

Bylaws of the Undergraduate Student Government Association



Worcester Polytechnic Institute
Undergraduate Student Government Association

Amended:
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Student Services Cluster

TITLE 1. ACADEMIC IMPROVEMENTS

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Academic Improvement projects to improve the quality of the academic program at Worcester Polytechnic Institute. This is done by engaging in projects that reflect the academic-related concerns of the student body, serving as a liaison between students and faculty, and supporting Worcester Polytechnic Institute's initiatives and resources.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

There is a minimum of one (1) Chairperson for the academic improvement projects. This person is appointed by the President of the Undergraduate Student Government Association, then approved by the Senate.

SECTION 2. MEMBER STATUS

Senators working on a project relating to the academic improvement of Worcester Polytechnic Institute are under the Academic Improvements sector. They are encouraged to reach out to the Academic Improvements Chairperson with questions related to their project and meet with the Chairperson to relay progress of the project.

SECTION 3. ACADEMIC IMPROVEMENTS REQUIREMENTS

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Academic Improvements throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. RESEARCH AND INVESTIGATION

The projects which fall under this section are to research new academic initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed by Senate.

SECTION 2. DISTRIBUTION OF RECOMMENDATIONS

The project manager or Chairperson shall distribute all adopted recommendations to the appropriate members of the Worcester Polytechnic Institute. It is also the responsibility of the Chairperson or their delegate to attend meetings and be a sitting member on the Committee on Academic Policy.

SECTION 3. RECOMMENDATIONS TO SENATE

Senators provide recommendations of academic improvements to Senate based on a project(s) research.

SECTION 4. PROJECT MEMBERS

It is the responsibility of the Chairperson of Academic Improvements to report to the Executive Board any Senator working on a project which falls under Academic Improvements who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. MEETING WITH COMMUNITY MEMBERS

The Senators working on projects that fall under Academic Improvements have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administrators, and/or student as needed to investigate the quality of academics.

TITLE 2. STUDENT LIFE IMPROVEMENTS

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Student Life Improvement projects to improve the content and quality of the student life at Worcester Polytechnic Institute. This is done by engaging in projects that reflect the student body's wants and needs for campus, serving as a liaison between students and faculty, and supporting Worcester Polytechnic Institute's initiatives and resources that would benefit the student body.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

There is a minimum of one (1) Chairperson for the student life improvement projects. This person is appointed by the President of the Undergraduate Student Government Association, then approved by the Senate.

SECTION 2. MEMBER STATUS

Senators working on a project relating to the student life improvement of Worcester Polytechnic Institute are under the Student Life Improvements sector and are encouraged to reach out to the Student Life Improvements Chairperson with questions related to their project and meet with them to relay progress of the project.

SECTION 3. STUDENT LIFE IMPROVEMENTS REQUIREMENTS

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Student Life Improvements throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. RESEARCH AND INVESTIGATION

The projects which fall under this section are to research new student life initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed by Senate.

SECTION 2. SOLICITATION OF STUDENT OPINION

The Student Life Improvements sector listens to the opinions of the community members, records these findings, and reports them to Senate.

SECTION 3. DISTRIBUTION OF RECOMMENDATIONS

The Chairperson and project manager relay all adopted recommendations to the appropriate members of the Worcester Polytechnic Institute community.

SECTION 4. RECOMMENDATIONS TO SENATE

Senators provide recommendations of student life improvements to Senate based on a project(s) research.

SECTION 5. PROJECT MEMBERS

It is the responsibility of the Chairperson of Student Life Improvements to report to the Executive Board any Senator working on a project which falls under Academic Improvements who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. MEETING WITH COMMUNITY MEMBERS

The Senators working on projects that fall under Student Life Improvements have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administrators, and/or student as needed to investigate the quality of academics.

TITLE 3. COMMUNITY OUTREACH

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Community Outreach projects to facilitate communication and interactions with other organizations at Worcester Polytechnic Institute. This is done by engaging with campus through events to distribute Superfan shirts and engaging in external communication with organizations to assist with events.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

There is a minimum of one (1) Chairperson for the community outreach projects. This person is appointed by the President of the Undergraduate Student Government Association, then approved by the Senate.

SECTION 2. MEMBER STATUS

Senators working on a project relating to the community outreach of Worcester Polytechnic Institute are under the Community Outreach sector and are encouraged to reach out to the Community Outreach Chairperson with questions related to their project and meet with them to ~~rely~~relay progress of the project.

SECTION 3. COMMUNITY OUTREACH REQUIREMENTS

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Community Outreach throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. BUILD CONNECTION WITH OTHER ORGANIZATIONS

The Community Outreach sector should keep in contact with other organizations to build connections to assist with the facilitation of events and with the financial process.

SECTION 2. SUPERFAN AND ULTRAFAN SHIRT DISTRIBUTIONS

The process of distribution for Superfan and Ultrafan shirts is at the discretion of the Chairperson or project manager.

SECTION 3. PROJECT MEMBERS

It is the responsibility of the Chairperson of Community Outreach to report to the Executive Board any Senator working on a project which falls under Community Outreach who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. MEETING WITH OTHER ORGANIZATIONS

The Chairperson or designated Senator may reach out to other organizations to request to distribute Superfan shirts for events and to create better connections between the Student Government Association and campus.

Internal Services Cluster

TITLE 4. INTERNAL AFFAIRS

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Internal Affairs sector to ensure campus elections are conducted in an appropriate fashion and to interpret, maintain, and recommend improvements to the governing documents of the Undergraduate Student Government Association.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

There is a minimum of one (1) Chairperson for the internal affairs projects. This person is appointed by the President of the Undergraduate Student Government Association, then approved by the Senate.

SECTION 2. MEMBER STATUS

Senators working on a project relating to the internal affairs of Worcester Polytechnic Institute are under the Internal Affairs sector and are encouraged to reach out to the Internal Affairs Chairperson with questions related to their project and meet with them to relay progress of the project.

