



CONSTITUTION

Effective 03/09/2022

Ratified on 03/09/2022

Bylaws approved 03/09/2022

Bylaws changes effective 03/09/2022

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TABLE OF CONTENTS

Contents

ARTICLE I – STUDENT BODY.....3

ARTICLE II – EXECUTIVE BRANCH.....3

ARTICLE III –LEGISLATIVE BRANCH.....9

ARTICLE IV- CONDUCT COUNCIL.....12

ARTICLE V – ELECTIONS AND TERMS OF OFFICE.....14

ARTICLE VI – ~~REMOVAL-IMPEACHMENT, AND~~ SUCCESSION, RESIGNATION, AND
REINSTATEMENT.....16

ARTICLE VII – PETITIONS.....19

ARTICLE VIII – MEETINGS.....20

ARTICLE IX – FINANCES.....20

ARTICLE X – AMENDMENTS TO THE CONSTITUTION.....21

ARTICLE XI – COMMITTEES.....22

ARTICLE XII – COMMISSIONS22

BY-LAWS.....23

PREAMBLE

We, the Undergraduate Students of the University of New Haven, do hereby declare and establish a Student Government. By this declaration we seek to independently promise ~~a-democratiedemocratic~~ citizenship for every individual student, and to contribute to the social and academic welfare of the Student Body. The name of this government shall be the Undergraduate Student Government Association, hereinafter referred to as the USGA. Furthermore, it is our belief that each student shall be granted the opportunity to actively participate in the governmental affairs regardless of race, age, marital status, mental or physical ability, sex, gender, religion, national origins, political ideology, or sexual orientation.

The USGA shall be composed of three branches: the Legislative, the Executive, and the Judicial. All branches shall be accountable to the Student Body. The Student Body shall hold the ability to appeal any action of the three branches through the proper course of action as defined in this Constitution.

This document supersedes any Recognized Student Organization (RSO), Class, or Media document as well as the USGA Vice President of Finance's Manual, Election Guidelines, Conduct Council Guidelines, ~~and the Points Guidelines~~ and Committee Expectations. Amendments to this Constitution may not conflict with the Constitution or Corporate Papers of the University of New Haven and is superseded by the University of New Haven Student Handbook.

ARTICLE I MEMBERSHIP

Section 1. General Membership

Any full time or part time undergraduate student properly registered in this University will be considered a member of the Student Body unless they notify the USGA otherwise. All undergraduate students will hereinafter be referred to as the Student Body.

Section 2. Voting Eligibility

All members of the Undergraduate Student Body are eligible to vote in general elections and to hold office except as otherwise stated in this Constitution or University policy.

Section 3. Inclusion and Equity Commitment Statement:

The USGA commits to inclusion and equity of experience and opportunity in its membership and engagement. All members of the USGA are expected to engage with members of the community equitably regardless of race, age, marital status, mental or physical ability, sex, gender identity or expression, religion, national origins, political ideology, sexual orientation, or socioeconomic status.

ARTICLE II EXECUTIVE BRANCH

Section 1. Executive Board Composition

The Executive Branch will consist of the President, the ~~Senior~~ Vice President of Engagement, the Vice President of Operations, the Vice President of Finance, the Vice President of Community, Advocacy and Diversity, the Director of Finance, the Executive Assistant, and the Sergeant at Arms. These ~~six-eight~~ positions shall be known collectively as the Executive Board.

Section 2. Executive Board Terms of Office

The President-Elect shall appoint the ~~Senior Vice President~~, Vice President of Operations, Vice President of Finance, Vice President of Community, Advocacy, and Diversity, Director of Finance, Sergeant at Arms, and the Executive Assistant following the Spring Elections process as outlined in Article V. Their terms of office shall run concurrent with the President and Vice President of Engagement-of Finance's term of office and must be approved by a 2/3 majority of the Legislature.

Section 3. Officer Duties and Responsibilities

A. President

1. The President shall call and preside over all regular and special meetings of the USGA.
2. The President may establish meeting guidelines in accordance with this Constitution.
3. The President shall sign and make contracts and agreements in the name of the USGA, subject to majority approval of the Legislature.
4. The President shall form all committees and appoint all committee chairpersons.
5. The President shall provide general direction and management of the affairs of the USGA and shall enforce this Constitution and its By-Laws as interpreted by the USGA Sergeant at Arms in conjunction with the Executive Director of Center for Student Engagement, Leadership and Orientation (CSELO).

~~5.6.~~ The President shall have weekly one-on-ones with the USGA Executive Board.

~~6.7.~~ The President must complete twenty (20) scheduled office hours per week to be scheduled across five (5) business days during the week.

- a. Eighty percent (80%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.

~~7.8.~~ The President shall present the student body with updates on USGA initiatives and progress each month, outside of the general meeting setting.

~~8.9.~~ The President shall conduct new ~~Recognized Student Organization~~ RSO, Media, and Class orientation sessions prior to recognition as a new ~~Recognized Student Organization~~ RSO, Media, or Class.

~~9.10.~~ The President shall receive compensation equal to one hundred percent (100%) of their tuition during their term of office.

B. ~~Senior Vice President~~ of Engagement

~~1.~~ The ~~Senior Vice President~~ Vice President of Engagement shall be the presiding officer of USGA meetings during the President's absence.

~~2.~~ The Senior Vice President shall chair the Points Committee.

~~2.~~ The ~~Senior Vice President~~ Vice President of Engagement shall be responsible for maintaining and submitting all Points Guidelines and Committee Expectations, assist CSELO professional staff in training and transitioning of RSOs.

~~3.~~ The Vice President of Engagement shall plan the fall and spring Involvement Fair in conjunction with CSELO professional staff.

~~4.~~ The Vice President of Engagement shall oversee programming for USGA.

~~i.~~ The Vice President of Engagement shall plan two (2) programs each semester. Events that do not qualify are as follows:

1. Fall Involvement Fair
2. 9/11 Ceremony
3. Spring Involvement Fair
4. Homecoming
5. Recognized TORCH events
6. Pass the Torch.

~~5.~~ The Vice President of Engagement shall meet with CSELO professional staff bi-weekly.

~~3.6.~~ The Vice President of Engagement shall be the selection head of RSO conferences.

~~4.~~ The Senior Vice President shall complete a minimum of seventeen (17) scheduled office hours per week.

~~i.~~ Seventy percent (70%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.

~~5.~~ The Senior Vice President shall specifically outline the process for awarding points to all valid events and activities held by USGA Recognized Student Organizations, Recognized Student or Media. Changes to these guidelines must receive majority approval in the Legislature.

~~7.~~ The ~~Senior Vice President~~ of Engagement shall serve as a co-chair on the TORCH Committee.

- ~~6.8.~~ The Vice President of Engagement shall have oversight of Ad-Hoc committees in consultation with the USGA President.
- ~~7.9.~~ The ~~Senior~~ Vice President of Engagement shall be the liaison between the Executive Board and the House of Representatives.
- i. The Vice President of Engagement shall formally announce the House of Representatives for the current academic year one (1) week prior to the first USGA meeting.
- ii. The ~~Senior~~ Vice President of Engagement shall maintain a line of communication and meet with the House of Representatives a minimum of two (2) times per semester to discuss issues, ideas, concerns, and for oversight.
10. The Vice President of Engagement shall hold a legislative seminar one (1) time per semester and plan in coordination with the Vice President of Operations and Sergeant at Arms.
- ~~i.11.~~ The Vice President of Engagement shall have oversight of the Liaisons.
12. The ~~Senior~~ Vice President of Engagement shall be responsible for any duties assigned to them by the President.
13. The Vice President of Engagement shall complete a minimum of fifteen (15) scheduled office hours per week to be scheduled across a minimum of four (4) business days during the week.
- ~~8.i.~~ Seventy percent (70%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.
- ~~9.14.~~ The ~~Senior~~ Vice President of Engagement shall receive compensation equal to ~~sixty-five~~ percent (65%) of their tuition during their term of office.

C. Vice President of Operations

1. The Vice President of Operations shall be in charge of any and all facility requests and event registration forms directly related to the affairs of the USGA.
- ~~2. The Vice President of Operations shall have oversight of Ad-Hoc committees in consultation with the USGA President.~~
- ~~3.2.~~ The Vice President of Operations shall be the liaison between the Executive Board and the Senate.
 - i. The Vice President of Operations shall meet with the Senators on a Bi-Weekly basis to discuss issues and for oversight of the Senate.
- ~~i.3.~~ The Vice President of Operations shall be the liaison between the One Stop office and the Student Body.
4. The Vice President of Operations shall plan and execute at least three (3) meetings with the Senate to discuss issues and to enhance professional development amongst the group.
- ~~5. The Vice President of Operations shall complete a minimum of fifteen (15) scheduled office hours per week.~~
 - ~~i. Seventy percent (70%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.~~
5. The Vice President of Operations shall serve as a co-chair on the TORCH committee.

6. The Vice President of Operations shall oversee the creation and planning of all USGA-sponsored conferences.
- ~~7. The Vice President of Operations shall serve as a co-chair on the Advocacy Board~~
7. The Vice President of Operations shall be responsible for any duties assigned to them by the President.
8. The Vice President of Operations shall complete a minimum of fifteen (15) scheduled office hours per week to be scheduled across a minimum of four (4) business days during the week.
 - i. Seventy percent (70%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.
- 8.9. The Vice President of Operations shall receive compensation equal to fifty percent (50%) of their tuition during their term of office.

