

# Constitution of the Undergraduate Student Government Association



Worcester Polytechnic Institute  
Undergraduate Student Government Association

Amended:  
1 OCTOBER 2019

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## Preamble

In order to more fully participate in the educational process of Worcester Polytechnic Institute, to encourage wider and more effective communication among the various segments of the campus community, and to help foster an environment of student concern and achievement, we, the undergraduates of Worcester Polytechnic Institute do hereby adopt the following Constitution.

## Membership

All full or part-time undergraduate students of Worcester Polytechnic Institute are eligible members of the Undergraduate Student Government Association (SGA) and are eligible to vote in campus-wide elections and referendums. All members who are in good academic standing, as determined by the Institute regulations, may hold elected or appointed offices.

## Structure

The Undergraduate Student Government Association shall be divided into two branches: The Executive and the Legislative. Neither branch shall exercise the powers herein granted to the other.

## Student Government Association Responsibility

The Worcester Polytechnic Institute Undergraduate Student Government Association shall serve as an advocate for the students of Worcester Polytechnic Institute, ensure that their rights are respected, act as the official voice of the student body, represent the students' interests in all matters, and enact legislation with these goals in mind.

## Article I. Executive Branch

### Section 1. Executive Powers

All executive powers shall be vested in the Executive Branch of the Undergraduate Student Government Association.

### Section 2. Membership

The members of the Executive Branch Shall include:

A. President

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- B. Vice President
- C. Secretary
- D. Treasurer

### Section 3. Executive Branch Elections

- A. All members of the Executive Branch shall be elected during B-term in accordance with Undergraduate Student Government Association Elections Code. In the event that any office, other than that of the President, becomes vacant, the Executive Branch will nominate one or more candidate(s) and the Senate will elect a replacement.
- B. Each Executive Branch member shall serve a term from the first regular Senate meeting of C-term following their election through the first Senate meeting of the following C-term.
- C. After elections in B-term until the executive term begins a newly elected executive shall be designated as Executive-elect (I.e. President-elect, Vice President-elect, Secretary-elect, Treasurer-elect). The responsibility of the newly elected executives shall be to:
  - 1. Assist with or assume the duties of their executive counterpart in the presence of said counterpart with the permission of the executive board;
  - 2. Participate in all orientation programs;
  - 3. Attend all meetings (executive and senate);
  - 4. As the Treasurer-elect, assist the Treasurer with the preparation for the budgeting process.
- D. Failure to comply with these outlined responsibilities, by the passage of a unanimous vote of the sitting Executive Branch shall result in removal of the right to assume the office and replacement by the provisions provided in part A of this section.

### Section 4. Duties of the Executive Branch

- A. The Undergraduate Student Government Association President shall:
  - 1. Call and preside over all Undergraduate Student Government Association and Executive Board meetings.
  - 2. Represent or appoint a designee to represent the Undergraduate Student Government Association at all public occasions.
  - 3. Serve as an ex-officio member of all Institute committees requiring student representation.
  - 4. Select the annual recipient of the Goat's Head Award.
  - 5. Review the necessity of elected and appointed positions of the Undergraduate Student Government Association and make recommendations as necessary to Senate.