SECTION 3. INTERNAL AFFAIRS REQUIREMENTS

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Internal Affairs throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. CONSTITUTIONAL INTERPRETATIONS

The Internal Affairs sector is responsible for interpreting and reviewing all governing documents of the Undergraduate Student Government Association.

SECTION 2. AMENDMENTS

The Internal Affairs sector reviews all proposed amendments to the governing documents prior to it being placed on the agenda for any meeting. The project members and chairperson make a recommendation on its constitutionality at the following Senate meeting.

SECTION 3. INTERNAL POLICY

The Internal Affairs sector shall be responsible for reviewing, maintaining, and setting the internal policy of the Senate pursuant to approval of a simple majority of Senate.

SECTION 4. ELECTIONS

The Internal Affairs Chairperson is responsible for calculating and tallying the ballots of various Undergraduate Student Government Association elections, including the Campus Hearing Board elections.

SECTION 5. NOTIFICATION OF ELECTIONS

The Elections Chairperson is responsible for notifying the student body of all Undergraduate Student Government Association offices of nomination and election deadlines. The Internal Affairs sector

informs the student body of all national, state, or local elections as deemed appropriate by the Senate. Furthermore, the sector informs the student body of the results of the appropriate elections within twenty four (24) hours of the close of balloting.

SECTION 6. PROJECT MEMBERS

It is the responsibility of the Chairperson of Internal Affairs to report to the Executive Board any Senator working on a project which falls under Internal Affairs who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. REVIEW OF PASSED LEGISLATIONS

The Internal Affairs sector has the power to review all passed legislation for constitutionality. If the section finds the legislation to be unconstitutional, the legislation shall be repealed. A two-thirds (2/3) vote of the Senate shall be required to overturn the recommendation of the committee.

SECTION 2. RECRUITMENT

The Internal Affairs sector may request volunteers from the Senate to assist in the elections process. These volunteers must not be involved in the election itself and may not assist in tallying votes.

TITLE 5. COMMUNICATIONS SECTOR

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Communications Sector projects to improve formal communication through official Undergraduate Student Government Association social media. This is meant to engage the student body with events occurring on campus and provide a platform to communicate with campus.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

There is a minimum of one (1) Chairperson for the communications projects. This person is appointed by the President of the Undergraduate Student Government Association, then approved by the Senate.

SECTION 2. MEMBER STATUS

Senators working on a project relating to the communication sector of Worcester Polytechnic Institute are under the Communications Sector and are encouraged to reach out to the Communications Chairperson with questions related to their project and meet with them to relay progress of the project.

SECTION 3. COMMUNICATIONS SECTOR REQUIREMENTS

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Communications throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. IMPROVING COMMUNICATION WITH CAMPUS

Providing a communications platform between the Student Government Association and campus, with emphasis on publicizing events occurring on campus.

SECTION 2. PROJECT MEMBERS

It is the responsibility of the Chairperson of Communications Sector to report to the Executive Board any Senator working on a project which falls under Communications Sector who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. PUBLICITY OF CAMPUS EVENTS

This sector may most events funded by the Undergraduate Student Government Association on our social media platforms to inform students of the event.

SECTION 2. INFORMATION GATHERING AND PUBLICATION

Gathering information to post these events on the Student Government Associations social media to keep campus informed.

TITLE 6. CONTINUOUS IMPROVEMENTS

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Continuous Improvements projects to evaluate the Undergraduate Student Government Association and support the strategic plan at Worcester Polytechnic Institute.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

There is a minimum of one (1) Chairperson for the Continuous Improvements projects. This person is appointed by the President of the Undergraduate Student Government Association, then approved by the Senate.

SECTION 2. MEMBER STATUS

Senators working on a project relating to the Continuous Improvements Sector of Worcester Polytechnic Institute are under the Continuous Improvements Sector and are encouraged to reach out to the Continuous Improvements Chairperson with questions related to their project and meet with them to relay progress of the project.

SECTION 3. CONTINUOUS IMPROVEMENTS REQUIREMENTS

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Continuous Improvements throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. DISTRIBUTION OF RECOMMENDATIONS

The project manager and Chairperson relay all adopted recommendations to the appropriate members of the Worcester Polytechnic Institute.

SECTION 2. RECOMMENDATIONS TO SENATE

Senators provide recommendations to Senate as a whole to work towards the Strategic Plan.

SECTION 3. PROJECT MEMBERS

It is the responsibility of the Chairperson of Project Progression Commission to report to the Executive Board any Senator working on a project which falls under Project Progression Commission who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. MEETING WITH COMMUNITY MEMBERS

The Senators working on projects that fall under Continuous Improvements have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administrators, and/or student as needed to investigate the quality of academics.

Financials Cluster

TITLE 7. FISCAL RESPONSIBILITY AND ASSISTANCE

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Fiscal and Responsibility and Assistance sector to ensure that all Student Government Association funded organizations spend funds appropriately as dispersed by the Undergraduate Student Government Association. The Fiscal and Responsibility sector is also responsible for assisting recognized organizations in all financial areas. This sector is an Undergraduate Student Government Association financial committee.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There is a minimum of one (1) Chairperson for Fiscal Responsibility and Assistance. This person is appointed by the President of the Undergraduate Student Government Association upon the recommendation of the Treasurer of the Undergraduate Student Government Association, then approved by Senate.
- B. The Chairperson of Fiscal Responsibility and Assistance shall be further designated as an "Assistant Treasurer."
- C. The Chairperson of Fiscal Responsibility and Assistance acts as the Chairperson of the Financial Board in the absence of the Treasurer and the Chairperson of the Appropriations sector.

SECTION 2. MEMBER STATUS

All Senators appointed to the sector have voting member status. The Fiscal Responsibility and Assistance section shall only vote in the case of a tie. Any other student who wishes to serve in the section shall not have voting status unless granted by the Chairperson.