D. Vice President of Finance

1. The Vice President of Finance shall be responsible for the funds and securities of the USGA. They shall approve all check requests, purchase requisitions, credit card requests, funds transfers, internal line transfers, and orders for the payment of money in the name of the USGA under the discretion of the Legislature and the stipulations of the Vice President of Finance's Manual.
2. The Vice President of Finance shall exhibit, upon request, records and accounts of the USGA to any member of the Student Body.
- ~~3. The Vice President of Finance, or the Director of Finance, shall render a weekly statement of the condition of the finances of the USGA at all regularly scheduled USGA meetings.~~
- 4.3. The Vice President of Finance shall keep all records of accounts, business transactions, and any other records deemed necessary.
4. The Vice President of Finance shall submit their records for auditing when called for.
5. The Vice President of Finance shall connect with a representative of the Business Office at the beginning of each month to establish and review channels of communication between the two parties for the month.
- 5.6. The Vice President of Finance shall hold treasurer training sessions for all RSO treasurers and presidents for the academic year.
- 6.7. The Vice President of Finance shall assume responsibility for any duties assigned to them by the President.
- 7.8. The Vice President of Finance must complete a minimum of fifteen (15) scheduled office hours per week to be scheduled across a minimum of four (4) business days during the week.
 - i. Sixty percent (60%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.
- ~~8. The Vice President of Finance shall connect with a representative of the Business Office at the beginning of each month to establish and review channels of communication between the two parties for the month.~~

9. The Vice President of Finance shall receive compensation equal to fifty percent (50%) of their tuition during their term of office.

E. The Vice President of Community, Advocacy, and Diversity (CAD)

1. The Vice President of Community, Advocacy, and Diversity shall oversee the Advocacy Board in addition to aiding in the establishment of all ad-hoc and sub-committees, at the discretion of the President.
2. The Vice President of Community, Advocacy, and Diversity shall be responsible for promoting the ideals of inclusivity, student engagement and leadership, and positive campus climate.
 - i. "Inclusivity" is hereby defined as the refusal to exclude students of differing identities- including, but not limited to, age, marital status, physical and mental ability, race, gender, religion, sexuality, national origins, socio-economic status, political ideology, or sexual orientation.
3. The Vice President of Community, Advocacy, and Diversity shall seek collaborative opportunities with any recognized University office, department, or administrator on behalf of USGA.
4. The Vice President of Community, Advocacy, and Diversity shall collaborate with CSELO on diversity, equity and inclusion training for all RSOs.
- ~~5. The Vice President of Community, Advocacy, and Diversity shall coordinate diversity, equity and inclusion training for the USGA Executive Board within the first quarter of their term.~~
- ~~6.5.~~ The Vice President of Community, Advocacy, and Diversity shall facilitate USGA representation at all scheduled Campus Climate Coalition and serve as a member of the IDEA council. The Vice President of Community, Advocacy, and Diversity shall report back to the Executive Board, student body, and general meetings and shall report to Campus Climate Coalition with any initiatives taken at USGA.
- ~~7.6.~~ The Vice President of Community, Advocacy, and Diversity shall connect with representatives from the ~~Student Affairs~~ Dean of Students offices, at least once a month to establish and review lines of communications between the two parties.
- ~~8.7.~~ In response to University planning committees celebrating Diversity and Inclusion, the Vice President of Community, Advocacy, and Diversity shall oversee USGA representation for the committees.
- ~~9. The Vice President of Community, Advocacy, and Diversity shall aid in the coordination of USGA collaboration within Orientation and FLEEx programming.~~
- ~~8.~~ The Vice President of Community, Advocacy, and Diversity shall host a minimum of 2 speakers/ panels a semester on behalf of USGA on topics related to inclusion, diversity, equity, access, advocacy, and/or justice. This series will be recognized as the "USGA DEI Speaker Series"
- ~~9.~~ The Vice President of Community, Advocacy, and Diversity shall serve on the planning committee for each heritage month as recognized by the university.

- ~~10.~~ The Vice President of Community, Advocacy, and Diversity shall assume responsibility for any duties assigned to them by the President.
- ~~11.~~ The Vice President of Community, Advocacy, and Diversity shall receive compensation equal to fifty percent (50%) of their tuition during their term of office.
- ~~12.~~ 11. The Vice President of Community, Advocacy, and Diversity shall complete a minimum of fifteen (15) scheduled office hours a week to be scheduled across a minimum of four (4) business days during the week.
 - i. Seventy percent (70%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.
- ~~12.~~ 12. The Vice President of Community, Advocacy, and Diversity shall receive compensation equal to fifty percent (50%) of their tuition during their term of office.

F. Director of Finance

1. The Director of Finance shall chair the USGA Budget Committee and be in charge of keeping or delegating the role of taking meeting minutes.
- ~~1.2.~~ The Director of Finance, shall render a weekly statement of the condition of the finances of the USGA at all regularly scheduled USGA meetings.
- ~~2.3.~~ 3. The Director of Finance shall review, approve and organize miscellaneous requests.
- ~~3.4.~~ 4. The Director of Finance shall schedule budget committee meetings as well as notify ~~Recognized Student Organizations~~ RSOs and committee members of meetings.
- ~~4.5.~~ 5. The Director of Finance shall record and monitor RSO transactions funded through the USGA Miscellaneous Account.
- ~~5.6.~~ 6. The Director of Finance shall assist the USGA Vice President of Finance with the coordination of the yearly budget process.
- ~~6.7.~~ 7. The Director of Finance shall oversee USGA inventory and assist with tracking purchases.
- ~~7.8.~~ 8. The Director of Finance shall coordinate with the Sodexo catering team to facilitate the use of USGA funds for catering purposes by RSOs.
- ~~8.9.~~ 9. The Director of Finance shall be responsible for any duties assigned by the USGA Vice President of Finance.
- ~~9.10.~~ 10. The Director of Finance shall retain access to the banner and Charger Connection finance systems.
11. The Director of Finance shall serve as a secondary financial manager of USGA, under the discretion of the President.
- ~~10.12.~~ 11. The Director of Finance shall assume responsibility for any duties assigned to them by the President.
- ~~11.13.~~ 12. The Director of Finance shall complete a minimum of ten (10) office hours a week.

- i. Fifty percent (50%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.

~~12.14.~~ The Director of Finance shall receive compensation equal to thirty-five percent (35%) of their tuition during their term in office.

G. Executive Assistant

- ~~1.~~ The Executive Assistant shall keep the minutes of all general USGA meetings.
- ~~1.2.~~ The Executive Assistant shall create the meeting agenda and presentation for all general USGA meetings.
- ~~2.3.~~ The Executive Assistant shall chair the Election Committee.
- ~~3.4.~~ The Executive Assistant shall properly make, keep, serve and file all necessary paperwork as required by the position.
- ~~4.5.~~ The Executive Assistant shall be responsible for managing the student government office.
- ~~5.~~ The Executive Assistant shall be responsible for office equipment and supplies allocation and overseeing their purchases.
6. The Executive Assistant shall be responsible for the keeping of all information required from ~~Recognized Student Organizations~~ RSOs, Medias and Classes, as well as keeping files of all committee and commission information.
7. The Executive Assistant shall maintain and submit all USGA Election Guideline changes, subject to approval by 2/3 majority of the Legislature.
8. The Executive Assistant shall assist with the operations of the Classes when needed and be the liaison between USGA and each Class Executive Board.
9. The Executive Assistant shall review the Class Constitution and hold all Class Officers accountable for its policies.
10. The Executive Assistant shall plan and execute Fall Elections for First-year and Junior class elections.
11. The Executive Assistant shall plan and execute Spring elections for the USGA President, Vice President of ~~Finance~~ Engagement, and Senate for the following academic year.
12. The Executive Assistant will be responsible for the maintenance, promotion, and activity of all affiliated USGA social media accounts.
13. The Executive Assistant shall assume responsibility for any duties assigned to them by the President.
14. The Executive Assistant shall complete a minimum of ten (10) scheduled office hours per week.
 - i. Fifty percent (50%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.
15. The Executive Assistant shall receive compensation equal to thirty-five (35%) of their tuition during their term of office.

H. Sergeant at Arms

1. The Sergeant at Arms shall act as the mediator at all USGA meetings when issues arise concerning the Constitution and the By-Laws, or the general operation of the USGA.
2. The Sergeant at Arms shall have a detailed understanding of and provide the

final interpretation of the Constitution and By-Laws.

3. The Sergeant at Arms shall enforce the constitution in conjunction with the USGA President and in conjunction with the USGA ~~Senior~~ Vice President of Engagement when the USGA President's involvement would be a conflict of interest.
4. The Sergeant at Arms shall have the responsibility of maintaining the attendance record of all ~~Recognized Student Organizations~~ RSOs, Medias, and Classes for all USGA meetings and other related obligations.
5. The Sergeant at Arms shall track and maintain a record of Senate office hours.
6. The Sergeant at Arms shall provide training and explanation of Robert's Rules at the beginning of each semester.
- 4.7. The Sergeant at Arms shall review the constitution of newly created RSOs in conjunction with the Conduct Council.
- 5.8. The Sergeant at Arms shall have the responsibility of removing any member of the USGA whom they feel is causing a disturbance or defying Robert's Rules, during a USGA meeting.
- 6.9. The Sergeant at Arms shall be the chairperson of the Conduct Council.
 - i. The Sergeant at Arms shall review and provide changes to the Constitution and By-Laws, with the Conduct Council, at least once per term.
- ~~i.10.~~ The Sergeant at Arms shall be the co-chair of Elections Committee.
- 7.11. The Sergeant at Arms shall assume responsibility for any duties assigned to them by the President.
- 8.12. The Sergeant at Arms shall complete a minimum of ten (10) scheduled office hours per week.
 - i. Fifty percent (50%) of office hours must be held in a predetermined place at a predetermined time; both of which shall be accessible and advertised to the student body.
- ~~9. The Sergeant at Arms shall track and maintain a record of Senate office hours.~~
- 10.13. The Sergeant at Arms shall receive compensation equal to thirty-five (35%) percent of their tuition during their term of office.

Section 4. Shared Duties

- A. All Executive Board Members shall attend all regularly scheduled USGA meetings, ~~and~~ all regularly scheduled Executive Board Meetings, and USGA-sponsored events. Failure to do so shall result in a disciplinary hearing with the Conduct Council at the discretion of the USGA President. In the case of USGA President defying these regulations, a disciplinary hearing with Conduct Council shall be at the discretion of the Executive Director of CSELO
- A.B. An Executive Board Member shall conduct office hours inside of the Center for Student Engagement, Leadership, and Orientation office, unless given explicit permission from the USGA President to conduct them elsewhere.
- C. All Executive Board Members shall continue to fulfill their duties during University intersession periods.
- B.D. Executive Board Members must finalize and submit a dummy guide by July 1 to their successor.

