

THE UNIVERSITY OF BALTIMORE
STUDENT GOVERNMENT ASSOCIATION BYLAWS

TABLE OF CONTENTS

Table of Contents	1
Title 1: Duties	2
Title 2: Meetings	3
Structure	3
Attendance	3
Absences	4
Extended Absences	5
Title 3: Committees.....	5
Title 4: Bills	7
Title 5: Resolutions	7
Title 6: Amendments.....	8
Title 7: Voting Procedures	9
Title 8: Financials	10
Co-sponsorship Guidelines	10
Title 9: Elections	12

TITLE 1: DUTIES

1. Executive Cabinet

- A. The Executive Cabinet shall consist of the President, Vice President, Secretary, Treasurer, and Chief of Staff. Additional members deemed necessary by the President shall be appointed by him/her and approved by a two-thirds ($\frac{2}{3}$) vote in the Senate.
 - a. Impeachment or removal of any Executive Cabinet members shall follow the impeachment process outlined in the UBSGA Constitution (Article 6, Section 3).
 - ii. Appointed Executive Cabinet members may not exceed three (3).
- B. Executive Cabinet members shall be required to hold at least three (3) regularly-scheduled-and-posted office hours per week, during regular business hours, 9:00a.m. – 5:00 p.m., Monday – Friday.
- C. The Executive Cabinet shall plan a procedural training retreat for members of the Senate.
- D. The Executive Cabinet, as voted by majority, can require members of the Cabinet to turn in appropriate paperwork to further develop UBSGA and its mission.

2. Senate

- A. Senators shall be responsible for sponsoring and/or cosponsoring at least one (1) piece of legislation per term in office.
- B. Senate members shall be required to hold at least one (1) regularly-scheduled-and-posted office hour per week, during regular business hours, 9:00a.m. – 5:00 p.m., Monday – Friday.
- C. Senators are required to keep up with his/her own attendance record.
- D. Senators are required to submit when necessary a written excuse to the Senate in accordance with Title 2 of these bylaws.
- E. To resign the position of senator, a letter of resignation must be submitted to the Chairperson of the Senate.
- F. Senators must belong to at least one (1) of the three (3) standing committees.
 - i. Senators may submit a statement listing first and second preference for committee membership by the end of the first week of the academic year, or within two (2) weeks of being appointed to the Senate.
 - ii. The Vice President shall assign each elected/appointed official senator to one (1) of the standing committees with consideration to the senator's preference before the first Senate meeting. For new appointments during the academic year, the assignment shall be made within three (3) weeks after the new senator takes office, regardless of submission of a preference statement.
 - iii. Any senator who desires to change committees shall be allowed to do so provided they have the majority approval of the Senate.

TITLE 2: MEETINGS

Structure

1. Executive Cabinet
 - A. The President shall be required to call meetings of the Executive Cabinet at least once per week in the fall and spring semesters and two times per month during the summer semester of his/her term in office.
 - B. The times, places, and dates of these meetings shall be designated by the President and should be convenient to all Executive Cabinet members.
 - C. The President may call special meetings by giving at least forty-eight (48) hours advanced notice to all members.
2. Senate
 - A. The Senate shall meet at least six (6) times in a semester for the purposes of roll call, reading of the minutes, committee reports, old business, first reading of new bills, resolutions, and amendments, appointments, open forum, committee meetings and announcements, beginning when the President calls the first session each semester.
 - B. The Senate shall meet at least one (1) time over winter break and two (2) times over the summer break, including once during the procedural training retreat.
3. Special Sessions
 - A. The President can call a special session of the Senate with proper notice given to the Vice President and the Senate. The Secretary shall notify the Senate by their emails at least seventy-two (72) hours prior to the meeting.
4. Open Forum
 - A. Any student shall have the right to address the Senate at all regularly scheduled meetings to express ideas, concerns, and complaints about the campus community.
 - B. Students participating in the Open Forum shall have five (5) minutes in which to speak, and be entitled to hold the floor until it is yielded, the prescribed time has expired, or they have concluded their remarks. When the student's time has finished, he/she may verbally petition the Senate for another three (3) minute period in which to speak, if he/she so desires. A majority vote of the Senate shall be required to allow him/her another period in which to speak.
 - C. Anyone who is not a member of the Senate or Executive Cabinet shall only speak during UBSGA meetings through the process of Open Forum or if yielded the floor by a senator or the Chairperson of the Senate during the conducting of regular business and debate.