SECTION 3. FISCAL RESPONSIBILITY AND ASSISTANCE QUORUM

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Fiscal Responsibility and Assistance throughout the Senate year. Members of the sector are appointed by the President upon the recommendation of the Treasurer of the Undergraduate Student Government Association, then approved by the Senate.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. BUDGETS

Fiscal Responsibility and Assistance is responsible for ensuring all organizations who receive budgets from the Undergraduate Student Government Associations spend their money as approved.

SECTION 2. FINANCIAL BOARD

Serve on the Financial Board. See Title 9, Article 7 for more detailed information.

SECTION 3. AUDITING

Conduct Audits and Financial Reviews on clubs as recommended by Senators, show signs of deliberate or accidental failure to follow the financial bylaws, or request a review to be performed.

A. Audit and Review Process

1. Members of Fiscal Responsibility and Assistance contact the organization for Audits and Financial Reviews.
2. Any organization who fails to respond to the contact attempts by the Fiscal Responsibility and Assistance members are referred to the Treasurer after two (2) weeks.
3. The reasoning and objective which Audits and Financial Reviews are conducted, and the procedure followed at these sessions, are left to the discretion of the Fiscal Responsibility and Assistance Chairperson.
4. Organizations which undergo an Audit or Financial Review have a status assigned to them by the Fiscal Responsibility and Assistance Chairperson after their Audit or Financial Review has been completed; unless there are no issues found regarding procedure, finances, and leadership.
 - a. An organization considered Status I if the Review identifies minor issues regarding procedures, finances, and/or leadership.
 - b. An organization is considered Status II if the Review identifies moderate issues regarding procedures, finances, and/or leadership.
 - c. An organization considered Status III if the Review identifies substantial issues regarding procedures, finances, and/or leadership.
5. Organizations that have completed an Audit or Financial Review are contacted by Fiscal Responsibility and Assistance Senator with regards to their status.
 - a. Status I organizations are informed of the issues identified and given suggestions to improve those issues.
 - b. Status II organizations are informed of the issues identified and given suggestions to improve those issues. Additionally, these organizations are required to meet with members of Fiscal Responsibility and Assistance monthly to re-evaluate their status.
 - c. Status III organizations are informed of the issues identified and given suggestions to improve those issues. Additionally, these organizations are required to meet bi weekly with members of Fiscal Responsibility and Assistance to devise a comprehensive approach to solve the issues identified.
6. An organization's status is subject to change at the discretion of Fiscal Responsibility and Assistance based on their improvement.
7. Fiscal policy infractions found during the auditing process are referred to the Undergraduate Student Government Association Treasurer for resolution according to Title 9, Article 4.

SECTION 4. FINANCIAL RECORDS

The Fiscal Responsibility and Assistance sector (with the aid of the Appropriations sector and the Undergraduate Student Government Association Treasurer) shall maintain a record of the financial activities of all clubs and organizations. This information can be used as a reference material during Financial Board and the budgeting process.

SECTION 5. ASSISTANCE

The members of this sector shall provide assistance to all recognized student organizations in the processing of financial paperwork, regardless of an organization's funding source, if they are asked to do so by an organization. The members provide organizations with assistance in keeping records, reaching goals, and providing programming for the undergraduate student body.

SECTION 6. PROJECT MEMBERS

It is the responsibility of the Chairpersons of Fiscal Responsibility and Assistance to report to the Executive Board any Senator working on a project which falls under Fiscal Responsibility and Assistance who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

SECTION 7. STUDENT GOVERNMENT ASSOCIATION INTERNAL AUDIT

It is the responsibility of the Fiscal Responsibility and Assistance sector to conduct a Student Government Association Annual Report every A-Term for the previous fiscal year. The internal audit is presented to the entirety of the Undergraduate Student Government Association at the end of A-Term.

ARTICLE 4. POWERS

SECTION 1. BUDGETARY VIOLATIONS

Fiscal Responsibility and Assistance recommends sanctions to the Treasurer of the Undergraduate Student Government Association when it determines a budget violation has occurred.

SECTION 2. FUNDING REQUESTS

Fiscal Responsibility and Assistance has the power to review and recommend that the Treasurer act upon violations of all necessary Funding Requests in accordance with any procedures created by the sector and approved by the Undergraduate Student Government Association Treasurer.

SECTION 3. REVIEWING CLUB AND ORGANIZATION EXPENDITURES

- A. Review the financial record of all Undergraduate Student Government Association funded clubs and organizations.
- B. Recommend to the Treasurer of the Undergraduate Student Government Association any penalties to clubs and organizations found in violation of the Undergraduate Student Government Association's Fiscal Structure according to Title 9.
- C. Require that Undergraduate Student Government Association funded organizations account expenditures in accordance with procedures developed by Fiscal Responsibility and Assistance and approved by the Treasurer of the Undergraduate Student Government Association.
- D. Collect and maintain a record of Funding Request Report Forms.

TITLE 8. APPROPRIATIONS

ARTICLE 1. PURPOSE

It is the duty of the Undergraduate Student Government Association's Appropriations sector to be responsible for the distribution of all funds from the Undergraduate Student Government Association Treasury as outlined within the Governing Documents of the Undergraduate Student Government Association. This sector is an Undergraduate Student Government Association financial committee.

ARTICLE 2. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There is a minimum of one (1) Chairperson for the appropriations sector. This person is appointed by the President of the Undergraduate Student Government Association upon the recommendation of the Treasurer of the Undergraduate Student Government Association, then approved by the Senate, then approved by the Senate.
- B. The Chairperson for Appropriations is further designated as an "Assistant Treasurer." C. The Chairperson for Appropriations is to act as the Chairperson of the Financial Board in the absence of the Treasurer.

SECTION 2. MEMBER STATUS

All Senators appointed to the sector have voting member status in the Appropriations. The Appropriations Chairperson sector is to only vote in the case of a tie. Any other student who wishes to serve in the section shall not have voting status unless granted by the Chairperson.