~~C.E.~~ All Executive Board Members shall promote a collaborative environment among the University community.

~~D.F.~~ All Executive Board Members shall abide by the expectations and principles of the Inclusion and Equity Statement.

Section 5. Veto

- A. Except on motions regarding removal from office, the Executive Board may veto any motion that has passed both ~~houses the House of Representatives and Senate of the assembly~~ by a written veto that is signed by every currently serving Executive Board member.
 1. The Executive Board will sign the veto in the presence of the Executive Director of ~~CSELO~~. The written veto must contain the reason for vetoing. The Executive Board will have three (3) business days following the vote to veto a motion passed by the ~~assembly~~ Legislature.
- B. The veto may be overturned by a 2/3 majority vote in both the Senate and the House of Representatives.
- C. The Executive Assistant shall keep all written vetoes on record to be announced at the following USGA meeting during the President's Report. It may be overturned by a motion in new business.

ARTICLE III LEGISLATIVE BRANCH

The function of the Legislature is to create and modify laws, be responsive and accountable to the Student Body, promote goodwill among the University Community, and carry out the provisions of this Constitution. It shall be comprised of two chambers: The House of Representatives and the Senate. A Legislator is any member of the Legislature.

Section 1. The House of Representatives

1. Shall consist of 50 RSOs. A sign-up sheet shall be distributed by the Vice President of Engagement; House seats will be on a first-come, first-serve basis, except there shall be a minimum of two (2) seats per RSO category, if applicable. The categories are:
 - a. Club Sports
 - b. Cultural
 - c. Fraternity/Sorority Life
 - d. Honor Society
 - e. Professional
 - f. Special Interest
 - g. Spiritual
2. To be eligible to serve on the House of Representatives, an RSO must not have any unexcused absences from USGA meetings from the current academic year.
- ~~a.3. one Primary Representative from each of the Top Twenty Percent (20%) Recognized Student Organizations (RSOs).~~
 - ~~a. Hereafter, 'Top 20' is defined as the Top 20 percent of all Recognized Student and organizations based on USGA points standings from the previous academic year.~~
 - ~~b. Top 20 Recognized Student Organizations shall be determined and announced at the end of each academic year so that further action by the Recognized Student Organizations can be taken to select Representatives.~~

- i. ~~The number of members of active Recognized Student Organization shall not be taken into consideration as long as membership requirements are met per this Constitution and University policy.~~

~~2.4.~~ Shall consist of the two (2) Representatives from the USGA Recognized Medias. The USGA Recognized Medias are:

- a. The Chariot Yearbook
- b. The Student Committee of Programming Events (SCOPE)

~~3.5.~~ Shall consist of the four (4) Class Representatives

- a. The elected Class Executive Board as per the Class Constitution shall appoint class representatives.

~~4.6.~~ Shall retain voting privileges at weekly USGA meetings.

~~5.7.~~ Shall fulfill the following duties:

- a. A Primary Representative will serve on a minimum of one USGA committee on a continual basis throughout the semester.
- b. All representatives will be ~~a stakeholder~~ stakeholders of their RSO. Within their organization they are either an Executive Board Member, or another involved individual, at the discretion of the ~~Senior~~ Vice President. of Engagement.
- c. Attend all mandatory seminars and retreats.
- ~~d.~~ Relay all- important USGA matters to their respective RSOs
- ~~e.~~ Complete three (3) co-sponsorships, per semester, for the purpose of increased and expanded community and involvement with on-campus RSOs, barring Medias and club sports, and exceptional cases.
 - ~~a.~~ A co-sponsorship is defined as a collaborative event where two (2) or more RSOs join together in planning and executing an event. At least two (2) recognized members from each RSO must be in attendance. A co-sponsorship completion form must be signed by the presidents of the involved RSOs and submitted to the USGA Sergeant at Arms.
 - ~~d.b.~~ If an RSO wishes to be exempt from this clause, they must provide a written submission to the Sergeant at Arms, citing the circumstances which are subject to review.

~~6.8.~~ At the beginning of each semester, every RSO and Media shall establish a Primary Representative with the USGA Sergeant at Arms.

- a. Only one representative may vote at a time on behalf of their respective RSO, Media, or Class.
- b. If the appointed Primary Representative cannot attend a USGA meeting, a Substitute Representative from that ~~Recognized Student Organization~~ RSO, Media, or Class will be allowed to attend as the representative. The attendance of the Substitute Representatives must be reported to the USGA Sergeant at Arms prior to the meeting being called.
 - ~~i.~~ If the RSO will not have any representatives to attend the USGA meeting, they will be required to fill out the Attendance Excusal Form on Charger Connection at least twenty-four (24) hours prior to the USGA meeting and receive approval by the USGA Sergeant at Arms.
 - ~~i.ii.~~ Three (3) unexcused absences will result in the freezing of the RSO and a hearing with the Conduct Council to determine further appropriate disciplinary action.
- c. If an appointed ~~Recognized Student Organization~~ RSO, Media, or Class Primary Representative can no longer serve in their position, the ~~Recognized Student Organization~~ RSO, Media, or Class will report the appointment of a new Primary Representative to the USGA Sergeant at Arms.

- d. A Primary Representative cannot serve more than one ~~Recognized Student Organization~~RSO, Media, or Class at any given time during a USGA meeting.
- e. All representatives shall abide by the expectations and principles of the Inclusion and Equity Statement.

Section 2. The Senate

1. A full Senate shall consist of twenty-five (25) Senators who will sit on behalf of various demographics of students at the discretion of the USGA President in order to collectively represent the Student Body.
 - a. Twenty-three (23) Senators shall be elected during the Spring USGA Elections for a full term of one (1) year concurrent with the term of USGA President and Vice President of ~~Finance~~Engagement.
 - b. Two (2) additional seats for the first-year class shall remain open to be filled as soon as possible during the academic year via the Emergency Appointment Application as described in Article V, Section 9 to encourage new interest and involvement in USGA.
 - c. Any vacant seat throughout the academic year shall be filled via the Emergency Appointment Application as described in Article V, Section 9.
2. Shall retain voting privileges at weekly USGA meetings.
3. Shall provide a class and presumptive work schedule to the USGA Vice President of Operations within the first two (2) weeks of the start of their term to allow for planning of USGA business.
4. Senators must attend all regularly scheduled USGA meetings.
 - a. A Senator may have three (3) excused absences per semester at the discretion of the USGA Sergeant at Arms and may have no unexcused absences.
5. A Senator must be a registered full time or part time undergraduate student.
6. A Senator shall promote a collaborative environment among the University community.
7. A Senator who is deemed to be a poor representative of the University or the USGA shall meet with the Conduct Council for disciplinary review.
 - 7.a. A poor representative is someone who commits lewd or criminal acts or acts in a way that harms the safety and welfare of the university, its community, and students.
8. Each Senator shall serve a term of one (1) year to run concurrently with the term of the USGA President.
9. Each Senator shall be required to serve as an active member of an Executive or Ad-Hoc USGA committee, at the discretion of the USGA Vice President of Operations.
10. Each Senator shall be required to complete a minimum of two (2) weekly office hours for the USGA, not including the mandatory one (1) hour meeting held by the USGA Vice President of Operations.
11. Each Senator shall be required to attend all scheduled senate meetings with the USGA Vice President of Operations, unless otherwise excused.
12. Each Senator shall submit a written report to the USGA Vice President of Operations at the conclusion of each semester outlining what was accomplished over the course of the previous semester and what goals should be worked toward in the following semester.
13. Each Senator must complete three (3) Senate Event Reflection Forms, per semester, for the purpose of increased and expanded Senate involvement with on-campus RSOs. Attended events are to be completed outside of their own RSO involvements, at the discretion of the Vice President of Operations.
 - a. Each Senator must attend programs, for the entire duration, satisfying no more than one (1) from each of the following categories:

- i. Academic – scholastic events related to academic growth, scholarship, or professional development.
 - ii. Athletic – sporting events such as games, tournaments, or fundraisers involving physical activity.
 - iii. Greek – events hosted by Greek organizations where attendees have the opportunity to meet members and/or learn about some aspect of the organization.
 - iv. Multicultural – events that expose attendees to different cultural topics of issues on campus or in society.
 - v. Other – any event that does not fit the above categories but still serves a purpose towards bettering the campus community and the host organization.
 - b. When all categories have been satisfied through the event reflection forms, Senators may repeat one of the above categories.
 - c. All event reflections must be submitted within two weeks of the event attended.
 - d. Events held by Classes or Medias will not be accepted as part of the Event Reflection Program without approval by the Vice President of Operations prior to the event.
14. Each Senator shall receive compensation equal to \$500 towards their tuition during their term of office.
 15. Each Senator shall be responsible for other duties as assigned to them by the Vice President of Operations.
 16. Each Senator shall abide by the expectations and principles of the Inclusion and Equity Statement.

Section 3. Liaisons

1. A USGA Liaison is an undergraduate student who bridges the gap between USGA and the various offices throughout the University. There will be five (5) liaisons, one (1) for each of the following offices:

- a. Admissions
- b. Facilities
- b. Health Services
- c. Residential Life
- d. Campus Police

1. The Liaison requirements include:

- a. A liaison shall participate in an interview with the USGA Vice President of ~~Operations~~Engagement
- b. A liaison shall be in good academic and conduct standing with the University.
- c. A liaison must have attended at least two (2) prior USGA meetings.
- d. A liaison must have and maintain at least a 2.5 Grade Point Average.

2. The duties of a liaison entail the following:

- a. A liaison shall reach out to their respective parties on a monthly basis, at minimum.
- b. A liaison shall participate in a monthly meeting with all other USGA liaisons and the USGA Vice President of ~~Operations~~Engagement.
- c. A liaison is responsible for relaying any information from their respective parties to the USGA Vice President of ~~Operations~~Engagement.
- d. A liaison is responsible to complete any other tasks assigned to them by the USGA Vice President of ~~Operations~~Engagement.