Attendance

1. Executive Cabinet

- A. All members of the Executive Cabinet shall be required to attend all meetings of the Executive Cabinet and Senate.
 - B. Officers of the Executive Board shall be required to attend a UBSGA Training. Officers unable to attend shall be considered absent and must submit an excuse for their absence. An absence from the training shall be treated as a normal Executive Cabinet absence for that semester.
2. Senate
- A. Senators shall be required to attend all regularly scheduled Senate meetings.
 - B. Members of the Senate shall be required to attend a UBSGA Training. Senators unable to attend shall be considered absent and must submit an excuse for their absence. An absence from the training shall be treated as a normal senate absence for that semester.
 - C. It shall be the responsibility of the Chairperson of the Senate to present the senator attendance records to the Senate. The Chairperson of the Senate shall inform the Senate of the senators with two (2) absences and the status of any excuses received. The Senate shall immediately review these records and take action as set forth in these Bylaws.

Absences

- 1. Executive Cabinet
 - A. Any Executive Cabinet member who misses a scheduled meeting during his/her term shall submit a written excuse to the President explaining why he/she missed the previous meeting. The President shall submit a written excuse to the Chief of Staff explaining why he/she missed the previous meeting. The Executive Cabinet shall review and decide if the absence would be excused or not. A 2/3 vote of the Executive Cabinet shall be required to approve an excused absence..
 - i. Each Executive Cabinet member is allowed three (3) excused absences. If the excuse is accepted, then the Executive Cabinet member shall have no repercussions other than an excused absence on their record.
 - ii. If the excuse is not submitted or is rejected, the Executive Cabinet member shall be subject to the forfeit of twenty-five (25) dollars from their stipend.
 - iii. Executive Cabinet members exceeding (3) absences shall be subject to impeachment according to established SGA guidelines.
 - iv. Executive Cabinet members entering a meeting more than 30 minutes after call to order or 30 minutes before adjournment shall be considered absent.
 - v.
- 2. Senate
 - A. Any senator who misses a scheduled senate meeting during any given semester

shall submit a written excuse to the Chief of Staff explaining their absence prior to the next regularly scheduled meeting of the Senate. At that meeting, the Chief of Staff shall present the written excuse to the Senate who shall review the excuse and vote to accept or reject it. Absences shall be accepted by a two-thirds ($\frac{2}{3}$) vote of the members present.

- i. Each Senate member is allowed three (3) excused absences. If the excuse is accepted, then the Senate member shall have no repercussions other than an excused absence on their record.
- ii. If the excuse is not submitted or is rejected, the Senate member shall be subject to the forfeit of twenty-five (25) dollars from their stipend.
- iii. Senate members exceeding (3) absences shall be subject to impeachment according to established SGA guidelines.

B. Senators entering a senate meeting more than 30 minutes after call to order or 30 minutes before adjournment shall be considered absent.

Extended Absences

1. Permission for extended absences may be given to those who must miss more than three (3) scheduled meetings because of severe illness, family trauma, or other extreme circumstances.
2. Extended absences of Executive Cabinet members shall require a written request submitted to the President and a two-thirds ($\frac{2}{3}$) vote of approval of the Executive Cabinet.
3. Extended absences of senators shall require a written request submitted to the UBSGA Vice President and a two-thirds ($\frac{2}{3}$) vote of approval of the Senate.
4. Extended absences that are denied will be handled according to the standard absence procedure outlined above.
5. An appeal for an extended absence that is denied may be submitted to the President for reconsideration. If the President overturns the Senate or Executive Cabinet's decision regarding any extended absence, they must submit a written explanation to that body.
6. Mandatory military service and jury duty shall be considered automatic extended absences and require no vote, regardless of number of days missed.
7. Extended absences shall not count against an individual in the tally of meetings attended and not be tabulated in quorum, but shall be documented for future reference and record-keeping purposes.

TITLE 3: COMMITTEES1. Standing Committees. Each standing committee, as defined by the UBSGA Constitution (Article 4, Section 6), shall operate as follows:

- A. Each standing committee shall hold regular meetings.
- B. The Chair of the committee shall vote only in the event of a tie.