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6. Fill, with ratification of the Undergraduate Student Government Association Senate, any vacancies among the Undergraduate Student Government Association Senate.
  7. Appoint Project Sector Chairpersons for each of the eight (8) project sectors, with the approval of the Senate by a greater than fifty percent (50%) vote.
  8. Appoint members to all Faculty Governance committees, Undergraduate Student Government standing committees, and other Institute committees as they arise.
  9. Vote in the Senate, Cabinet, and Executive Branch only in the case of a tie.
  10. Assist in the indoctrination of the newly elected President and other executives.
  11. In the event that the President's term of absence exceeds one (1) term or the President is no longer able to fulfill their duties, the Vice President/Vice President-elect shall assume the role of President. In the event that the Vice President does not accept or is unable to fulfill this duty, the Chairperson of the Internal Affairs Sector shall serve as interim President and the Elections Chairperson shall hold a campus-wide election within two (2) weeks of notification that the President can no longer fulfill their duties.
- B. The Undergraduate Student Government Association Vice President Shall:
1. Assume the duties of the President in their absence.
  2. Become the President in the event of the President's inability to perform their duties for a period of one (1) term or less. In the event that the Vice President/Vice President-elect does not accept or is unable to fulfill this duty, the President (upon recommendation of the President-elect if such a position is filled) shall appoint an elected member of the Senate to serve as President during their absence. This appointment must be approved by a two-thirds (2/3) vote of the Senate.
  3. Assist the President in duties specified in Article I Section 4 Part A as necessary.
  4. Formulate Special Committees and appoint the Chairperson(s) to such committees.
  5. Serve as an ex-officio member of the Student Life Improvements Sector, the Academic Improvements Sector, and the Continuous Improvements Sector of the Undergraduate Student Government Association.
  6. Coordinate orientation workshops for new Senators.
  7. Coordinate Senate-wide retreats held in C term and A term.
  8. Serve as the chief Undergraduate Student Government Association liaison to all recognized clubs and organizations on all non-financial matters.
  9. Assign each Senator a list of constituents and, working with the Treasurer, a list of clubs/organizations that the Senator shall be responsible for representing.
  10. Serve as the chief Undergraduate Student Government Association liaison with the Graduate Student Government (GSG).
  11. Vote in the Senate, Cabinet, and Executive Branch.
  12. Assist in the indoctrination of the newly elected Vice President.

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- C. The Undergraduate Student Government Association Secretary shall:
1. Be responsible for the preparation of Senate meetings and serve as the meeting manager.
  2. Prepare and make available to the Senate members a copy of the agenda at the Senate meeting.
  3. Keep all minutes of the Senate and the Executive Branch.
  4. Make the minutes of the Senate meetings available to the Worcester Polytechnic Institute community within five (5) calendar days of the meeting.
  5. Maintain attendance records for all Senate meetings and handle correspondence concerning absentee warnings, after any combination of two (2) unexcused absences.
  6. Maintain an active file of all Undergraduate Student Government Association Senate meetings by uploading agendas and minutes to TechSync and sending agendas and minutes to the Worcester Polytechnic Institute Office of Curation, Preservation, and Archives.
  7. Be responsible for writing any correspondence whose author is not individually specified by the Senate.
  8. Keep a revised copy of all governing documents, reflecting all amendments. Said copy shall always be made accessible.
  9. Serve as an ex-officio member of the Internal Affairs Sector, the Communications Sector, and the Continuous Improvements Sector of the Undergraduate Student Government Association.
  10. Review office proceedings and serve as office manager.
  11. Vote in the Senate, Cabinet, and Executive Branch.
  12. Assist in the indoctrination of the newly elected Secretary.
- D. The Undergraduate Student Government Association Treasurer shall:
1. Be responsible for all moneys collected in the Undergraduate Student Government Association Treasury.
  2. Make all disbursements approved by the Senate.
  3. Make a report of the financial conditions of the Treasury as requested by the Executive Branch or the Senate.
  4. Call and preside over all Undergraduate Student Government Association Financial Board Meetings.
  5. Maintain an active file of all Undergraduate Student Government Association Financial Board meetings by uploading the meeting minutes provided by the Appropriations Sector to TechSync and sending agendas and minutes to the Worcester Polytechnic Institute Office of Curation, Preservation, and Archives.
  6. Consider the recommendations of the Fiscal Responsibility and Assistance Sector, enforce all rules and policies defined in the Undergraduate Student Government Association Bylaws, reporting to the Senate all action taken relating to said violations.