3. All liaisons shall abide by the expectations and principles of the Inclusion and Equity Statement.

Section 4. Voting Procedure

Considering the passage of a motion before the Legislature

1. Voting shall be concurrent in the House of Representatives and the Senate.
2. A simple majority must be found in the House of Representatives, and then a simple majority must be found in the Senate.
 - a. A simple majority is defined as at least ~~one more than half~~ one-half (½) plus one (1) of the voting body.
3. If there is a tie in the Senate or House of Representatives, the USGA President may cast a vote, or return the motion to the floor.

Section 5. Quorum

1. The Legislature shall be in quorum when more than ~~half~~ one-half (½) plus one (1) of the House of Representatives is in attendance and when more than ~~half the~~ one-half (½) plus one (1) of the Senate is in attendance.
2. Quorum must be met and maintained throughout the duration of the meeting.
 - a. If quorum is not met, no business may be conducted.

**ARTICLE IV
CONDUCT
COUNCIL**

Section 1. The Conduct Council shall serve as the Judicial Branch of the USGA.

Section 2. The USGA has developed a conduct process to address violations of policies pertaining to USGA-related business. If the documented incident also violates University policies, the Student Code of Conduct process will apply to the organizations and or individuals involved but will not preclude disciplinary action by USGA. USGA proceedings may be instituted against a student, ~~Recognized Student Organization~~ RSO, ~~e~~Class or ~~m~~Media charged with a Code of Conduct violation which is also a violation of USGA policies.

Section 3. Conduct Council hearings will be scheduled to address matters concerning violations regarding the USGA Constitution, USGA By-Laws, USGA documentation and forms, USGA funds, and/or other exclusively USGA related matters not already addressed in this Constitution. Meetings will also be convened to review constitutions of newly created RSOs.

Section 4. The Conduct Council shall consist of a minimum three (3) and a maximum of ~~seven-nine~~ (79) members, whose term of office will run for the length of the academic year and concurrent with the term of the USGA President. The members of the Conduct Council shall be appointed by the USGA Sergeant at Arms subject to a majority approval by the Legislature. Conduct Council shall consist of at least one (1) and no more than three (3) members of the Senate, at least one (1) and no more than three (3) members of the house, and ~~no more than three~~ at least one (1) and no more than (3) members of the Undergraduate Student Body. At least ~~five-three~~ (53) voting members of the ~~Judicial~~ Conduct Council must be in attendance for a hearing to be held.

Section 5. If the USGA Sergeant at Arms is unable to chair the hearing, the Conduct Council shall appoint an individual to act as an interim chair to moderate the meeting

Section 6. The Conduct Council shall meet when:
A. Called together by the USGA Sergeant at Arms.

- B. Called together by a majority vote of the Legislature or proper petition from the Student Body in order to hear grievances pertaining to the USGA Constitution, USGA By-Laws, USGA documentation and forms, USGA funds, and/or other exclusively USGA related matters.

- Section 7.** The USGA Sergeant at Arms, on behalf of the Conduct Council shall submit the final decision to the alleged individual, ~~Recognized Student Organization~~RSO, Class, or Media following a complete hearing.
- Section 8.** The Conduct Council shall conduct itself in accordance with the Conduct Council Guidelines. The Conduct Council Guidelines shall be subject to majority approval by the Legislature prior to conducting any formal business for the year should any changes be made between academic years.
- Section 9.** Conduct Council meetings are closed meetings to all members of the USGA unless otherwise requested or invited to attend the meeting by the USGA Sergeant at Arms and the Conduct Council.
- Section 10.** Any Executive Board member, Media Head, RSO Representative, or Senator may be summoned to the Conduct Council through a Petition from the Student Body or may be sent by the President. Once summoned, procedures shall follow the guidelines set forth for the individual's position as stated in this Constitution.
- Section 11.** The Appeals Board will consist of the current USGA Executive Board and the Executive Director of CSELO.
- A. In response to an appeal, the Appeals Board may elect to do one of the following by a majority vote:
1. Deny the appeal.
 2. Uphold the original sanction(s).
 3. Approve or reject all or any part of the original sanction(s).
 4. Request for a reconsideration of the sanction(s) by the Conduct Council, with the guidance of the Appeals Board.
- Section 12.** A ~~Recognized Student Organization~~RSO, Media, or Class Executive Board Member may request the assistance of the USGA Conduct Council in settling matters or conflicts exclusively internal to that organization.

ARTICLE V ELECTIONS AND TERMS OF OFFICE

- Section 1.** The President and Vice President of ~~Finance-Engagement~~ of the USGA shall be elected by the popular vote of the Student Body. The President and Vice President of ~~Finance-Engagement~~ must each receive votes totaling to at least 5% of the Student Body. The President and Vice President of ~~Finance-Engagement~~ candidate(s) must receive at least a majority (more than 50%) of all casted votes. Their term of office shall be one (1) year and begin on July 1 of the year they are elected.
- A. In the event the President or Vice President of ~~Finance-Engagement~~ candidate(s) does not receive at least a majority (more than 50%) of all votes casted, there shall be a run-off election organized by the Elections Committee Chair. The run-off election ballot will consist of the two (2) candidates receiving the most votes from the previous ballot.
- Section 2. Qualifications for Office**
- 1. USGA Executive Board**

- A. The following qualifications for the positions of President, ~~Senior~~ Vice President of Engagement, and Vice President of Finance must be met at the commencement of their term and maintained during the term of office:
 - 1. The student must be full time undergraduate student carrying at least twelve (12) credit hours per semester.
 - 2. The student must have 57 credit hours completed by the time they take office.
 - 3. The student must have at least a 2.75 cumulative Grade Point Average.
- B. The following qualifications for the positions of Vice President of Operations, Vice President of Community, Advocacy and Diversity, Director of Finance, Executive Assistant, and Sergeant at Arms must be met at the commencement of their term and maintained during the term of office:
 - 1. The student must be full time undergraduate student carrying at least twelve (12) credit hours per semester.
 - 2. The student must have 27 credit hours completed by the time they take office.
 - 3. The student must have at least a 2.75 cumulative Grade Point Average.
- C. All appointed Executive Board members must have served for two (2) ~~full~~ complete semesters in one of the following positions at the time of appointment:
 - 1. Senator
 - 2. Media Head
 - 3. Standing Committee member
 - 4. Member of a structured campus ~~Recognized Student Organization~~ RSO, Media, or Class recognized by the USGA and the University.
- D. Any Student that wishes to apply for the position of President or Vice President of ~~Finance~~ Engagement must have two (2) ~~full~~ complete semesters of USGA experience in one of the following positions at the time of application:
 - 1. Executive Board Member
 - 2. Senator
 - 3. Primary ~~Recognized Student Organized~~ RSO Representative
 - 4. Media Head
 - 5. Class Representative
- E. Failure to maintain these qualifications will result in disqualification at the time of elections or removal from position.
- ~~F. All Executive Board Members shall attend all regularly scheduled USGA meetings, and all regularly scheduled Executive Board Meetings. Failure to do so shall result in a disciplinary hearing with the Conduct Council.~~
- G.F. An Executive Board Member may not hold two positions within the three Branches of the USGA unless permitted by another section of this Constitution and By-Laws; nor shall any Executive Board member hold a Media Head Position.

b.e. Senate

- A. The following qualifications for Senate must be met at the commencement of their term and maintained during the term of office:
 - 1. The student must be a member of the Student Body.
 - 2. The student must have at least a 2.5 cumulative Grade Point Average.
 - 3. The student must be in good academic and conduct standing with the University.
- B. Failure to maintain these qualifications will result in disqualification at the time of elections or removal from position.

Section 3. Senate Elections

Twenty-three (23) Senators shall be elected at large from the Student Body. Each candidate must each receive votes totaling to at least 5% of the Student Body. Their term of office shall be one year and begin on the July 1 of the year they are elected.

Section 4. In all the above elections, the polls shall be open for no less than six (6) hours per day for three (3) consecutive days.

Section 5. Any office, which calls for an election of the Student Body at large, requires a completed application prior to the general election.

Section 6. In the Senate election, individual students will be eligible to vote for as many candidates as there are positions available.

Section 7. No student shall hold more than one of the elected positions in the USGA at a time, which include: Executive Board Member, Media Head, Senator, and SCOPE Director.

Section 8. No candidate for USGA President or USGA Vice President of ~~Finance~~ Engagement may serve on the Elections Committee during the semester they are running for office.

Section 9. Emergency Appointment of Senators

- A. Applications for the position of USGA Senator will be available throughout the year. Completed applications returned during times of full Senate capacity will be kept on file and referred to when a Senate seat becomes vacant.
- B. The President shall appoint the new USGA Senator from the available applications subject to majority approval of the Legislature.
- C. The President shall attempt to appoint Senator Applicants as soon as possible when there is a vacancy in the Senate.
- D. The number of vacant seats at any given time will be the number required to fill the Senate to its maximum limit of seats.
- E. All newly appointed Senators will have their terms commence immediately at the next USGA meeting. All terms end on June 30.
- F. The application of candidates who do not receive a majority vote of the Legislature will be kept on file in order to be considered at the next election process for Senator. A candidate for Senate may come before the assembly to be voted on a maximum of one (1) additional time for the remainder of the academic year, after failing to receive a top majority vote of the Legislature.

Section 10. Media Head Qualifications

- A. The following qualifications to serve as the Head of a USGA Recognized Media (as are outlined in Article III) must be met at the commencement of their term and maintained during the term of office:
 - 1. The student must be a member of the Student Body.
 - ~~2.~~ 2.3. The student must have at least a 2.5 cumulative Grade Point Average.
 - ~~2.3.~~ The student must have two (2) semesters of membership.
- B. All Media Heads shall abide by the expectations and principles of the Inclusion and Equity Statement.