SECTION 3. APPROPRIATIONS QUORUM

Fifty percent (50%) of the appointed voting members of the sector constitutes a quorum to do business.

SECTION 4. APPROPRIATIONS QUORUM

There are a minimum number of one Chairperson and Senator to be working on at least one (1) project under Appropriations throughout the Senate year.

ARTICLE 3. RESPONSIBILITIES

SECTION 1. UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION BUDGET To aid the Undergraduate Student Government Association Treasurer with the preparation and submission of the Undergraduate Student Government Association budget for the upcoming fiscal year. This budget includes the recommended allocation for each budgeted member organization, all operational costs, all mandatory distributions as per Title 9, and all other recommended allocations for the next fiscal year.

SECTION 2. CLUB AND ORGANIZATION CLASSIFICATIONS

Report to the Senate classifications of new student organizations upon their recognition by the University or reclassification of existing organizations as changes occur.

SECTION 3. BUDGETING INFORMATION

Compile and distribute budgeting information to all eligible student organizations.

SECTION 4. FINANCIAL BOARD

Serve on the Financial Board See Title 9, Article 7 for more detailed information.

SECTION 5. FINANCIAL RECORDS

The Appropriations sector (with the aid of the Fiscal Responsibility and Assistance sector along with the Undergraduate Student Government Association Treasurer) maintains a record of the financial activities of all clubs and organizations. This information can be used as reference material during Financial Board and the budgeting process.

SECTION 6. PROJECT MEMBERS

It is the responsibility of the Chairperson of Appropriations or Project Progression Commission to report to the Executive Board any Senator working on a project which falls under Appropriations who is neglecting their duties defined in the Undergraduate Student Government Association Constitution.

ARTICLE 4. POWERS

SECTION 1. FISCAL POLICIES

Review and propose to Senate any and all changes to the fiscal policies contained in Title 9 along with the Fiscal Responsibility and Assistance sector, with having discussed changes to Internal Affairs prior.

SECTION 2. FINANCIAL REQUESTS

Appropriations may consider funding requests, as deemed appropriate by the Undergraduate Student Government Association Treasurer, prior to the meeting of Financial Board. The sector votes on the request and recommends an outcome of the decision to Financial Board prior to the commencement of the Financial Board requests. At this time, Financial Board hears the recommendations and then votes whether to accept or deny the decision. If Financial Board fails to pass the recommendations from Appropriations, the request is fully reconsidered by the entirety of Financial Board, who would vote again on the requests and make the final decision.

TITLE 9. FISCAL STRUCTURE AND POLICY

ARTICLE I. CLASSIFICATIONS OF STUDENT ORGANIZATIONS

SECTION 1. THE CLASSIFICATION STRUCTURE AND PURPOSE

- A. There are seven (7) organizational classes into which each recognized undergraduate student organization, with the exception of the Undergraduate Student Government Association, are classified.

- B. Each recognized student organization will be classified by the Financial Board. Financial Board may reclassify any recognized student organization if the purpose and mission of the organization does not align with current classification requirements. A reclassification by Financial Board must initially be proposed by either the Chairperson of Appropriations or the Chairperson of Fiscal Responsibility and Assistance. The motion will then be subsequently tabled until the following Financial Board Meeting, where the motion will be heard. Respective club officers must be notified of the motion within twenty-four (24) hours of its proposal and will be given an opportunity to prepare and present an appeal during the following Financial Board Meeting. Organizations may still apply for reclassification by submitting the appropriate form to the Undergraduate Student Government Association.

- C. All organizations recognized by the Worcester Polytechnic Institute will be considered Undergraduate Student Government Association member organizations, eligible to apply for Undergraduate Student Government Association funding after the date of official recognition.

- D. In order to receive official recognition, an organization must have fulfilled the requirements of the Student Organization Council (SOC) and the Student Activities Office (SAO) and been approved by both.

- E. Organizations will abide by all fiscal regulations as outlined in this Title of the Undergraduate Student Government Association Bylaws.

- F. The Undergraduate Student Government Association is responsible for creating and maintaining this fiscal structure.

G. The requirements for SOC recognition are determined by the SOC.

H. The requirements for SAO recognition are determined by the SAO.

I. Upon completion of these requirements and those concerning budgetary processes outlined in Article II of this title, the Senate will oversee all issues concerning funding.

SECTION 2. THE CLASSES

A. Class I – Special Interest

1. These organizations will be open to all Worcester Polytechnic Institute undergraduate students.
2. All organizations of this class are eligible to apply for a yearly operating budget and funding requests (FR) as outlined within the Bylaws.
3. Those organizations that receive a yearly operating budget from a national, international, regional, state or local organization, will not receive a yearly operating budget from the Undergraduate Student Government Association.
4. All budgets awarded to Class I organizations will be allocated out of the funds collected through the Undergraduate Student Life Fee.
5. Monies allocated toward the budgets of these organizations will not go towards paying personal dues to international, national, regional, state, or local organizations.
6. All organizations within Class I will be placed into the following subcategories based on the following guidelines:

i. Professional Societies

- a. These organizations will be a local chapter of a nationally/internationally recognized professional society.
- b. The general activity of these clubs will be focused on professional development.

ii. International/Diversity Organizations

These organizations will be focused on enhancing cultural awareness among its members and campus.

iii. Hobby Interests

These organizations will include all those dedicated to the appreciation and practice of a particular hobby interest.

iv. Political/Social/Religious Groups

These organizations will have core political, social, or religious values as their fundamental purpose. They will be focused on increasing awareness of their cause and/or providing a forum for political/social/religious ideas to be openly shared.

v. Community Outreach

These organizations will be focused on community outreach and enhancing awareness of this outreach. These organizations are not directly affiliated with any national Greek/service based fraternal organization.