- i. The Chairperson shall be required to attend all committee meetings, and shall be removed from his/her position as chair upon receiving two (2) unexcused absences in any given semester. An absence is considered excused if a notification is sent to the Vice President before the scheduled committee meeting.
 - ii. The Chairperson of each committee must submit their meeting time and location to the UBSGA Secretary by the second senate meeting of the semester.
- C. Committees shall elect a Vice-Chair by a majority vote of the committee.
 - i. The Vice-Chairperson shall assume the position of the chairperson until a permanent chair is appointed by the Vice President and if for any reason that position becomes vacant.
- D. Each committee shall have a Secretary, appointed by the committee Chairperson.
The Secretary shall:
 - i. Keep written minutes, including committee member's attendance and a record of the vote on all committee action.
 - ii. Must provide the attendance record and minutes of their meeting to the UBSGA Secretary prior to the next senate meeting.
- E. Students may join any standing committee and shall be considered a voting member upon attending three (3) consecutive meetings by committee approval, with the exception of the Finance Committee.
 - i. Members of the Finance Committee must be SGA Senators or Executive Cabinet members and must commit to a full year term at the start of the academic year in order to retain voting priveleges.
 - ii. If more than three (3) consecutive regularly scheduled meetings are missed by a non-senator, he/she shall be removed from the committee.
 - a. Each standing committee shall be allocated to ensure committees can function effectively, as close as possible to 33% of the members of the Senate.
 - b. Each committee shall report on their activities on a regular basis as prescribed by the Executive Cabinet.
 - iii. University-wide Committees
 - a. Committees are defined by different areas of the University of Baltimore campus each year.
 - b. Senators interested in a specific committee should notify the Vice President of their interest.
 - c. Nominations and approval shall be held in senate meetings.
 - i. Senators who are assigned to a university-wide committee are required to attend all committee meetings. The schedule for the committee meetings

- shall be provided to the senator prior to acceptance of the position.
- ii. If the senator cannot make the posted meetings, they must notify the Vice President. The Vice President shall then assign another senator.

- d. At the Senate meeting following a University Committee meeting, the senator will present a report.

TITLE 4: BILLS

1. All bills introduced shall be presented in the following format:
 - A. Typewritten and submitted to the Secretary no later than two (2) business days prior to the next senate meeting.
 - B. Titled, centered at the top of the first page.
 - C. Numbered using the following format: "Bill #," followed by the first two letters of the appropriate semester (i.e., FA for fall and SP for spring), followed by an Arabic numeral, followed by the appropriate year. (Example: Bill # SP- 01-12).
 - i. This bill number shall be numbered consecutively for one year beginning with the fall and shall be placed directly under the title on the first page.
 - D. On the top left corner of the first page the words, "DATE INTRODUCED," under which shall be the words, "DATE VOTED UPON."
2. All bills that deal with money shall follow the UBSGA Funding Guidelines (refer to Title 8: Financials).
3. All bills shall be sponsored by a senator.
4. Once the bill is acted upon, it shall follow the procedures set forth in the UBSGA Constitution.
5. The final vote on all amendments to bills shall be by either hand vote or by voice vote. A roll call vote can be requested.
6. The final vote on all bills shall be by roll call vote.

TITLE 5: RESOLUTIONS

1. All resolutions introduced shall be presented in the following form:
 - A. Typewritten and submitted to the Secretary no later than two (2) business days prior to the next senate meeting.
 - B. Titled, centered at the top of the first page.
 - C. All resolutions shall be titled by using either of the following forms:
 - i. By using the words, "Resolution on," followed by a word or words indicating a subject matter or by using a word or words indicating the subject matter, followed by the word, "Resolution".
 - D. All resolutions shall be numbered by using the following format: "Resolution #," followed by the first two letters of the appropriate semester, followed by an Arabic numeral, followed by the appropriate year. (Example: Resolution #FA-01-12).
 - i. This number shall be placed directly under the title on the first page. Resolutions shall be numbered consecutively for one year, beginning

- with the fall semester and terminating at the end of the spring semester of that senate year.
- ii. On the top left corner of the first page the words "DATE INTRODUCED," under which shall be the words "DATE VOTED UPON."
 - E. All resolutions shall have an originator and a sponsor.
 - F. Any person or group can originate a resolution, including, but not limited students, organizations, committees, etc.
 - G. All resolutions shall be sponsored by a senator.
 - H. Resolutions shall not be used to allocate money.
 - I. The final vote on all resolutions shall be by either hand vote or by voice vote.