Section 11. SCOPE Director Qualifications

- A. The following are qualifications to serve as a Director of SCOPE's Board of Directors (as are outlined on Article III, Section I, Subsection 2) must be met at the commencement of their term and maintained during the term of office.
 - a. The student must be a member of the Student Body
 - b. The student must have at least a 2.5 cumulative Grade Point Average
 - c. The student should have familiarity with SCOPE's purpose, policies, and events.
- B. All SCOPE Directors shall abide by the expectations and principles of the Inclusion and Equity Statement.

ARTICLE VI

REMOVAL, IMPEACHMENT, AND SUCCESSION, RESIGNATION, AND REINSTATEMENT

Section 1. Grounds for Impeachment of an Executive Board Member

1. Not maintaining a 2.75 GPA as outlined in Article V.
2. Failure to carry out the duties as outlined in Article II.
3. Violation of the University Handbook or Code of Conduct.
4. Being a poor representative of the university as defined in Article III, Section 2, Clause 7a

Section 2. To ~~Remove~~ Impeach the a USGA President

1. The ~~Removal~~ impeachment process may be started in one of three manners:
 - a. A motion is to be made by a member of the Legislature to send the USGA President to the Conduct Council for a removal hearing.
 - b. A 2/3 majority petition by the USGA Executive board, not including USGA President and Sergeant at Arms, to send the USGA President to the Conduct Council for a removal hearing.
 - c. A petition by the Executive Director for the Center for Student Engagement Leadership and Orientation to send the USGA President to the Conduct Council for a removal hearing.
2. The Conduct Council shall be convened to conduct a hearing of the USGA President's job performance. Any member of the USGA may present ~~his or her~~ their support for the continuation of the President or the removal of the President to the Conduct Council. The USGA President has the right to be present while each USGA member states their case. The ~~Judicial~~ Conduct Council reserves the right to remove the President from their position or recommend corrective action to be undertaken within a specific amount of time. The Conduct Council decisions shall be effective immediately, unless otherwise specified. A written letter of the decision shall be issued to the individual within twenty-four (24) hours of the hearing.
3. If the individual wishes to appeal the decision, they shall submit a letter to the Acting USGA President appealing the decision based on the appeal guidelines. The appeal letter shall be submitted within five (5) business days of receipt of the written Conduct Council decision.
 - a. The individual shall be granted, without prejudice, a meeting of the Appeals Board. The Appeals Board shall be chaired by the Dean of Students and consist of two (2) undergraduate students from each college, all appointed by the Dean of Students. They hold the right to conduct the review of the appeal without the student being present. The Appeals Board will issue a final decision, not subject to additional review. Their written decision shall be delivered to the individual within five (5) days of the review.

Section 3. To Impeach a USGA Executive Board Member

1. The impeachment process may be started in one of two manners:
 - a. A motion is to be made by a member of the Legislature to send the USGA Executive Member to the Conduct Council for a removal hearing.
 - b. A petition by the Executive Director for the Center for Student Engagement Leadership and Orientation to send the USGA Executive Board Member to the Conduct Council for a removal hearing.
2. The Conduct Council shall be convened to conduct a hearing of the USGA Executive Member's job performance. Any member of the USGA may present his or her support for the continuation of the Executive Board Member or the removal of the Executive Board Member to the Conduct Council. The USGA Executive Board Member has the right to be present while each USGA member states their case. The Conduct Council reserves the right to remove the Executive Board Member from their position or recommend corrective action to be undertaken within a specific amount of time. The Conduct Council decisions shall be effective immediately, unless otherwise specified. A written letter of the decision shall be issued to the individual within twenty-four (24) hours of the hearing.
3. If the individual wishes to appeal the decision, they shall submit a letter to the USGA President appealing the decision based on the appeal guidelines. The appeal letter shall be submitted within five (5) business days of receipt of the written Conduct Council decision.
 - a. The individual shall be granted, without prejudice, a meeting of the Appeals Board. The Appeals Board shall be chaired by the Dean of Students and consist of two (2) undergraduate students from each college, all appointed by the Dean of Students. They hold the right to conduct the review of the appeal without the student being present. The Appeals Board will issue a final decision, not subject to additional review. Their written decision shall be delivered to the individual within five (5) days of the review.

Section 4. Grounds for Impeachment of a Media Head

1. Not maintaining a 2.5 GPA as outlined in Article V.
2. Failure to carry out the duties outlined in their constitution.
3. Violation of the University Handbook or Code of Conduct.
4. Being a poor representative of the university as defined in Article III, Section 2, Clause 7a

Section 52. To ~~Remove-Impeach~~ a USGA Executive Board Member or a Media Head

1. The USGA President and the Executive Director of CSELO will meet with the individual and discuss issues or allegations in addition to a proposal for corrective action. The individual should be given a specified time period to undertake the corrective action. Time periods should be reasonable based on the circumstances.
2. If corrective action does not place the individual in good standing, the USGA President and the Executive Director of CSELO will meet again with the individual to remove them from their position(s). If the person disagrees with the decision to be ~~removed~~impeached, they shall remain in their position until the Conduct Council can grant them a hearing.
 - a. If the individual wishes to have a hearing, they shall submit a letter to the USGA President requesting a hearing within five (5) business days of the meeting regarding removal from the position. The USGA President shall forward the letter to the USGA Sergeant at Arms.
3. The USGA Sergeant at Arms shall conduct a Conduct Council hearing. The Conduct Council reserves the right to remove the individual from their position or recommend corrective action to

be completed in a specific amount of time. The Conduct Council decisions shall be effective immediately, unless otherwise specified. A written letter of the decision shall be issued to the individual within twenty-four (24) hours of the hearing.

4. If the individual wishes to appeal the decision of the Conduct Council, they shall submit a letter to the USGA President appealing the decision based on the appeal guidelines specified in this Constitution. The appeal letter shall be submitted within five (5) business days of receipt of the Conduct Council's written decision.
 - a. The individual shall be granted, without prejudice, a meeting of the Appeals Board. The Appeals Board shall be chaired by the Dean of Students and consist of two (2) undergraduate students from each college, all appointed by the Dean of Students. They hold the right to conduct the review of the appeal without the student being present. The Appeals Board will issue a final decision, not subject to additional review. Their written decision shall be delivered to the individual within five (5) days of the review.

Section 4. Grounds for Impeachment of a Senator

1. Not maintaining a 2.5 GPA as outlined in Article V.
2. Failure to carry out the duties as outlined in Article III.
3. Violation of the University Handbook or Code of Conduct.
4. Being a poor representative of the university as defined in Article III, Section 2, Clause 7a

Section 5. Grounds for Impeachment of a SCOPE Director

1. Not maintaining 2.5 GPA as outlined in Article V.
2. Failure to carry out the duties as outlined in the SCOPE constitution.
3. Violation of the University Handbook or Code of Conduct.
4. Being a poor representative of the university as defined in Article III, Section 2, Clause 7a

Section 63. To Remove a USGA Senator or SCOPE Director

1. A motion must be made by a member of the Legislature to send a USGA Senator or SCOPE Director to the Conduct Council for a review hearing. The USGA President also reserves the right to send a USGA Senator or SCOPE Director to the Conduct Council. The USGA Vice President of Operations reserves the right to send a USGA Senator to the Conduct Council for an impeachment hearing at the discretion of the USGA President.
2. The Conduct Council shall convene to conduct a hearing of the USGA Senator's or SCOPE Director's job performance. Any member of the USGA may present their support for the continuation of the Senator or SCOPE Director for the removal of the Senator or SCOPE Director to the Conduct Council. The Senator or SCOPE Director has the right to be present while each USGA member states their case. The Conduct Council reserves the right to remove the individual from their position or recommend corrective actions to be taken within a specific amount of time. The Conduct Council decision shall be effective immediately, unless otherwise specified. A written letter or email of the decisions shall be delivered to the individual within twenty-four (24) hours.
3. If the individual wishes to appeal the decision of the Conduct Council, they shall submit a letter to the USGA President appealing the decision based on the appeal guidelines specified in this Constitution. The appeal letter shall be submitted within five (5) business days of receipt of the written decision.
 - a. The individual shall be granted, without prejudice, a meeting of the Appeals Board. The Appeals Board shall be chaired by the Dean of Students and consist of two (2) undergraduate students from each college, all appointed by the Dean of Students. Those

members hold the right to conduct the review of the appeal without the student being present. The Appeals Board will issue a final decision, not subject to additional review. Their written decision shall be delivered to the individual within five (5) days of the review.

Section 74. Executive Succession

1. If the President is removed, resigns or is unable to serve, then the Executive Board member highest on the following list that is able to serve shall become President: ~~Senior Vice President of Engagement~~, Vice President of Operations, Sergeant-at-Arms, Executive Assistant, and then the Vice President of Finance. The succeeding Executive Board Member shall assume the duties and responsibilities of the USGA President until the time when the former President is capable of again fulfilling the duties and responsibilities of the office.
- ~~1.2. If the Vice President of Engagement is removed, resigns, or is unable to serve, then the Executive Board member highest on the following list that is able to serve shall become Vice President of Engagement: Vice President of Operations, Sergeant at Arms, Executive Assistant, and then the Vice President of Finance.~~
- ~~2.3. If the USGA Vice President of Finance resigns, is removed, or is unable to serve, the Director of Finance shall ascend to the Office of the USGA Vice President of Finance, so long as the Director of Finance meets all constitutional requirements to serve as a USGA Executive Board member. A new Director of Finance shall be appointed by the Vice President of Finance, pending a 2/3 legislative approval, as long as the candidate meets the requirements of the Director of Finance.~~
- ~~3.4. If for any reason the Senior Vice President, Vice President of Operations, Vice President of Finance, Vice President of Community, Advocacy, and Diversity, Director of Finance, Executive Assistant, or Sergeant at Arms position is vacant, the President will assume the duties of said position and delegate tasks outlined in the constitution to whichever filled E-Board position they deem fit. The President will then appoint a replacement, subject to a 2/3 Legislative Approval.~~
 - a. Should a position remain vacant for longer than a semester, the eligibility requirements of the position may be waived completely or in partiality at the discretion of the USGA President and Director for ~~the Center of Student Engagement, Leadership and Orientation~~ CSELO.
- ~~4. Letters of resignation must be read to the Legislature and accepted by majority vote.~~
 - a. ~~Letters of resignation must be submitted to the USGA President at least 48 hours prior to the meeting in which it will be voted upon.~~

Section 85. Conduct Council Appeal Guidelines

If there is suspicion regarding the execution of any of the following stipulations, an appeal can be launched.