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7. Serve as the chief liaison to all recognized clubs and organizations on all financial matters.
  8. Maintain a list which details all recognized student organizations according to their classifications.
  9. Working with the Vice President, assign each Senator a list of clubs/organizations that the Senator will be responsible for helping represent.
  10. Serve as an ex-officio member of the Fiscal Responsibility and Assistance Sector and the Appropriations Sector of the Undergraduate Student Government Association.
  11. Vote in the Senate, Cabinet, and Executive Branch.
  12. Assist in the indoctrination of the newly elected Treasurer.
- E. Executive Branch Procedures
1. The Executive Branch shall meet at least bi-weekly with additional meetings as deemed necessary by the President.
  2. When matters arise that warrant immediate attention and the Senate cannot be assembled, the Executive Branch shall be empowered to act on behalf of the Senate. The Executive Branch shall not act on any matters related to Constitutional amendments.
  3. Seventy-five percent (75%) of the Executive Branch shall constitute a quorum to do business.
  4. All members of the Executive Branch must be present in order to conduct a vote.

## Article II. Legislative Branch

### Section 1. Legislative Powers

All Legislative powers shall be vested in the Senate of the Undergraduate Student Government Association.

### Section 2. Membership of the Senate

The membership of the Senate shall include:

- A. One (1) Senator for every Eighty (80) undergraduate students as determined by the Office of the Registrar in A-term.

### Section 3. Election of Senators

- A. Individuals hoping to serve in the next senate year shall be elected during B-term of the current senate year. All Senators meeting the criteria set forth by the Elections Code in the Undergraduate Student Government Association Bylaws shall be eligible for re-election. Senatorial elections shall be run and vacancies filled in accordance with Undergraduate Student Government Association Elections Code.
- B. All elected Senators shall serve a term from 1 January after their election through 31 December of the same year.

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- C. After elections in B-term, until the senate term begins, a newly elected Senator shall be designated as Senator-elect and their responsibilities shall be to attend all senate meetings in B-term.

### Section 4. Senators' Powers

Undergraduate Student Government Association Senators shall have the power:

- A. To propose and review requested increases and decreases of all student fees.
- B. To review expenditures of all undergraduate clubs and organizations.
- C. To make all appropriations it deems to be in the best interest of student body.
- D. To confirm all appointments made by the President.
- E. To investigate and act upon all policies and procedures which affect the student body.
- F. To act upon all proposed legislation.

### Section 5. Duties of Senators

The Duties of the Senators shall be:

- A. To have a working knowledge of the Undergraduate Student Government Association Constitution and the proper procedures of the Senate.
- B. To attend meetings of the Senate.
- C. To complete the Senator responsibilities as specified in the Standing Rules.
- D. To serve under at least one (1) Undergraduate Student Government Association project sector per term of office.
- E. To be responsible for meeting with the clubs/organizations that the Senator represents, as assigned by the Undergraduate Student Government Vice President with aide form the Undergraduate Student Government Treasurer at least once (1) a semester. The Senator shall also be responsible for attending at least one (1) meeting a term of each club/organization upon the request of the club/organization.
- F. To not miss more than any combination of three (3) Senatorial obligations per term which shall include: Senator Responsibilities, Senate Meetings, Project Cluster Meetings, Financial Board meetings, contacting their clubs/organizations, and attending requested meetings of said clubs/organizations. Each shall be considered unexcused without the express permission of the overseeing Executive, unless excused pursuant to the Standing Rules, or in the case of Project Cluster meetings, the Cluster Chairperson(s).
- G. To notify the President before the first Senate meeting of the term for which the Senator is requesting a leave of absence. Failure to do so, at the President's discretion, will result in said Senator being eligible for removal pursuant to Article III, Section 2, Part A of this document.
- H. To review the policies of the Senate by way of amending the Governing Documents when deemed necessary.

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- I. To attend the annual Undergraduate Student Government Association retreats in C and A terms following their election to the Senate.