B. Class II – Club Sports

1. Those organizations open to all Worcester Polytechnic Institute undergraduate students and classified as club sports by the university are members of Class II.

2. Class II organizations which are not funded by the Athletic Department will be eligible to apply for a yearly budget and funding requests as outlined within this Title.
3. All budgets awarded to Class II organizations will be allocated out of the funds collected through the Undergraduate Student Life Fee.
4. Class II organizations must abide by all rules set forth by the Worcester Polytechnic Institute Director of Club Sports.
5. All organizations in Class II will be placed into the following subcategories according to the following guidelines:

i. Competitive

- a. These organizations compete in scheduled games, matches or contests against outside organizations or teams. They will be associated with a recognized collegiate league or conference and have a coach approved by the Worcester Polytechnic Institute Director of Club Sports.

ii. Instructional

- a. These organizations exist to provide basic levels of participation and instruction. They must have a coach approved by the Worcester Polytechnic Institute Director of Club Sports.

iii. Recreational

- a. These organizations will have no affiliation to a league or conference and are not permitted to compete with outside organizations or teams. They must have an advisor approved by the Worcester Polytechnic Institute Director of Club Sports.

C. Class III – Campus Wide

1. Those organizations open to all Worcester Polytechnic Institute undergraduate students, unaffiliated with and not receiving a yearly operational budget from an international, national, regional, state, or local organization and whose primary purpose is to provide programming, publications, and/or services open and available to the entire undergraduate student body will be members of Class III.
2. Programming for the entire undergraduate student body will be defined as programs which educate, entertain, and/or expose students to the arts.
3. Class III organizations will be eligible to apply for a yearly budget and funding requests as outlined by this Title.
4. All budgets awarded to Class III organizations will be allocated out of the funds collected through the Undergraduate Student Life Fee.
5. All organizations in Class III will be placed into the following subcategories according to the following guidelines:

i. Campus Wide Programming

- a. These organizations will be focused on providing campus wide programming open to all WPI students.

ii. Campus Wide Publications/Media/Services

- a. These organizations will have as their primary purpose at least one (1) of the following activities:

I. Providing print and other communications media for the students of WPI.

II. Providing production-related services for any of the organizations or individuals at WPI.

iii. Performing Arts

a. These organizations will be focused on performing arts, including, but not limited to: music, drama, or comedy.

b. Performances by these organizations will be open to the entire undergraduate student body.

D. Class IV – Selective Membership

1. Those organizations open only to certain segments of the Worcester Polytechnic Institute student body will be members of Class IV. These organizations include, but are not limited to honor societies, as well as Greek organizations not falling under the classification of a Class V organization.
2. Selective membership is defined as any organization that may define membership based on, but not limited to a new member education process, an initiation rite, or an academic eligibility requirement.
3. Class IV organizations are entitled to approach the Senate for funding for services or programming that benefits the entire undergraduate student body.
Programming for the entire undergraduate student body will be defined as programs which educate, entertain, and/or expose students to the arts.
4. Class IV organizations will be eligible to apply for funding requests as outlined by this Title.

E. Class V – Greek Life

1. Any organization classified as a part of Greek Life by the University's Office of Greek Life Programs will be a part of Class V.
2. Only Class V organizations, with the approval of the Office of Greek Life Programs, are allowed to hold bank accounts outside of the University's Accounting Office.
3. Class V organizations are entitled to approach the Senate for funding for services or programming that benefit the entire undergraduate student body.

Programming for the entire undergraduate student body is defined as programs which educate, entertain, and/or expose students to the arts.

4. Class V organizations will be eligible to apply for funding requests as outlined by this Title.
5. All Class V organizations will be placed into the following subcategories according to the following guidelines:

- i. Greek Councils

- a. The organizations will be focused on representing their constituent Greek organizations.

- b. These organizations will have at least one (1) representative from each of their constituent Greek organizations.

- ii. Greek Chapters

- a. These organizations will be a local chapter of a nationally recognized fraternity or sorority.

F. Class VI – Provisional

1. All organizations recognized by the SOC who have not yet applied for reclassification will be classified as a Class VI organization.
2. Organizations in this class may apply for reclassification after twelve (12) months from the date of recognition by the SOC.
3. If after eighteen (18) months there has been no application for reclassification of the organization submitted to the Financial Board, then the organization will become a Class VII organization. The Treasurer will make it known to the Senate at the next available meeting.

4. Any Class VI organization looking to reclassify must submit a completed “Reclassification Request Form” on Techsync to the Undergraduate Student Government Association. The organization looking to reclassify must appear before Financial Board to present their case for reclassification. The organization will be able to request money as specified by this Title following their Senate approved reclassification status.
5. Class VI organizations will be eligible to approach the Senate for funding for funding requests.

G. Class VII – Non-Funded

1. All organizations who have not yet applied for reclassification after eighteen (18) months after recognition from the SOC will be classified as a Class VII organization.
2. Organizations in this class may apply for reclassification
3. Any Class VII organization looking to reclassify must submit a completed “Reclassification Request Form” on Techsync to the Undergraduate Student Government Association. The organization looking to reclassify must appear before Financial Board to present their case for reclassification. The organization will be able to request money as specified by this Title following their Senate approved reclassification status.
4. Class VII organizations will be ineligible to approach the Senate for Funding.

H. Class VIII – Student Run Businesses

1. Any organization considered as a student run business by any of the University’s schools or departments may petition the Executive Board to be considered Class VIII.
2. Only Class VIII organizations are allowed to hold bank accounts outside of the University’s Accounting Office.

3. Class VIII organizations are entitled to approach the Senate for funding for services or programming that benefit the entire undergraduate student body. Programming for the entire undergraduate student body is defined as programs which educate, entertain, and/or expose students to the arts.
4. Class VIII organizations will be eligible to approach the Executive Board to sponsor their funding request as outlined by this Title.
 - i. With a majority vote of the Executive the request can then be heard by the Financial Board or the Senate at the discretion of the Treasurer.
 - ii. For purpose of distribution and approval of payment of funds, requests will be considered an SGA funding request and fall under the purview of the Treasurer.

