevant policies allegedly violated.
 - ii. Alleged violations shall be handled by the Appeals Board. Verdicts and penalties (excluding disqualification) may be subject to appeal within 12 hours of the verdict, per the process described in the Constitution. Verdicts and penalties in Senate elections will not be subject to appeal. A disqualification decision may be overturned by a two-thirds majority of the Student Senate.
 - iii. The Chief Justice or their designee shall be responsible for prosecuting election violations filed against campaigns on behalf of the Undergraduate Student Government. In the case where the Chief Justice is prosecuting, they shall recuse and the Deputy Chief Justice shall determine panel selection.
 - iv. Candidates who fail to meet eligibility requirements shall immediately be disqualified. This is not subject to appeal.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- v. The Appeals Board shall have the power to disqualify the candidacy of a student/ticket should it feel that the candidate has acted recklessly, with negligence, in willful defiance of the Elections and Campaign Policies, or any other applicable policy.
- vi. No Judicial hearing may be held during the voting period.
- c. Restrictions
 - i. Justices and members of the Communications Team shall not be permitted to participate in any campaign for elected office in the Undergraduate Student Government while holding their office.
- 2. Regulations in this section shall apply to any elections taking place outside the Student Senate.
 - a. Procedure
 - i. The Undergraduate Student Government shall publicize the details of the election no later than the beginning of the second week of classes of any semester.
 - ii. The Chief Justice shall be responsible for publishing the following information in conjunction with the Public Relations team:
 - 1. Open Positions
 - 2. Specific Timeline for Election
 - 3. Petition for Candidacy requirements
 - 4. Other required forms and materials
 - iii. Each student may write in one candidate per ballot position in any Undergraduate Student Government election. To be eligible for consideration, a write-in candidate must receive at least the same number of write-in votes as the number of petition signatures required to get on the ballot in the race they are running.
 - iv. In the case of a tied election, a runoff election will be held in the constituency where the tie occurred. This must be done under the guidance of the Judiciary.
 - v. Results shall be released after the proceedings within their respective races have concluded.
 - vi. All alleged violations must be filed no later than twelve hours after the voting period ends.
 - b. Election Resources
 - i. No Undergraduate Student Government resources shall be used for campaign purposes other than items explicitly deemed for such use.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- ii. 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 additional copies from the Student Organization Center at the standard rate.
 - iii. Any items to be given away by a campaign to students must be approved by the Chief Justice. Items must be within the spirit of the Undergraduate Student Government Election.
 - c. Finances
 - i. Each Presidential/Vice Presidential, Comptroller, Chief Diversity Officer, and Senate ticket may spend no more than a predetermined amount set by the Chief Justice, some of which can be funded by the Undergraduate Student Government.
 - ii. All candidates for President/Vice President, Comptroller, Chief Diversity Officer, and Senate tickets must submit a campaign budget to the Chief Justice by a predetermined date. Reimbursements for campaign purchases shall be prohibited.
 - iii. In-kind donations shall count towards the spending cap for candidates
- 3. The Senate Election Regulations shall apply to all elections conducted within the Student Senate.
 - a. Procedure
 - i. The Chief Justice and Speaker shall release an intent to run form to the relevant constituencies no less than two weeks before the Senate Election is to be conducted.
 - ii. The Speaker of the Senate or their designee shall chair all Senate elections where no conflict with the Speaker exists.
 - iii. In the event of a conflict or in the election of the Speaker, the President of the Student Body or their designee shall chair.
 - iv. The Chair shall not support or endorse any candidate in the election but may cast a vote if they are a Senator.
 - v. Elections shall always be the first voting item on a meeting's agenda.
 - b. Rules of Meeting
 - i. Candidates shall be permitted an opening statement of 5 minutes.
 - ii. After statements, questions to the candidates shall be permitted, with candidates given no less than 90 seconds to respond.
 - iii. Upon the conclusion of questions, Senators may speak once in favor of a particular candidate, with 2 minutes allotted per speech.
 - iv. At the close of discussion, candidates shall each be permitted to make a closing speech of at least 2.5 minutes in length.
 - c. Voting

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- i. Voting in Senate Elections shall always be done by secret ballot.
 - ii. Abstentions and invalid votes shall not be counted towards or against any candidate achieving the required number of votes.
 - iii. If no candidate achieves the required vote total, an immediate runoff election shall be held.
 - iv. The runoff shall not include the candidate who received the fewest votes.
 - v. This process shall continue until one candidate achieves the required vote total.
- d. Alleged violations in Senate elections must be filed before the voting period begins.
 - e. Any additional rules, regulations, and procedures shall be left to the joint discretion of the Chief Justice and the chair of the election.

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” and 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.
6. 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.
7. 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.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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.
8. 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.
 - iii. 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.
 - iv. At this time the presiding officer may allow for a brief reading period to go over the evidence.
 - v. No evidence will be presented in the Trial unless it is forwarded by the Hearing Panel.
 - vi. 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.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- 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.
 - ii. 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.
 - iii. Ballots shall be counted by the presiding officer of the Impeachment Trial following the conclusion of deliberation.
 - iv. When voting, the Senate is determining whether the charge is severe enough to warrant removal from office.
 - v. There shall be no limit on the time set aside for deliberation.