### Section 6. Appointment of Honorary Senators

- A. Any full-time or part time undergraduate student is eligible to be appointed to the position of Honorary Senator by the President.
- B. An Honorary Senator may be appointed at any point during a given Senate. If an Honorary Senator elects to serve more than one term on Senate, they must be reappointed at the discretion of the President.
- C. Honorary Senators are eligible to be appointed to the position of Interim Senator by the President in the event of an extended absence of a Senator.

### Section 7. Duties of Honorary Senators

The Duties of Honorary Senators shall be:

- A. To have a working knowledge of the Undergraduate Student Government Association Constitution and the proper procedures of the Senate.
- B. To attend meetings of the Senate.
- C. To serve under at least one (1) Undergraduate Student Government Association project cluster per term of office.
- D. To not miss more than any combination of three (3) Senatorial obligations per term which shall include: senate meetings, project cluster meetings, and any events voted mandatory by the Senate. Each shall be considered unexcused with the exception of the excused absences as outlined in the Standing Rules. Honorary Senators are expected to notify the Secretary of the Student Government Association twenty-four (24) hours in advance of an absence from senate meetings and mandatory events, and notify the Project Sector Chairperson(s) of an absence from a project sector meeting.

### Section 8. Senate Procedures

- A. The Senate shall meet a minimum of once (1) a week, with exceptions being term breaks and, at the discretion of the President, the last week of classes each term, during which final exams are being administered.
- B. Special meetings of the Senate may only be called at the direction of the President or their designee. The time, place, and business to be taken up at special meetings shall be made available to the Worcester Polytechnic Institute community at least one (1) day prior to the meetings.
- C. Greater than fifty percent (50%) of the voting members of the Senate shall constitute a quorum to do business.
- D. All Senate meetings shall be open to the Worcester Polytechnic Institute community.
- E. All Undergraduate Student Government Association meetings shall be conducted according to Robert's Rules of Order, Newly Revised or at the discretion of the Chair of the meeting and/or the Parliamentarian.

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- F. All legislation shall be submitted to the Secretary, who shall determine the agenda for the next Senate meeting.
- G. For all Senate votes, a greater than fifty-percent (50%) vote shall be binding unless otherwise provided.
- H. The term ‘absence’ shall be defined by the Standing Rules.

## Article III. Recall of Elected Officials

### Section 1. Petitions of Removal of an Elected Member of the Executive Board

- A. In order to remove, for just cause, an elected official from office, a petition, signed by fifteen percent (15%) of the group eligible to elect said officer must be presented to the Senate. The elected official shall only be removed if two-thirds (2/3) of the entire membership of the Senate votes in favor of the removal. The official shall be notified of the action being taken prior to it being placed on the agenda.

### Section 2. Removal of Non-Presidential Executives

- A. The President shall inform the Executive Board when any member of the Executive Board is not adequately performing their duties as stated in Article I, Section 4. Said member shall be notified at least forty-eight (48) hours prior to the next Senate meeting, at which time the President will entertain a motion to remove said Executive from office. This motion requires a two-thirds (2/3) vote of approval by the Senate for passage. Upon passage of the motion, the Executive shall be replaced pursuant to Article I, Section 3, Part A.

### Section 3. Removal of Senators

- A. The Secretary shall inform the Executive Board when any member of the Senate is not in compliance with Article II, Section 5, Part G and H. Said Senator shall be then classified as an “idle” Senator.
- B. Idle Senators
  - 1. Once a Senator is deemed to be idle, the Vice President shall meet with the Senator to discuss their performance.
    - (a) During this meeting, the Vice President shall notify the Senator of the categories where they are not performing to the expectations of an Undergraduate Student Government Association Senator. The Vice President shall also explain ways to improve said Senator’s performance.
    - (b) Minutes shall be taken to provide a record that the Senator has been informed of their idle status and the steps necessary to improve.
    - (c) If the Senator is considered to be an “idle” Senator on the basis of their work efforts, then the Senator shall have two (2) weeks to improve themselves. If

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the Chairperson(s) has determined that the Senator has improved, said Senator shall be removed from idle status.