ARTICLE II. BUDGETARY POLICY

SECTION 1. FISCAL YEAR

The fiscal year for the Undergraduate Student Government Association and all member organizations will be from July 1 through June 30 of the subsequent year.

SECTION 2. BUDGETS

- A. The Techsync Budget Portal will be open to student organizations during the first week of C-term.
- B. Undergraduate Student Government Association sponsored budget workshops will take place in C-term. Each organization applying for a budget must have a representative attend one workshop. If an organization is unable to have a representative attend a workshop, their constituent senator may work on an individual basis with the organization.
- C. Completed budgets are to be submitted to the Undergraduate Student Government Association via Techsync on or before the designated due date, two weeks prior to the end of C-term. Budgets must be submitted with the club treasurer, advisor, and constituent Senator signatures. Budget requests submitted after this time will not be considered under any circumstances.
- D. Organizations requesting budgets may be required to provide the following along with the completed Techsync form:

1. A fiscal proposal for the upcoming academic year
 2. A detailed explanation of funds requested for each budget line
 3. A current list of active undergraduate members. Active membership is defined within each organization's constitution.
- E. Officers of student organizations must check with the Club Sports Office (Class II) or the Student Activities Office (Classes I & III) to ensure that a list of capital equipment owned by the group (any items worth more than one hundred dollars (\$100.00)) and a current copy of the organization's constitution are on file in one (1) of those offices if specifically requested by the Undergraduate Student Government Association or the Student Activities Office.
- F. The Student Activities Office must have all documents readily on file in accordance with Article I, Section 1 of this title.
- G. Budget reviews with each organization will take place with the club's respective Senator approximately half way through C-term. Organizations will be officially notified of budget reviews at least one (1) week in advance.
- H. Each constituent senator will approve a budget recommendation for the organization they are representing to the Appropriations sector by the sixth (6th) week of C-term.
- I. Organizations will be notified in writing of the Appropriations sector's recommendation by the first (1st) week of D-term.
- J. The Appropriations sector will present the total recommended budget for each class to the Senate for approval no later than the fourth (4th) meeting of D-term.
- K. For a new line item (one not included in the current or previous fiscal year's budget) to be eligible for inclusion in a budget, it must have been approved as a funding request in the current or previous fiscal year. This does not apply to office supplies. Specific line items may be determined eligible by the discretion of the Treasurer.

SECTION 3. BUDGETARY STATUS

A. All organizations of Worcester Polytechnic Institute will be classified as either Budgeted or Non-budgeted.

1. Budgeted Organization

i. An organization having been SOC recognized, SAO approved and having gone through the budgeting process in accordance with this Title will be known as having Budgeted Status and is eligible for additional funding if necessary.

2. Non-Budgeted Organization

i. An organization which receives no annual funding due to not being recognized by the SOC, not being approved by SAO or simply receiving a budget of \$0.00 at the budgeting process will be known as having Non-Budgeted Status. An SOC/SAO recognized organization receiving no annual budget is still eligible for funding pursuant to Article III Section 6 of this Title.

SECTION 4. BUDGET REVIEW

A. Financial Board will establish financial constraints and will review all submitted budgets in accordance with these constraints.

B. After the budget review process is complete, budget proposals will be returned to their respective club.

SECTION 5. BUDGET APPEALS

A. Appeals of the determinations of the recommendations of the Appropriations sector will be submitted to the Undergraduate Student Government Association's Treasurer by the date specified.

B. In order to be considered for a budget appeal, organizations must submit the Budget Appeal Form on TechSync within two weeks of budgets being released.

- C. Appeals can only be made to items that were removed from the budget submitted through the Techsync portal.
- D. The Budget Appeals Board will be comprised of SGA's Financial Board and ten (10) additional representatives from Class I, II, and III, IV, and VI Organizations.
- E. The Budget Appeals Board will convene the week that budget appeals are due.
- F. The decisions made by the Appeals Board are final.

ARTICLE III. FISCAL POLICY

SECTION 1. APPROPRIATE USE OF UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION FUNDS

- A. Undergraduate Student Government Association funds may not be used to purchase alcohol or any illegal substances.
- B. Any unused funds budgeted to student organizations through the Undergraduate Student Government Association will be returned to the Undergraduate Student Government Reserve at the end of the fiscal year.
- C. All Undergraduate organizations recognized by SOC and the Undergraduate Student Government Association must maintain all financial accounts within the Worcester Polytechnic Institute accounting system except those organizations classified as members of Class V or Class VIII, who may maintain accounts outside of the Worcester Polytechnic Institute accounting system.
- D. Class IV, V, and VI organizations, upon requesting funding through the Undergraduate Student Government Association, must submit, upon request, a copy of their current fiscal-year's budget.
- E. No Undergraduate Student Government Association budgeted or non-budgeted organization may have a negative balance in their account at the end of the fiscal year.

- F. The Undergraduate Student Government Association may not hear funding requests for any events, purchases, or expenditures which have already occurred or requests where the organization has entered into a contractual agreement with a third party.
- G. Undergraduate Student Government Association funds may only be used for the benefit of the Undergraduate Student Body.
- H. All activities and items sponsored by the Undergraduate Student Government Association by means of a funding request and budgeted events must be free of charge for all WPI undergraduate students. Exceptions include:
1. All income must be used to offset a portion or the entirety of the overall cost for the request but must not exceed the approved request amount
 2. Income may be used to pay for products and/or services provided by a 3rd party vendor
- I. By submitting a funding request for an activity which anticipates generating revenue, the submitting organization accepts responsibility that any difference between anticipated income and actual income will fall upon the organization to cover; the Undergraduate Student Government Association bears no responsibility in providing additional funding to cover deficits.
- J. Funding requests that generate income must be approved by Financial Board for two consecutive years prior to being added to a club/organization's budget.