CHAPTER FIVE: COMPENSATION

BYLAW XVII – Member Compensation

1. The following members of the Undergraduate Student Government shall be eligible to receive monetary or academic compensation, but not both:
 - 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 to the President
 - i. DEI Manager
 - j. Communications Director
 - k. Chief of Staff to the Vice President
 - l. Deputy Speaker
 - m. Parliamentarian
 - n. Deputy Directors
 - o. Programming Director of Gender Equality and Social Inclusion (GESI)
2. The following members of the Undergraduate Student Government shall be eligible to receive only monetary compensation:
 - a. President-elect
 - b. Vice President-elect
 - c. Comptroller-elect
 - d. Chief Diversity Officer-elect
 - e. Funding Staff Supervisor
 - f. Student Organization Center Supervisor
 - g. A member of the Funding Staff
 - h. A member of the Student Organization Center Staff
 - i. A member of the Communications Team
 - j. Fiscal Manager
 - k. Inventory Specialist

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

1. Advocacy Coordinators
3. The following members of the Undergraduate Student Government shall be eligible to receive academic credit for their service:
 - a. Senators
4. The Undergraduate Student Trustee may be compensated for service to the Student Body and/or Undergraduate Student Government at the discretion of the Governing Board. Should the Governing Board choose to compensate the Undergraduate Student Trustee, the Undergraduate Student Trustee must sign an offer letter approved by the Governing Board.
 - a. The offer letter shall include supervision structure, tenure policy, time approval processes, compensable tasks, pay rate, duties, termination procedures, and hours allowed per week and the terms of the offer letter shall not extend past the end of the fiscal year.
 - b. The terms of the offer letter may contradict Bylaw XIX.8.a so long as it otherwise follows XIX.7.g.
 - i. Any controversies arising from such conflict should be settled by the Judiciary.
 - c. The Undergraduate Student Trustee may be dismissed from employment by a two-thirds no-confidence vote of the Governing Board.
 - d. The Undergraduate Student Trustee may be removed from the Undergraduate Student Government by impeachment.
5. 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, Speaker of the Senate, Chief Justice, Undergraduate Student Trustee
 - c. Upper Bound of Class III: Advocacy Directors, Funding Supervisor
 - d. Median of Class III: Chief of Staff, Communications Director, Assistant Funding Supervisors
 - e. Lower Bound of Class III: SOC Supervisor, Chief of Staff to the Vice President, DEI Manager, Fiscal Manager
 - f. Class II: Funding Staff members, Student Organization Center Staff Members, Inventory Specialists, 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

BYLAW XVIII – Tenure Policy

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. 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
 - b. Nominated by The Chief Diversity Officer: Advocacy Coordinators, Programming Director GESI
 - c. Nominated by the Comptroller: Fiscal Manager, Inventory Specialist
 - d. Nominated by the Speaker: Deputy Speaker
 - e. Nominated by a Director of an Advocacy Committee: 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, Communications Director
 - b. Appointed by the Vice President: Student Organization Supervisor, Chief of Staff to the Vice President, Funding Supervisor
 - c. Appointed by the Chief Diversity Officer: Diversity, Equity, & Inclusion Manager
 - d. Appointed by the Respective Supervisor: Funding Staff, Student Organization Center Staff, Communications Team
4. 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.
5. All appointed employees must receive an offer letter that includes the following information: Start date, pay rate, supervisor, job duties, and hours allowed per week.
 - a. Start dates are set at the discretion of the Supervisor but may not be before the employee is confirmed by the Student Senate or takes the oath of office.

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- b. No Student shall be expected to work more than 20 hours per week.
6. The Chief Diversity Officer and Comptroller may outline further regulations pertaining to hiring, promotions, and terminations, consistent with their constitutional duties.

BYLAW XIX – Time Reporting and Supervisory Structure

1. The Comptroller may delegate time review to professional staff or supervisors with the appropriate TSOS training. The Comptroller shall review time for the members of the following bodies and positions:
 - a. Governing Board
 - b. Office of the President
 - c. Office of the Chief Diversity Officer
 - d. Office of the Speaker
 - e. Funding Staff
 - f. Student Organization Center Staff
 - g. Deputy Directors
 - h. Advocacy Coordinators
2. The Chief Justice shall review time for the following positions.
 - a. Office of the Comptroller
3. The President, Comptroller, Speaker, Funding Supervisor, and Student Organization Center Supervisor shall act as supervisors of their respective offices and staff.
4. The Vice President shall act as supervisor for Advocacy Coordinators and Deputy Directors.
5. 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.
6. When reporting time, each student shall provide a detailed description of tasks performed. Any student responsible for reviewing time shall review these details, and if necessary, attempt to meet with an employee if there is an issue with reported time to resolve the issue.
7. 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. Facilitating or participating in any meeting or training when required to do so

BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT

- c. Having substantive meetings with other members of the organization, professional staff, administrators, constituents, and the leaders of other student organizations
 - d. Exercising oversight of people and resources in areas of authority
 - e. Planning and implementing initiatives and events
 - f. 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.
 - g. 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.
9. The following actions shall not be eligible for compensation:
- a. Taking actions unrelated to the Undergraduate Student Government
 - b. Taking actions that infringe upon the Governing Documents of the Undergraduate Student Government, and other applicable laws and policies
 - c. Attending meetings of the Senate, except when delivering a report, actively performing duties, or required to do so by the Governing Documents.
 - d. Participating in team-building activities or social events.
 - e. Performing identical duties at the same event as an uncompensated member.
10. 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.
11. The President shall be responsible for publicly publishing the job descriptions of all paid positions in an expedient manner after they are created.