1. To determine whether the Conduct Council hearing was conducted fairly considering the charges and information presented against the alleged party, the hearing must conform to prescribed procedures. The petitioning party must be given a reasonable opportunity to prepare and present information; the alleged student must be given a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless the Appeals Board review finds that significant prejudice resulted from such deviation.

2. To determine whether the decision reached regarding the alleged student was based on substantial information, the petitioning party must prove that the alleged party committed a violation beyond a reasonable doubt.
3. To determine whether the sanction imposed was appropriate for the circumstances.
4. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, such information or facts must not have been known or available to the person appealing at the time of the Conduct Council hearing.

Section 9. Resignation

1. USGA Executive Board Members, USGA Senators, SCOPE Directors, and Media Heads are allowed to submit a letter of resignation at any point during their tenure if they would like to be relieved of their positions After their letter of resignation is read to the legislature, their stipend will be prorated, and they will only receive the amount equal to how long they served in their position.
2. House Representatives are allowed to submit a letter of resignation at any point during their tenure if they would like to be relieved of their positions. After their letter of resignation is read to the legislature a new House Representative shall be appointed using the same system as described in Article III, Section 1, Clause 1.
3. A letter of resignation must be submitted to the USGA President 48 hours prior to the meeting that it will be read at.
4. The USGA President must submit a letter of resignation to the Executive Director of the Center for Student Engagement, Leadership, and Orientation 48 hours prior to the meeting that it will be read at.
5. Letters of resignation do not have to be voted on to be in effect. They are accepted after they are read.

Section 10. De Facto Resignation

1. For Senators, resignation will be considered given and accepted after three (3) unexcused absences to USGA meetings.

Section 11. Reinstatement After Resignation

1. A USGA Executive Board Member, SCOPE Director, Media Head, or House Representative is allowed to be reinstated if the position is still vacant by the time that they submit a letter requesting reinstatement.
2. A USGA Senator is allowed to be reinstated except in the case of de facto resignation, if the position is still vacant by the time that they submit a letter requesting reinstatement.
3. Letters of reinstatement for all positions, bar the USGA President, Vice President of Engagement, and House Representative, must be submitted to the Executive Director of CSELO and the USGA President 48 hours prior to the USGA meeting for which they will go up for re-appointment.
4. Letters of reinstatement for the USGA President and Vice President of Engagement must be submitted to the Executive Director of CSELO 48 hours prior to when voting is scheduled to open.
5. Letters of reinstatement for a House Representative must be submitted to the Vice President of Engagement and Sergeant at Arms and read at a closed deliberation with RSOs from that category.

Section 12. Reinstatement After Removal

1. A USGA Executive Board Member, USGA Senator, SCOPE Director, or Media Head is allowed to be reinstated to the position after judicial sanction if it is still vacant by the time that they submit a letter requesting reinstatement granted that it has been (5) business weeks since the sanction and either of the following conditions are met:
 - a. A petition bearing the signatures of five percent (5%) of the undergraduate student body must be submitted to the Executive Director of CSELO.
 - b. A petition bearing the signatures of 2/3 of the acting Legislature and 2/3 of the voting members of the Conduct Council must be submitted to the Executive Director of CSELO.

ARTICLE VII PETITIONS

A petition is any matter brought before the Legislature that will affect the entire Student Body at the University of New Haven. A Student Petition soliciting the support of the USGA must satisfy the following criteria:

Section 1. There are two (2) types of petitions:

1. Petitions from the Student Body to the USGA Branches
2. Petitions from the USGA to another party

Section 2. Petitions from the Student Body to the USGA Branches must:

1. Bear the signatures of no less than two hundred (200) members of the Student Body or the signatures of 10 separate ~~Recognized Student Organization~~RSO's active full executive boards as identified on Charger Connection.
2. First be brought to the Conduct Council. The Conduct Council will make a recommendation to the Legislature for a 2/3 approval.
3. Be presented to the USGA Executive Board for any reason the Student Body deems necessary.

Section 3. Petitions from the USGA to another party must:

1. First be brought to the USGA Executive Board for a recommendation to be made to the Legislature.
2. Be approved by a 2/3-majority vote of the Legislature.
3. In the case of approval from the legislature, the USGA President in conjunction with the USGA Executive Board will determine what representatives from USGA will bring the petition to the appropriate party.

Section 4. Denial of a Petition:

1. Petitions that contain signatures other than those of undergraduate students will be considered null and void.
2. Any signature obtained in a forceful manner or illicitly will cause the petition to be null and void. A forceful manner is defined as a threatening, coercive, or a physically aggressive act.

ARTICLE VIII MEETINGS

Section 1. All meetings of the USGA shall be open to the Student Body.

Section 2. Regular meetings shall be scheduled in advance and held at regular intervals. Regular meetings shall be run by Robert's Rules of Order and the Sergeant at Arms shall enforce these rules, except in situations in which they find that not observing these Rules of Order will benefit the assembly or facilitate the conducting of business brought before the assembly.

Section 3. Order of Business

1. Meeting is called to order
2. ~~Reading of the minutes for approval~~Acceptance of Previous Meeting Minutes
3. Finance Report
4. ~~Report of~~ Officers and Advisor Reports
5. ~~Reports of~~ Committees, Medias, ~~Recognized Student Organizations~~RSOs, and Classes Reports
6. Unfinished Business
7. New Business
- 7.8. Topic of the Week
- 8.9. Good of the Order
- 9.10. Adjournment

Section 4. Only the President or a Petition by 1/4 of the currently elected Legislature can call a special meeting of the USGA. There must be at least twenty-four (24) hour notice to hold a special meeting. A quorum must be maintained, and the President must make an attempt to contact all members of the USGA.

Section 5. Anyone may be removed from a USGA meeting by 2/3 vote of the Legislature or as seen fit by the USGA Sergeant at Arms.

ARTICLE IX FINANCES

Section 1. The administration of the University shall be the collecting agent of all activity fees without compensation and shall turn the USGA's due portion of activity fees over to the Vice President of Finance without compensation.

Section 2. RSOs must adhere to the RSO and Advisor Handbook and University Policies respectively in regard to recognition and re-recognition.

Section 3. Budget Committee

1. The Budget Committee shall be overseen by the USGA Vice President of Finance, chaired by the USGA Director of Finance, and shall meet on a weekly basis to review the miscellaneous requests of USGA funds. Pending the Yearly Budget process, the Budget Committee shall meet as required by the USGA Vice President of Finance and Director of Finance.
 - a. The Budget Committee shall consist of ~~six-five~~ (65) to ~~ten-eleven~~ (4011) students, no more than three of whom may be general members of the USGA; the remainder of the committee shall be comprised of USGA Legislators. The members of the Budget Committee shall be appointed at the discretion of the USGA Vice President of Finance and Director of Finance and are subject to majority approval by the Legislature.
 - b. All requests for money from the miscellaneous account must go through the Budget Committee for disbursement, unless the Budget Committee is unavailable to convene in a timely fashion, in which case the USGA Executive Board shall substitute the Budget Committee for purposes of hearing Miscellaneous Requests. The decision to utilize the

Executive Board in place of the Budget Committee must be agreed upon by the USGA President, USGA Vice President of Finance, and Executive Director for CSELO. The Executive Board shall not hear Miscellaneous Requests that benefit itself or the Center for Student Engagement, Leadership, and Orientation.

- c. The Budget Committee shall submit a final decision or recommendation at each USGA meeting regarding the disbursement of miscellaneous funds for that week.
- d. Any miscellaneous request totaling \$5,000.00 or less will go to the Budget Committee for a final decision. Any miscellaneous request exceeding \$5,000.00 will go to the Budget Committee for a recommendation to the Legislature.
- e. The Budget Committee will review the status of all ~~Recognized Student Organizations~~ RSOs, Medias, and Classes in the spring of each academic year to determine the budget allocation for the next fiscal year. The Budget Committee will establish guidelines for the allocation of the student funds subject to a majority approval from the Legislature.
- f. The Budget Committee shall submit their recommendation for the next fiscal year to the Legislature for majority approval.
- g. The Budget Committee shall act in accordance with all policies outlined in the Vice President of Finance's Manual.
- h. The fiscal year begins on July 1 and ends on June 30.

Section 4. Any ~~Recognized Student Organization~~ RSO, Media, Class, or Committee Head may request and receive special allocation at any time from the miscellaneous account.

Section 5. Each ~~Recognized Student Organization~~ RSO, Media, or Class that receives USGA funds shall be subject to supervision by the USGA Vice President of Finance of only those funds allocated to them by the USGA.

Section 6. The withdrawal of any money from the USGA funds requires the approval of the USGA Vice President of Finance and the proper University administrators.

Section 7. Finances of the USGA shall run in accordance with the USGA Vice President of Finance's Manual, which is to be approved by a majority vote of the Legislature. The time between July 1 and the approval of the new Manual shall be dictated by the prior year's manual.

ARTICLE X AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to this Constitution may be proposed, in writing, by any member of the Student Body to the Conduct Council or to the USGA Executive Board.

Section 2. Amendments to this Constitution may not conflict with the Constitution or Corporate Papers of the University/ Student Handbook or RSO Handbook of the University of New Haven.

Section 3. Amendments approved by the Legislature shall be submitted for a vote of approval by the Student Body.

- 1. The Election Committee shall oversee the Student Body approval process.
- 2. The polls for this election shall be open for no less than (6) hours per day for three (3) consecutive days.
- 3. The amendment(s) must receive votes totaling to at least 5% of the Student Body.