- (d) If the Senator is considered to be an “idle” Senator on the basis of attendance, the Senator shall remain an “idle” Senator until the end of the term in which they were deemed to be idle. If the Senator remains in compliance with Article II, Section 5, Parts G and H for the remainder of said term, then the Senator shall no longer be considered an “idle” Senator immediately following completion of that Senator’s last obligation to Senate for the said term.
- (e) If after two (2) weeks the “idle” Senator has not improved, or continues to fail to be in compliance with their Senator duties, or if they are placed back onto idle status at any point during the rest of the semester, said Senator shall be brought before the Senate Removal Committee.
- (f) The Senate Removal Committee shall be comprised of the President, the Vice President, and the Chairperson(s) of the Sector to which the Senator under review is assigned.
- (g) The Senate Removal Committee shall meet to discuss the work of the Senator in question within their role as an elected member of the Undergraduate Student Government Association, and after discussion, shall vote on whether the “idle” Senator in question should be removed from membership of the Undergraduate Student Government Association. Such a vote shall require a unanimous agreement of the Committee members to remove the Senator from office.
- (h) It shall be the right of the “idle” Senator in question to present on their own behalf before the Senate Removal Committee prior to any discussion on the topic by said Committee, however it is the decision of said Senator to choose to exercise this privilege.
- (i) If the vote results in a unanimous decision to remove the Senator in question from office, said Senator shall have a window of forty-eight (48) hours to seek appeal. If the result of the Senate Removal Committee is not unanimous, the Senator shall remain in office and be removed from “idle” status. However, said Senator’s record shall not be purged of all absences.
- (j) An appeal of a decision of the Senate Removal Committee to remove a Senator from office must be made by the Senator in question to the Advisor of the Undergraduate Student Government Association with forty-eight (48) hours of said Senator being informed of the Committee’s decision. If the Advisor feels that an appeal is valid, a motion shall be brought before Senate by the President at the next meeting of the Senate. After the Senate has discussed the removal of said Senator, it shall take a two-thirds (2/3) vote to remove the Senator from office. Such a decision cannot be appealed. If the

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Advisor does not feel an appeal is valid, the decision of the Senate Removal Committee remains final.

#### Article IV. Referendum

Any act or resolve passed by the Senate is subject to review by the student body within a thirty (30) day period from passage of said act or resolve. Fifteen percent (15%) of the student body must petition the Senate for a referendum ballot in order to vote on said act or resolve. Said act or resolve will be suspended pending the outcome of the referendum ballot. The vote shall take place within ten (10) academic days of the receipt of the petition by the President. The Senate can, with a two-thirds (2/3) vote, place any referendum, binding or non-binding, on an Undergraduate Student Government Association ballot.

#### Article V. The Bylaws

In addition to this document, the Senate shall establish Bylaws. Said Bylaws shall define Senate structure, legislative process, and any other procedures by which this organization shall operate. All amendments to the Undergraduate Student Government Association Bylaws shall be reviewed by the Undergraduate Student Government Association Internal Affairs Sector Chairperson within two (2) weeks of the receipt of the proposed amendment by the committee. All proposed amendments shall require two (2) Senate hearing before adoption. The proposed amendments shall be made public at least five (5) calendar days prior to reaching the Senate floor. The proposed amendments shall need a greater than fifty percent (50%) vote of the Senate in order to pass and be brought before the Senate for a second hearing. A two-thirds (2/3) vote of the Senate during the second hearing shall be necessary for adoption. The Bylaws shall not be in conflict with this document.

