

# Standing Rules of the 32nd Senate of the Undergraduate Student Government Association



Worcester Polytechnic Institute  
Undergraduate Student Government Association

Amended:  
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## RULE 1. -- GENERAL PROVISIONS

- I. This document shall constitute the rules of operation for the Worcester Polytechnic Institute (WPI) Undergraduate Student Government Association (SGA).
- II. Definitions:
  - Absence – The term “Absence” shall be defined as:
    - A. In the case of a regular or special Senate meeting, a Senator shall be considered absent if they are listed on the roll as being absent.
    - B. In the case of a project meeting, a Senator shall be considered absent if the Chairperson communicates to the Secretary that the Senator has missed a project meeting.
    - C. In the case of a Financial Board meeting, a Senator shall be considered absent if the Treasurer communicates to the Secretary that a Board member has missed a Financial Board meeting.
  - Academic Term – The phrase “Academic Term” shall refer to terms A, B, C, and D.
  - Cabinet - The term "Cabinet" shall refer to the Executive Board, the Parliamentarian, and the appointed Chairs not including faculty, institute, and special committee Chairs.
  - Chair – The term “Chair” means the presiding officer of any meeting.
  - Elected Officials -- The term "Elected Officials" means all Senators, also referring to the Executive Board.
  - Executive Board – The term “Executive Board” shall refer to the President, Vice-President, Secretary, and Treasurer.
  - Senators – The term “Senators” shall refer to all elected and appointed voting members of senate.
- III. Any Elected Official who fails to comply with these rules shall be considered negligent in their duties.

## RULE 2. -- SESSIONS OF THE SENATE

- I. The 32<sup>nd</sup> Senate session shall begin on January 1, 2022 and each session thereafter shall be orderly numbered.
- II. All legislation not passed at the end of a Senate session shall be considered dead.

### RULE 3. -- ATTENDANCE POLICIES

- I. Senators must be excused from committee and project meetings by the respective Chair pursuant to Part V of this rule.
- II. Senators are required to stay at Senate meetings until the meeting is adjourned or recessed, or at the discretion of the Secretary.
- III. Financial Board members must be excused from a Financial Board meeting by the Treasurer.
- IV. An absence shall be considered excused if the absence is due to any of the following:
  - A. The Senator is suffering from serious illness, or is quarantined.
  - B. Uncontrollable academic commitment. This shall not include regularly scheduled project or group meetings.
  - C. Religious observance.
  - D. Family emergency.
  - E. Jury duty.
  - F. A state of emergency is in effect.
  - G. All absences may be excused at the discretion of the President in the case of Senate meetings, and the Chair in the case of project meetings. Special circumstances must exist for an absence to be excused.
- V. Senators are required to report any anticipated absence to the appropriate Cabinet Member at least twenty-four (24) hours in advance. Any failure to report an absence, including those cases listed in Part IV of this Rule, will result in an unexcused absence. The President still retains the authority to excuse all absences.

### RULE 4. -- PROJECT WORK

- I. Senators must work actively on at least one (1) Chair led project.
- II. Any undergraduate student can work on projects, and must be appointed in accordance with the Constitution.
- III. People not appointed to a project group can still attend said project meetings, unless otherwise specified by the Chair of the project.
- IV. Only appointed members of project teams may vote at project meetings, unless otherwise specified by the Chair of the project.

## RULE 5. – SENATOR RESPONSIBILITIES

- I. Senators, including Cabinet members and the Tech Coordinator, shall complete all the Senator responsibilities as listed in Part II of this rule. Executives are not required to perform Senator responsibilities. Senators and Executives may perform any additional senator responsibility as they desire.
- II. The following responsibilities are mandatory and shall be completed by all Senators. The responsibilities include:
  - A. Attend all senate meetings.
  - B. Attend their weekly assigned project meeting.
  - C. Attend and assist at all mandatory SGA events. (i.e. Relay for Life BBQ, Pep Rally, etc.)
  - D. Attend the winter and fall retreats. Any conflicts in attendance must be submitted to the Vice President.
  - E. Meet with each of their assigned constituent clubs' Executive Board at least once (1).
  - F. Help with at least two (2) community outreach events per semester (Activities fair, table-sitting, superfan shirt giveaways, etc.). Enforced at the discretion of the Vice President.
  - G. Attend at least one (1) Financial Board Meeting.
- III. Only Senators need to serve Senator responsibilities.

## RULE 6. -- SENATE MEETINGS

- I. Senators will sign in at the beginning of the meeting.
- II. The President shall have the power to recognize anyone in attendance of the meeting to speak on the floor of the Senate. The President also may turn over this power to any Elected Official during the meeting. However, any Elected Official other than the President may have this power revoked by the President at any given time during the meeting.
- III. The Secretary shall not read the minutes of the previous week's meeting unless requested by an Elected Official to do so.