ARTICLE XI COMMITTEES

- Section 1.** The USGA President, in consultation with the Executive Board, shall form all committees as deemed necessary and designate to them specific purposes during the first month of their term in office. All non-executive committees shall terminate at the end of the USGA President's term.
- Section 2.** The USGA President shall appoint all chairpersons, with the exception of those committees dictated by specific clauses of this Constitution.
- Section 3.** The purpose and duties of executive committees are outlined in the By-Laws.
- Section 4.** All committees created by the President, as well as appointed chairpersons, shall be presented to the Legislature at the first business meeting following their selection. If an Ad-Hoc committee is created, the President shall present the committee, with purpose statement and chairperson, at the following meeting.
- Section 5.** If the legislature disagrees with the committees and/or chairpersons presented, they may motion to remove a committee or chairperson. A majority affirmative vote of the Legislators present shall be needed to disband a committee or remove a chairperson.
- Section 6.** The Legislature may move to create an Ad-Hoc committee. The Legislature must present the reason for creating the committee and how they feel the committee could work towards solving the issue. A 2/3 affirmative vote is required to create the committee.
- Section 7.** Any member of the Student Body can submit suggestions for the formation of new committees to the President. It is up to the discretion of the President whether the suggestion will be put before the Legislature.

Article XII COMMISSIONS

A USGA Commission shall be defined as a group of people officially charged to address a specific student-related issue falling outside the scope of a USGA Committee. This group shall be comprised of at least one (1) USGA Executive Board Member, one (1) USGA Senator, one (1) USGA House Representative, and one (1) General Member of USGA. This commission shall be both sanctioned and dissolved by the Legislative Branch by a 2/3 vote in each ~~house~~the Senate and the House of Representatives. The commission shall be dissolved by this vote when the Legislature feels the issue has been effectively addressed or that the issue no longer requires attention. A commission is distinguished from a USGA Committee in that the commission will not dissolve merely at the end of a term concurrent with that of the USGA President and Vice President of ~~Finance~~Engagement; a succeeding USGA President may not dissolve the commission as they may with an Ad-Hoc Committee. A USGA Commission is responsible for providing weekly updates to the USGA General Assembly.

BY-LAWS

I. AMENDMENTS TO THE BY-LAWS

1. The By-Laws may not conflict with, nor contradict, any part of the USGA Constitution or the Constitution or Corporate papers/Student Handbook or RSO Handbook of the University.
2. The Constitution and By-Laws Committee shall review the By-Laws each year.
3. Amendments to the By-Laws must receive 2/3-majority approval from the Legislature. Changes are to be placed into effect immediately.
4. Amendments to the By-Laws may be proposed in writing by any member of the Student Body to the Constitution and By-Laws Committee or to the USGA Executive Board.

II. COMPENSATION

Compensation shall come from the USGA funds. A contract must be drafted and signed for each recipient within the first two weeks of their term. The contract must contain stipulations as to what will happen if one of the recipients breaks the contractual agreement. All recipients must return to campus on a specified date before the beginning of each semester.

1. If funds granted exceed those that are used toward tuition, the excess may, at the discretion of the Executive Director of CSELO, be reallocated towards additional university and living expenses. These expenses may include, but are not limited to: university sponsored housing, meal plans, and lab fees.
 - a. Allocation of the remaining funds after the July 1 term end shall be determined by a committee of students who currently receive tuition compensation and the Executive Director of CSELO. Examples of the spending can include, but are not limited to: events, guest speakers, enriched learning workshops, etc.
2. The Executive Board
 - a. Shall receive all constitutionally allowed compensations.
 - b. Should an executive board position be vacant for longer than a semester, then duties of said executive board position shall be divided among the current executive board and the compensation of the vacant position shall be prorated and distributed determined by the USGA President, and the Executive Director of CSELO.
3. The Chariot Yearbook
 - a. The Head Editor of Administration shall receive compensation equal to thirty-five percent (35%) of their tuition during his or her term of office. This compensation is based on the completion of ten (10) office hours per week.
 - b. The Head Editor of Design shall receive compensation equal to thirty-five percent (35%) of their tuition during his or her term of office. This compensation is based on the completion of ten (10) office hours per week.
4. Student Committee on Programming Events (SCOPE)
 - a. The President shall receive compensation equal to one half (50%) of their tuition during his or her term of office. This compensation is based on the completion of thirteen (13) office hours per week.
 - b. Each Vice-President (2) shall receive compensation equal to one-quarter (25%) of their tuition during their terms of office. This compensation is based on the completion of eight (8) office hours per week.
 - c. Each Director shall receive compensation equal to seven percent (7%) of their tuition during their terms of office. This compensation is based on the completion of three (3) office hours.
 - d. The appointments of President and Vice-Presidents(s) must be approved by a 2/3 majority vote of the Legislature.
5. Should a Media Head Position be vacant for any period of time, and the responsibilities associated with that job fulfilled by the other serving Media Head, then the serving Media Head shall be pro-

rated the compensation of the vacant position on a case-by-case basis, determined by the USGA President, and the Executive Director of CSELO.

III. STUDENT ACTIVITY FEE

The Student Activity Fee for any academic year shall be set according to the Business Office of the University of New Haven. This fee will be assessed from each full time and part time day undergraduate student in order to fund the USGA throughout the year. The Student Activity Fee will increase each year at a percentage rate equal to that of the yearly tuition increase.

IV. EXECUTIVE COMMITTEES

Executive Committees of the USGA, along with their individual operating policies, shall be subject to review and regulation by the USGA. The following committees shall be established and maintained by the decision of the USGA President. The committees will be chaired by their respective Executive Board members. Each committee will be comprised of members of the Student Body unless otherwise stated.

1. Budget Committee

- a. The Director of Finance shall chair this committee to act in accordance with all Constitutionally designed provisions.

2. Elections Committee

- a. The Executive Assistant will chair this committee. The committee shall be responsible for posting times and places of elections, recording election results, verifying all signatures on petitions and ballots, and approving all campaign material. The committee will oversee all election procedures to ensure a fair and impartial election for USGA President, Vice President of FinanceEngagement, Senators, as well as Class Officers. In the event that the Executive Assistant decides to become a candidate for a USGA elected position, they will relinquish their duties as Election Committee Chair and a replacement will be appointed by the USGA President subject to a majority approval vote of the Legislature.
- b. The Election Committee must be composed of at least four (4) members including the Election Committee Chair.
- c. In the event that the USGA President is running for any position in USGA, or the Election Committee Chair feels that it is a conflict of interest for the President to be involved, the USGA President must remove themselves from participation in this committee.
- d. Rules and/or contracts formulated by the Election Committee shall be approved with a majority vote by the USGA Legislature prior to rules and/or contracts becoming effective.
- e. All candidates must abide by the Campaign Policies set forth by the Election Committee
- f. Any violations by USGA candidates shall be brought to the attention of the Election Committee Chair for action. The Election Committee Chair shall hold a meeting within two (2) days to formulate a recommendation in consultation with the Sergeant at Arms/Judicial-Conduct Council to be presented to the candidate. If the candidate wishes to, they may appeal the recommendation to the Judicial-Conduct Council.

3. Media Head Selection Committee

- a. To appoint individuals to fulfill the job descriptions of Media Heads based on the respective organization constitution subject to a majority approval by the Legislature. The committee will be chaired by the USGA President and consist of two (2) general members of the media, three members of the USGA appointed by the USGA President, and an outgoing media head, if available.
- b. If no outgoing media head is available, an additional member of the media will be added.

~~0. Points Committee~~

- ~~a. The Senior Vice President shall chair this committee. It shall consist of six (6) to ten (10) students, no more than three of whom may be general members of the USGA; the remainder of the committee shall be comprised of USGA Legislators. The committee shall set guidelines to be~~

~~approved by a majority vote in the Legislature pending the approval of the Senior Vice President. As set forth by the Senior Vice President, the guidelines will specifically outline the process for awarding points to all valid events held by USGA Recognized Student Organizations. Changes to these guidelines must receive majority approval in the Legislature.~~

VI.V. STANDING COMMITTEES

Standing Committees of the USGA, along with their respective USGA Sub-Committees, shall be subject to regulation by the USGA. The following committees shall be established and maintained by the decision of the USGA President. The Committees will be chaired by a USGA Senator. Each committee will be comprised of members of the student body unless otherwise stated. Each committee shall be comprised of no less than four (4) sub committees or liaisons, at the discretion of the USGA President.

1. TORCH Committee

a. The Traditions, Onboarding, Resources, and Community Helpers committee, known as TORCH, will assist in the following:

- i. Traditions would consist of USGA known events, such as, but not limited to: Chariot Races, Last Human Standing, Phenomenal Women Celebration, etc.
- ii. Onboarding consists of creating substantial resources and opportunities for student leadership and acknowledgement of the organization and campus. These sub-committees may change due to the dynamic scope of student issues.
- iii. Resources consist of acquiring updated resources for students in different capacities to use.
- iv. Community Helpers consists of promoting charger spirit and assisting in campus initiatives.

b. This committee will be a combination of liaisons, senators, House of Representatives, and the general assembly depending on the specific area of focus

c. This committee shall report to the Senior Vice President.

d. Committee chair shall be appointed to oversee and ensure the operations of all the sub-committees and liaisons that fall within.

2. Advocacy Board

a. This committee shall aim at continuing efforts to impact the community.

b. This committee shall work towards the inclusion of all students regardless of race, age, marital status, mental or physical ability, sex, gender, religion, national origins, political ideology, economic status, or sexual orientation.

c. This committee shall aim at continuing to address any student issues that shall arise while maintaining an open line of communication with the respective offices to ensure the student voice is being heard.

d. This committee will be comprised of a combination of liaisons, senators, house of representatives, and the general assembly depending on the specific are of focus. These committees may change due to the dynamic scope of student issues.

e. This committee shall report to the Vice President of Community, Advocacy and Diversity.

f. Committee chair shall be appointed to oversee and ensure the operations of all the sub-committees and liaisons that fall within.