TITLE 6: AMENDMENTS

1. Any student may originate an amendment to passed legislation and/or the constitution or bylaws.
2. All amendments shall have an originator and a sponsor.
3. All amendments must be sponsored by a senator.
4. Amendments that deal with money shall be line-itemed.
5. Amendments to bills that have already been passed shall be presented in the following form:
 - A. All amendments must be typewritten and submitted to the Secretary no later than two (2) business days prior to the next senate meeting.
 - B. All amendments shall be titled, and the title shall be centered on the top of the first page.
 - C. All amendments shall be numbered consecutively according to the bill they amend. This number shall be placed directly under the title on the first page, using, "Bill # Amendment #," followed by the first two letters of the appropriate semester, followed by the appropriate year. (Example: Bill # SP- 01-12 Amendment # FA-01-12).
6. Constitutional amendments shall follow the process outlined in the UBSGA Constitution (Article 8).

- A. Either the petitioner or an Executive Cabinet member shall then present the petition to the Senate during Open Forum at the following senate meeting.
 - B. The petition must be adopted by a senator to become a proposed amendment. If no senator adopts the petition, the petition dies and must remain dead for the remainder of the academic year.
 - C. Constitutional amendments shall be numbered consecutively according to the article they amend. This number shall be placed directly under the title, using, "Amendment #," followed by the first two letters of the appropriate semester, followed by the appropriate year. (Example: Constitutional Amendment # FA-01-12). This number shall be placed directly under the title on the first page.
 - D. They shall have at the top left corner of the first page the words, "DATE INTRODUCED," under which shall be the words, "DATE VOTED UPON." The constitutional amendment is presented to the Senate and discussion and voting shall be the following two consecutive weeks.
7. The final vote for all amendments shall be by secret ballot.

TITLE 7: VOTING PROCEDURES

- 1. For Impeachment:
 - A. The final votes shall be by secret ballot.
- 2. A Majority Vote Shall Be Required:
 - A. To adopt all bills and resolutions.
 - B. To amend bills and resolutions.
 - C. To elect a Speaker of the Senate.
 - D. To approve financial allocations to student organizations.
 - E. To approve expenditures from the internal account and external account of the UBSGA.
 - F. To close debate.
 - G. To approve Presidential appointments.
 - H. As required by Parliamentary Procedures.
- 3. A Two-Thirds ($\frac{2}{3}$) Vote Shall Be Required:
 - A. To amend the UBSGA Bylaws.
 - B. To suspend the rules.
 - C. To amend the UBSGA Constitution.
 - D. To vote to send a bill to a committee.
 - E. To vote to bring a bill out of committee when a committee refuses to bring the bill out of committee.
 - F. As required by Parliamentary Procedures.
- 4. A Three-Fourths ($\frac{3}{4}$) Vote Shall Be Required:
 - A. To impeach an elected or appointed officer.
 - B. As required by Parliamentary Procedures.

TITLE 8: FINANCIALS

1. The Executive Cabinet shall have access to a fund which may be used at their discretion for any UBSGA projects or emergencies considered to be of merit. All expenditures by the Executive Cabinet are subject to a 2/3 majority vote of the cabinet.
2. Any usage of the Executive Cabinet discretionary fund must be approved by a simple majority of the Executive Cabinet.
3. The Treasurer shall submit, on behalf of the Executive Cabinet, an itemized list of expenditures two (2) times per semester, documenting all expenditures from the discretionary fund for the preceding semester.
4. The Senate shall also have access to a fund to be used at their discretion for any co-sponsorships, UBSGA projects, and/or emergencies considered to be of merit. Any usage of the Senate discretionary fund must be approved by a simple majority of the Senate.
5. All expenditures or legislation spending funds from the UBSGA internal account, apart from discretionary funds, must be brought to the senate for consideration, and must be sent to the Finance Committee for a report. Then at the next Senate meeting the Finance Committee shall bring the report to the Senate for approval.
 - The Executive Cabinet may spend funds from any budget line apart from Senate Discretionary Funds prior to the first meeting of the Fall semester and thereafter once the Senate has voted to approve the proposed budget.

Student Organization Allocations

1. The Student Government Association will be provided a budget worth 22% of the overall student agency fee budget or \$55,000, whichever of the two is greater.
2. The Student Events Board will be provided a budget worth 22% of the overall student agency fee budget or \$50,000, whichever of the two is greater.
3. If SGA, and SEB are funded based off of their minimum percentages, SGA Admin will be provided a budget worth 17% of the overall student agency fee budget. If SGA and SEB are funded based off of their minimum values, SGA Admin will be provided a budget minimum of \$35,000 after SGA and SEB have been funded.
4. The remaining funds will be allocated to the SGA Finance Committee for disbursement to student organizations and sports clubs.
5. Any funds from the student agency fee budget that remain unallocated at the end of the premier organization allocation process will be automatically granted to the SGA Finance Committee for supplemental funding to student organizations

- Any carry-forward funds will be added to the supplemental funding amount.
- Student organizations will have priority to request supplemental funds.
- After all student organizations have had an opportunity to request supplemental funds, SGA and SEB may request supplemental funds.
 - SEB supplemental funding requests will be presented to the SGA Finance Committee
 - SGA supplemental funding requests will be presented to the Senate as a Finance Bill and will require passage according to Senate guidelines.