## RULE 7. -- MINUTES

- I. The minutes shall be entitled "The Minutes of the Worcester Polytechnic Institute Undergraduate Student Government Association". After this title shall be the designation "Unofficial" until such time that they are approved by the Senate. At such time the designation "Official" shall be adopted.
- II. In the minutes, Elected Officials shall be referred to pursuant to Rule 8.

## RULE 8. -- WRITTEN DOCUMENTS

- I. In all written documents and communications, the Executives shall be referred to as “President”, “Vice-President”, “Secretary”, “Treasurer”, or “Parliamentarian” followed by their last name. All Senators, including Honorary Senators, shall be referred to as "Senator" followed by their last name with further designation as required. All Chairpersons shall be referred to as “Chair” followed by their last name.
- II. The Secretary shall sign all written documents and communications relating to the affairs of Undergraduate Student Government Association in accordance with the Constitution with the exception of the following:
  - A. The Treasurer shall sign all communications related to appropriations.
  - B. The President shall sign all legislation passed by the Senate.
  - C. Chairs shall sign all letters sent from their respective project groups.

## RULE 9. -- LEGISLATION

- I. Each bill shall be assigned a unique number consisting of an "S." followed by the number of the bill within the current session. This number shall identify the bill in all formal Undergraduate Student Government Association correspondence and shall be used to identify the bill on the Senate floor.
- II. All legislation passed by the Senate shall be considered permanent unless rescinded, replaced by new legislation, or the legislation itself contains a specific date of termination.

## RULE 10. -- ROSTER OF ELECTED OFFICIALS

- I. The Secretary shall keep a current list of all Elected Officials. This list shall be updated after any change in the membership of the Senate before the next Senate meeting.

## RULE 11. -- SENATE MEETING TIME

The Senate shall meet every Tuesday at 6:00 p.m., with the following exceptions:

- I. A regular Senate meeting shall not occur on any day in which classes are not scheduled.
- II. A regular Senate meeting shall not occur during E-Term.
- III. A regular Senate meeting shall not be required during the last week of each term.

## RULE 12. -- VOTES

- I. A proxy must be in writing. It shall designate the person who is to execute the proxy authorization. It shall be limited to a specific measure or matter and any amendments or motions pertaining to the measure or matter. The proxy shall be written or emailed and shall be signed by the Senator who is casting the proxy and the Senator whose proxy is being cast. A proxy may not be counted for quorum.
- II. The vote to break a tie must be either "Aye " or "Nay".

## APPENDIX A – REVISION HISTORY

DATE	INTRODUCED	DESCRIPTION
2022-February-8	President Micah Wilde	Updated specifications for senator responsibilities
2021-March-2	Treasurer Marc Rosenthal	Removal of Funding Request and Budget Reallocation Rules
2019-November-19	Accountant Kevin Bimonte	Creation of process for Budget Reallocations
2019-February-19	Parliamentarian Giulio Cataldo and Treasurer Ryan Candy	Updating all rules, inclusion of process for Funding Request Appeals
2014-September-16	Sec. Miralda	Updated Senator Responsibilities
2013-November-26	Sec. Tina Dutra	Change Rule 5 to Senator Responsibilities
2013-September-24	Sec. Tina Dutra	Attendance Policy Change, formatting
2013-February-12	Sec. Tina Dutra	Committee Name Change from PPE to CIA
2012-December-4	Sec. Sarah Triplett	Updating Rule 5
2010-January-14	Parliamentarian Daniel DeCiero	Formatting for all Rules.
2008-April-4	Sec. Ashleigh Smeal	Necessary Notification Amendment
2008-February-6	Sec. Ashleigh Smeal	Updated Amend Dates
2008-January-31	Sec. Ashleigh Smeal	Financial Board Mandatory Attendance; Office Hours
2006-February-14	Sen. Syed Ali	Alphabetizing Definitions, Updating Rules 3,4,5,6,8,9,10
2005-October-25	Sen. Sean Sears	Updating Rule 6
2005-October-25	Sen. Sean Sears	Creating a definition of Cabinet
2004-March-2	Sen. Mary Schubert	Updated Senate Meeting Time
2004-February-24	Sen. Mary Schubert	Updated Written Documents and Senate Meeting Time

2002-January-22	Sen. Brandon Lord	Added Webmaster Office Hour to Rule 5
2000-April-4	Sen. Toni Colognesi	Eliminated annual standing rules passage
2000-February-15	Sen. Christopher O'Malley	Fixed "two meeting miss" loophole