VII.VI. RECOGNITION OF RECOGNIZED STUDENT ORGANIZATIONS AND CLASSES

1. The USGA assists with the recognition of Recognized Student Organizations, Medias, and Classes to promote the development of social, intellectual, recreational, and professional interests of the Student Body subject to its policies and regulations.
2. Membership in all Recognized Student Organizations and classes shall be open to the Student Body. Officers of each Recognized Student Organization, and class must be full or part time day

undergraduate students with the exception of USGA, whose officers must be full time day undergraduate students. No Recognized Student Organization, or class may impose membership restrictions on the basis of race, color, sexual orientation, creed, national origin, age, economic status, or mental or physical ability. Recognized Student Organization whose success, in the judgment of **CSELO**, depend heavily on competitive entry including but not limited to Fraternities, Sororities, and Athletic or Performance based Recognized Student Organization may reserve the right to deny membership based solely in this competitive spirit and not on the basis of any of the aforementioned traits. Fraternities and sororities are exempt from the gender restriction.

3. All Recognized Student Organizations, Media, and Classes must have an advisor from the faculty, administration, or staff of the University. The advisor must be a full-time faculty or staff member. For a Club or Organization to be recognized by the USGA, that Recognized Student Organization must be first recognized by the University of New Haven. RSO membership requirements shall comply with University policies.
4. Although a group or Organization may have academic interests, or affiliations, it cannot establish academic program restrictions on members nor can it require that members, officers, or advisors be enrolled in or affiliated with a particular curriculum. Academic Honors Societies and professional Organizations are exempt from such restrictions.
5. No Recognized Student Organization, Class or Media may hold meetings in any of the residence halls, with the exception of members' individual rooms.
6. Any Recognized Student Organization that is in accordance with conduct unbecoming as defined in the University Handbook shall be subject to judicial review.
7. The USGA recognizes all University of New Haven Recognized Student organizations.

RSO Guidelines:

1. RSOs, Classes, and Medias are required to attend all USGA meetings. A representative must be present to give a Recognized Student Organized report.
2. RSOs, Class**es**, and Media**s** may have three (3) excused absences per semester at the **discretion of the** USGA Sergeant at Arms²~~-discretion-~~
 - a. An RSO, Media, or Class may have no unexcused absences from USGA meetings. Penalties for unexcused absences by an RSO will be consistent with those outlined in the Conduct Council Guidelines, Section 2.
 - b. Substitute Representatives from the respective RSO are to report in place of the Primary Representative if the Primary Representative is unable to attend
 - c. An excused absence is when the primary representative cannot attend the meeting and no substitute representative can be found. It becomes the responsibility of the Primary representative to submit an attendance excusal form notifying of their RSO's absence to the USGA Sergeant at Arms.
 - d. Recognized Student Organization representatives are expected to submit Attendance Excusal Forms, to the USGA Sergeant at Arms, in the event that the representative must arrive late to or leave early from a USGA Meeting.
 - e. Forms are to be submitted prior to the start of said USGA Meeting. Failure to do so will result in an unexcused absence or tardiness.

VIII.VII. GUIDELINES FOR FUND ALLOCATIONS

1. Only USGA Recognized Student Organizations, Classes, Medias and Committees may seek funding through the USGA.

- ~~2.~~ The USGA Recognized Student Organizations, Classes and Medias shall work for the following year's budget in the present year. The performance and activities, ~~number of points received~~, and fund availability from university departments shall be factors in determining the amount allocated to each Recognized Student Organization. ~~The classes and USGA recognized Medias are excluded from the point system.~~
- ~~3.2.~~ The deadline for submission of budget requests for Recognized Student Organizations each fiscal year shall be set by the USGA Vice President of Finance with at least a three-week notice. Failure to meet this deadline will result in penalties at the discretion of the Budget Committee.
- ~~4.3.~~ All classes shall receive a \$500.00 budget for the next fiscal year. This amount may be increased at the discretion of the Budget Committee. The Class Executive Board may submit a letter of advice to the USGA Vice President of Finance for consideration in the allocation of Class budgets.
- ~~5.4.~~ No Recognized Student Organization, or Class will be allocated funds for the purpose of granting tuition compensation. The USGA holds the exclusive right to grant tuition compensation from the Student Activity Fee.
- ~~6.5.~~ No student Recognized Student Organization, Media, or Classes will be allocated USGA funds for a monetary gift to charity.
- ~~7.6.~~ All petty cash issues shall adhere to the policies outlined in the Vice President of Finance 's Manual.
- ~~8.7.~~ No student Recognized Student Organization, Medias, or Class will be allocated USGA funds to purchase alcohol.
- ~~9.8.~~ All Medias, Recognized Student Organizations, and Classes allocated USGA funds for the purpose of buying equipment must be aware that this equipment is the property of the USGA. An inventory of all such equipment will be taken at the beginning and end of each fiscal year. Officers of the Organization will be held accountable for the loss or damage of such equipment.
- ~~10.9.~~ Any Recognized Student Organization, Media, or Classes that are recognized by the USGA, or Classes, may request funds from the miscellaneous account for activities. In order to qualify, the activity must be open to all interested University of New Haven undergraduate students or be determined to be vital to the development, growth, and safety of the organization by the USGA ~~Vice President~~ Director of Finance and Budget Committee. In no case will funds be provided for pleasure trips or social excursions involving / including alcohol, with the exception of "traditional festivities" at the discretion of the USGA Vice President of Finance, USGA President, and Executive Director of CSELO.
- ~~11.10.~~ Funds will not be allocated for prizes or giveaways at events exclusively internal to a Recognized Student Organization.
- ~~12.11.~~ Expenses of a limited and personal nature will not be funded. Examples include:
- a. Private Housing
 - b. Private Phone
 - c. Private Parties
 - d. Private Mailings
- ~~13.12.~~ In cases where expenditures of Recognized Student Organizations, Classes, and Medias involve the signing of contracts, in no way will the name of the USGA be signed as a payer. All Recognized Student Organizations, and Classes dealing in any contract performance on campus must have the contract signed by the Executive Director of CSELO. Contracts signed by anybody other than the above-mentioned persons will not be honored by the USGA.
- ~~14.13.~~ In no case shall inflation budget amounts be budgeted.
- ~~15.14.~~ Revenue producing activities are permitted, however Recognized Student Organizations, and Classes and Medias should be aware that members are responsible for all financial losses incurred. All activities of such nature shall be held in accordance with the policies outlined in the University of New Haven Student Handbook.

Meetings

1. Open Discussion
 - a. At this time, questions may be asked about the business going up.
 - b. There must be at least two (2) questions before closed discussion can be considered.
2. Closed DiscussionDebates
 - a. Any member shall have the right to speak no more than twice on any given motion and for no more than five (5) minutes each time. Questions and answers are exempt from the aforementioned limit, at the discretion of the chair and/or Sergeant at Arms.
 - b. The chair, if they so choose, may close debate after a minimum of thirty-five (35) minutes of debate has taken place.
 - c. ~~Debate~~Open discussion may be reopened if a member moves to appeal the decision of the chair to close debate, at which time a 2/3 majority vote would be necessary in order to continue debate.
 - ~~—During closed discussion, a recess may not be called.~~
 - d. No member of the assembly may leave during closed discussion. If a member leaves before closed discussion, they are not permitted to enter the meeting space until after closed discussion has ended and voting has been called for.
 - e. If found in violation of leaking confidential information, the accused party will be subject to a Conduct Council Hearing.
 - f. After ~~Two~~ two (2) points of discussion, a voting member can make a motion to move into the voting session.
 - g. Point of Order
 - h. Point of Order is defined as a comment made during either open or closed discussion that is not germane to the business at hand, speculative in nature, or disruptive to the conversation.
3. Motions
 - a. Any item of business may be brought before the assembly no more than three (3) times in any academic semester. The President shall have the power to enforce this as they see fit.
 - b. Rules of motions shall be in accordance with Robert's Rules of Order.
 - ~~a-c.~~ Only voting members are permitted to make motions.

Bills

1. A Bill is hereby defined as a proposed legislative act or motion by the assembly that creates a law, authorizes something, or expresses the feeling of the assembly.
2. Every Bill must be sponsored by either a Senator or a House Representative and co-sponsored by either a Senator or House Representative. An Executive Board member may also propose Bills for consideration of the assembly.
 - a. Bills proposed by an Executive Board member do not have to be co-sponsored.
3. The Bills will be submitted no later than (2) two days before a meeting, to the Executive Assistant who shall then number the Bill and then deliver it to the President.
 - a. The sponsor of the Bill may withdraw the Bill from consideration before the meeting.
4. The President shall then add that Bill to the New Business agenda.
 - a. Since it has been sponsored and co-sponsored it will automatically be brought before the assembly for consideration.

- b. Any Bill that is either tabled, not discussed, or not put to a vote will be moved to the Old Business section in the next meeting.
5. The Executive Assistant shall be in charge of creating the template and ensuring that all Bills follow the correct template. The Executive Assistant will keep a record of all Bills that have duly passed the assembly.
6. Bills that have duly passed the assembly will have the signature of the President and of the Sergeant-at-Arms attesting that the bill has duly passed. Bills will also contain the official vote totals for the Senate and the House of Representatives.

Frozen

1. An RSO may be frozen by the USGA Sergeant at Arms, the USGA Vice President of Finance, or the USGA President for failure to comply with the policies, Constitution or bylaws of USGA.
 2. An RSO may be put on a financial hold by the Vice President of Finance if they fail to complete their Vice President of Finance training or violate any provision of the Vice President of Finance's Manual.
 - i. If an RSO is put on a financial hold, they will still be able to participate in USGA meetings and can still hold events.
 3. An RSO will be removed from the frozen list after they meet the following requirements.
 - i. Have a meeting with the Executive Board member that had frozen them.
 - ii. When they are in compliance with the policies, Constitution and By-Laws of USGA.
 4. Being placed on the frozen list will result in the following:
 - i. The RSO's budget will be frozen and cannot be used for any events that take place during the period they are frozen.

~~—The RSO will not be given points for events held while they are frozen.~~
- 6.5. If an RSO remains on the frozen list for more than two consecutive business weeks, they will be sent to Conduct Council for further judicial action. ~~and may be subject to a fine and any other sanctions the Conduct Council finds necessary.~~