SECTION 2. EXPENDITURES

A. Trips, Conferences, and Competitions

- 1. Undergraduate Student Government Association funds may be used to pay for official transportation costs, registration fees, and accommodations. SGA will not fund airfare or food costs while at the event. The Student Activities Office must approve all travel arrangements.**
 - i. Previously approved transportation expenses will be reimbursed on a per mile basis from organizational funds at the rate established by the University.
2. The Undergraduate Student Government Association may provide up to the full amount of official transportation costs, and up to sixty six percent (66%) of the remaining cost of the event.

- i. If an advisor is required for the event per the policies of the Student Activities Office, up to sixty-six percent (66%) of their remaining cost may also be funded within the bounds set by Section A.1 and Section A.2.
- j. If the event is determined by Financial Board to be integral to fulfilling the mission of the club, and there is no alternative, the event may be fully funded within the bounds set by Section A.1.**

B. Apparel

- 1. The maximum amount that SGA may provide in funding for the apparel of organization members will be up to fifty percent (50%) of the cost, up to twenty-five dollars (\$25) per apparel item.
 - i. Funding/Budget requests for apparel can only requested once per year, with a maximum of one apparel item.
 - a. This rule does not apply to apparel that will be kept within the club, i.e. uniforms.

C. Banquets

- 1. Class III organizations are the only organizations that are eligible to receive funding for banquets. Funding may be provided at a rate of twenty dollars (\$20) per person with a maximum total of eight hundred dollars (\$800) for the event in its entirety.

SECTION 3. FUNDRAISING

- A. Organizations in Classes I, II, III, IV, and VI will abide by the fundraising policies outlined in this section.
- B. Organizations are encouraged to hold fundraisers whenever possible.
- C. Organizations wishing to hold a raffle or casino night must first obtain permission and the necessary forms from the Student Activities Office.

SECTION 4. DEPOSITS

- A. All of an organization's fund-raised monies must be deposited in the fundraising budget line of the organization's Worcester Polytechnic Institute account within three days of the activity. Fundraised monies are those monies collected by an organization after a fundraising event that are over and above the costs incurred in producing the event.
- B. Organizations that wish to keep a petty cash box may do so only with prior approval of the Student Activities Office. Organizations may not keep a petty cash box in the Student Activities Office. Petty cash accounts will be established by filling out a check request for petty cash and will not exceed one hundred dollars (\$100.00). All receipts from petty cash purchases will be kept in the box and be turned in with a check request to replenish the petty cash. This policy will be in line with the Worcester Polytechnic Institute policy on petty cash.

- C. All funds raised by an organization belong to that organization unless an identifiable debt is owed or if the policies of Article III, Section III were not followed.

SECTION 5. STUDENT GOVERNMENT RESERVE (SGR)

There will exist a reserve designated as the Student Government Reserve. Monies deposited in the SGR is any surplus of funds from the monies used to budget Student Government member organizations and any unused funds, which have been reclaimed at the end of each fiscal year. The monies in the SGR will be available for allocation by the Senate if needed.

SECTION 6. FUNDING REQUESTS

A. Procedure

1. Organizations that wish to submit a Funding Request must do so under the Undergraduate Student Government Association TechSync portal. In order to successfully submit the request, the organization must complete the entirety of the form and submit a line-item cost breakdown of the request (an Excel document is recommended). When the Funding Request is fully submitted, the Treasurer will review the submission and will decide when the request will be heard. The Treasurer will use his/her discretion the method in scheduling that is the most effective.
2. Upon the completion of reviewing the requests, the Treasurer will contact the submitting organization with information about which financial meeting their request will be heard at. The submitting organization will be invited to said meeting at which time they will present their proposal to the Financial Board in a manner in which both the organization and the SGA Treasurer feels is acceptable.
3. After hearing the request, the Financial Board will determine if the proposal will be passed for the full amount, an amended amount, or if it will be denied. These decisions will be made at the discretion of the Board according to Article VII.
4. The Financial Board has the right to negotiate the requested amount with the organization but may change the requested amount if the organizational representatives concur or if the Financial Board does so by a two-thirds ($\frac{2}{3}$) vote. If the request comes before the Senate, the Financial Board amended

amount will be the amount voted on upon the Senate floor.

5. Members of the Appropriations sector are responsible for taking minutes during Financial Board. They will submit their notes to the Chairperson of Appropriations, who will then distribute them to the Senate or to the Undergraduate Student Government Association Secretary for distribution no later than twenty-four (24) hours after the discussion has taken place.
 6. Any Funding Request, regardless of amount, can be heard in Financial Board or in Senate at the discretion of the Undergraduate Student Government Association Treasurer. The Funding Request must be passed by a two-thirds (2/3) vote of Senate.
 7. Monies awarded in the funding process are subject to the review of the Fiscal Responsibility and Assistance sector.
 8. Repeated or denied requests and line items within the same fiscal year may be heard again at the discretion of the Undergraduate Student Government Association Treasurer. The Undergraduate Student Government Association Treasurer's decision may be overturned by a two-thirds (2/3) vote of the Senate.
 9. The organization requesting funding has the right to withdraw the Funding Request at any time during this process.
 10. With the consent of five (5) senators, any funding request might be brought to either the Financial Board or Senate.
- B. The Undergraduate Student Government Association may provide funding to and/or sponsors events or services that benefit the WPI Undergraduate Student Body.
- C. Recommendations and requests for SGA funding may be generated by a member of the WPI Community, so long as an individual is collaborating with a SAO recognized organization.

SECTION 7. FUNDING REQUEST APPEALS

- A. Each organization has the right to appeal the decision made by the Financial Board, the Executive Board, or the Senate regarding a Funding Request.
- B. To appeal the decision of a Funding Request, an executive officer of the club sponsoring the Funding Request must email the Treasurer within twenty-four (24)

hours of the appropriate minutes being made available. This email must include the reason for the appeal.