Executive Cabinet Stipends

1. The Executive Cabinet officers shall receive up to half of their stipend for service during regular fall and spring academic semesters upon successful completion of their duties as stated in Article 3 of the UBSGA Constitution. Below are the stipends for each position that are paid from the yearly operating UBSGA Budget which are distributed twice per year:
 - A. President: \$1,125
 - B. Vice President: \$1,050
 - C. Chief of Staff: \$975
 - D. Secretary: \$900
 - E. Treasurer : \$900
 - F. All Presidential Executive Board appointments: \$200
2. Evaluations for the President shall be conducted by the Vice President, Speaker of the Senate, and the UBSGA Advisor.
3. Evaluations for the Vice President shall be conducted by the President, Speaker of the Senate and UBSGA Advisor. Evaluations for the Treasurer, Secretary, Chief of Staff, and any appointed Executive Cabinet officers shall be conducted by the President, Vice President, and the Advisor.
4. Failure to perform official duties by a member of the UBSGA receiving a stipend may result in the suspension or reduction of the stipend, as determined by the evaluations:-

Senate Stipends

1. The Speaker of the Senate and chair of the Campus Life and Academics committee shall receive up to one-hundred and fifty (150) dollars per semester.
 - A. If the Speaker of the Senate is also a committee chairperson, they are only eligible for a single stipend payment of up to one-hundred and fifty (150) dollars per semester.
 - B. Evaluations for the Speaker of the Senate and the committee chairpersons shall be conducted by the Chief of Staff and the UBSGA Advisor.
2. All other members of the Senate shall receive up to ninety (90) dollars per semester.
 - A. Evaluations for all other Senate members shall be conducted by the Vice President, Speaker of the Senate, and the UBSGA Advisor.

3. Failure to perform official duties by a member of the UBSGA receiving a stipend may result in the suspension or reduction of the stipend, as determined by the evaluations.

TITLE 9: ELECTIONS

1. There shall be a special committee of the UBSGA, as defined by Article 5 of the UBSGA Constitution, herein referred to as the Election Commission.
 - a. The term for Election Commission membership lasts from the date of appointment until the end of the scheduled election cycle.
 - b. Members are prohibited from running for UBSGA elected office while part of the Election Commission.
2. The Commission will select a commissioner by majority vote prior to the first meeting.
 - a. The commissioner shall serve as chair for all Election Commission meetings.
 - b. If the position of Chairperson becomes vacant, the Election Commission shall elect a new chair at the next scheduled meeting.
3. The Election Commission shall hold regular meetings.
 - a. The Election Commission will meet a minimum of once a week while an election is in operation. When the Commission is not overseeing an election, the Commission will meet a minimum of once per month.
 - b. All meetings will be advertised and listed on the SGA web site as well as other approved media outlets. Time and location will be determined by a common agreement between members.
 - c. There will be a meeting agenda for every meeting published on the SGA web site.
 - d. Meeting minutes will be posted into the SGA web site files section and made available for public viewing.
4. The Commission shall approve an election timeline and list of campaign rules and procedures no later than the first senate meeting of the spring semester.
 - a. The schedule must consist of the availability and submission deadlines of Intent to Run Forms, the campaigning period, the election period, and anything else deemed necessary by the commission.
 - b. The campaign rules and procedures must contain qualifications for candidates, where to access forms, campaigning conduct rules, a sanction procedure and appeals process, and anything else deemed necessary by the commission.
 - c. The Commission shall approve the final election timeline and list of campaign rules by majority vote.
5. The Commission shall oversee compliance with the list of campaign rules and procedures and investigate any complaints alleging violation.
 - a. If the majority of members agree that a complaint has merit, the Commissioner may issue a warning to the offending candidate.
 - b. If the majority of members determine that a single violation, or series of violations, is a severe breach of rules and procedure, the Commissioner may send a recommendation to the UBSGA advisor for the revocation of privileges or disqualification of a candidate.

c. Violations will be addressed in accordance with the established complaint procedures and sanction guidelines.

The Commission shall ensure that there is an accessible means for the student body to vote for candidates, and a means to record the final count