#### Article VI. Standing Rules

In addition to this document and the Bylaws, the Senate shall establish Standing Rules. Said Standing Rules shall define the policies and procedures pertaining to the general management and running of the Student Government Association. The proposed amendments shall be made public at least five (5) calendar days prior to reaching the Senate floor. The proposed amendments shall need a greater than fifty percent (50%) vote of the Senate in order to pass and be brought before the Senate for a second hearing. A two-thirds (2/3) vote of the Senate during the second hearing shall be necessary for adoption. The Standing Rules shall not be in conflict with the Bylaws or this document.

## Article VII. Student Organization Council (SOC) Enabling Clause

The Undergraduate Student Government Association agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or Bylaws will follow, in word and spirit, all Worcester Polytechnic Institute policies and all federal, state and local laws.

## Article VIII. Constitutional Amendments

All amendments to the Undergraduate Student Government Association constitution shall be reviewed by the Undergraduate Student Government Association Internal Affairs Sector Chairperson within two (2) weeks of the receipt of the proposed amendment by the committee. All proposed amendments shall require two (2) Senate hearings before adoption. The proposed amendments shall be made public at least five (5) calendar days prior to reaching the Senate floor. The proposed amendments shall need a greater than fifty percent (50%) vote of the Senate in order to pass and be brought before the Senate for a second hearing. A two-thirds (2/3) vote of the Senate during the second hearing shall be necessary for adoption.

## Appendix A. - - Revision History

<b>Date</b>	<b>Introduced</b>	<b>Description</b>
<b>2019 October 1</b>	Sec. Harrison Burack Sen. Michael Rossetti	Updated the Document to match approved bylaw changes
<b>2017 February 7</b>	Sen. Kelly Carlson	Reformat the Document, Update Senator Responsibilities, Update Senate Proceedings, Update Executive Responsibilities, Modify Pronouns in the Document to be Gender Inclusive, Change the amount of executives present to do business to 75% and 100% to conduct a vote, removed article IX (chartering clubs and allowing clubs to have budgets)
<b>2016 December 13</b>	Sen. Alex Burr	Update Executive Responsibilities
<b>2014 September 22</b>	Sec. Jean Pierre Miralda	Updated Senator Responsibilities
<b>2014 April 04</b>	Sec. Jean Pierre Miralda	New Senator Removal Policy
<b>2013 September 24</b>	Sec. Tina Dutra	Remove on-/off campus senator separation
<b>2013 February 12</b>	Sec. Tina Dutra	Committee Name Change from PPE to CIA
<b>2010 October 5</b>	Sec. Lauren Ketschke	Executive Succession Amendment
<b>2010 September 21</b>	Sec. Lauren Ketschke	Honorary Senator Amendment
<b>2010 January 14</b>	Parliamentarian Daniel DeCiero	Formatting for all sections
<b>2009 March 17</b>	Sen. Nicholas Mondor	Membership Clarification Amendment
<b>2008 December 13</b>	Sec. Ashleigh Smeal	S. 50 Electronic Referendum Amendment

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<b>2008 December 13</b>	Sec. Ashleigh Smeal	S. 49 Executive Transition Amendment
<b>2008 April 4</b>	Sec. Ashleigh Smeal	Formatting
<b>2008 February 12</b>	Sec. Ashleigh Smeal	Oversight Amendment
<b>2008 February 6</b>	Sec. Ashleigh Smeal	Updated Amend Dates
<b>2007 November 13</b>	Sen. Andrew Gilday	Meeting Manager to Secretary Responsibilities
<b>2006 April 4</b>	Sen. Syed Ali	Goat's Head Award Duty
<b>2006 April 4</b>	Sen. Syed Ali	Notification of Leave of Absence Clause
<b>2006 April 4</b>	Sen. Syed Ali	Removal of non-Presidential Executives
<b>2006 February 14</b>	Sen. Syed Ali	Updating number of Standing Committees
<b>2005 December 6</b>	Sen. Sean Sears	Executive Duties
<b>2005 October 25</b>	Sen. Sean Sears	Idle Senators Clause

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