- C. The Treasurer has the discretion to determine whether or not to hear the appeal. The Treasurer must inform Senate about any appeal at the next Senate meeting after the appeal has been lodged. This decision can be overturned by a two-thirds (2/3) vote of the Senate. If the appeal will be heard, the course of action will be as follows, and must be passed by a two-thirds (2/3) vote:
 - 1. If the initial decision regarding the Funding Request was made by the Executive Board, the appeal will be heard by the Senate.
 - 2. If the initial decision regarding the Funding Request was made by the Financial Board, the appeal will be heard by the Senate, unless the appeal is time sensitive (as determined by the Treasurer). In this case, the Executive Board will hear the appeal.
 - 3. If the initial decision regarding the Funding Request was made by the Senate, the appeal will be heard by Cabinet.

- B. All appeals decisions are final.

SECTION 8. BUDGETARY REALLOCATIONS

- A. A reallocation is the act of taking money from one or more-line items in a budget and applying it to another line item within the existing budget or a non-budgeted item or event.

- B. Each Budgeted Organization (Class I, II, and III) has the right to submit a request to reallocate unused funds in their budget.
 - 1. All Reallocation Requests must follow SGA's Bylaws and Rules of Thumb.

- C. To submit a reallocation, an Executive Officer of the organization must fill out the Reallocation Form at least two (2) weeks before the funds are needed.

1. Within the form, one must specify which line item within the current Fiscal Year's budget the funding is coming from.
- D. The Treasurer has the discretion on whether or not to hear the Reallocation Request. If the request is heard, the procedure is as follows:
1. If the request is reallocating funds from one or more existing line items to one or more existing line items, the request will be heard by the following members of the Financials Sector: Accountant, Appropriations Chair, and Fiscal Responsibility and Assistance Chair.
 2. If the request is reallocating funds from one or more existing line items to one or more new line items, the request will be heard by either the Financial Board, the Senate, or the Executive Board. The hearing body is at the discretion of the Treasurer.
- E. After a Reallocation Request is approved, a report form *does not* need to be filled out.

ARTICLE IV. POLICY INFRACTIONS

SECTION 1. TYPES OF VIOLATIONS

A. Major Balanced Budget Violation

1. Any Undergraduate Student Government Association-budgeted organization which at the end of the fiscal year finds itself in debt to an amount greater than ten percent (10%) of the next year's budget has committed a major balanced budget violation towards the new fiscal year, and is subject to penalties as outlined in Section 2 below.

B. Minor Balanced Budget Violation

1. Any Undergraduate Student Government Association-budgeted organization which at the end of the fiscal year finds itself in debt to an amount less than or equal to ten percent (10%) of the next year's budget has committed a minor balanced budget violation towards the new fiscal year, and is subject to penalties as outlined in Section 2 below.

C. Unauthorized Account Violation

1. Any Undergraduate Student Government Association-budgeted organization which is found to hold and/or maintain an account outside of the Worcester Polytechnic Institute accounting system has committed an unauthorized account violation, and is subject to penalties as outlined in Section 2 below.

D. Petty Cash Violation

1. Any organization (that has received funding from the Undergraduate Student Government Association) which has failed to deposit fundraised monies with the three day period and/or is found to be keeping an unauthorized petty cash box and/or possesses petty cash exceeding one-hundred dollars (\$100.00) has committed a petty cash violation, and is subject to penalties as outlined in Section 2 below.

E. Fundraising Violation

1. Any organization which violates any of the Undergraduate Student Government Association fundraising policies outlined in Article III, Section 3 of this Title has committed a fundraising violation, and is subject to penalties as outlined in Section 2 below.

F. Fiscal Policy Violation

1. Any organization which violates any of the other policies contained in Title 7 has committed a fiscal policy violation, and is subject to penalties as outlined in Section 2 below.

SECTION 2. PENALTIES

- A. Upon committing a violation, the organization will be notified by the Undergraduate Student Government Association Treasurer or the Chairperson of Appropriations or the Chairperson of Fiscal Responsibility and Assistance.
- B. Any organization committing a Major Balanced Budget Violation or Minor Balanced Budget Violation will have its budget suspended until a representative from the organization meets with representatives of the Financial Committees to establish a method of debt repayment.

- C. Any organization committing an Unauthorized Account Violation will have its Worcester Polytechnic Institute account suspended until all funds are transferred into it from the outside account.

- D. Any organization committing a Fundraising Violation will have its account frozen until such time as all fundraised monies and petty cash have been documented and deposited.

- E. Any organization committing a Fiscal Policy Violation will be subject to penalties deemed appropriate by the Undergraduate Student Government Association Treasurer, until such time as the violations have been resolved. In the event of particularly severe violations, the Worcester Polytechnic Institute Administration may become involved upon the request of the Undergraduate Student Government Association Treasurer.

- F. Any organization committing any two (2) violations in one (1) fiscal year will have its budget suspended until a representative from the organization meets with the Financial Committees and the SGA Fiscal Policies are reviewed.

- G. The Senate may appeal any decision made by the Financial Committees regarding policy infractions by a two-thirds (2/3) vote of the Senate.

- H. Any organization that refuses to cooperate with the Financial Committees on matters relating to Fiscal Policy, including Financial Review and Assistance sessions presented by the Fiscal Responsibility and Assistance sector, will be precluded from requesting a budget until the matter is resolved.

ARTICLE V. COLLECTION AND DISTRIBUTION OF SGA FUNDS

SECTION 1. THE STUDENT LIFE BUDGET APPORTIONED FOR THE SUPPORT OF STUDENT ACTIVITIES

- A. The Student Activities Office will transfer the portion of the Student Life fee budget for the support of student activities to the Undergraduate Student Government Association Treasury.

- B. In addition, a portion of this budget will be divided as “Mandatory Transfers”.

- C. The amount to be allocated into the SGA Operating Account is determined yearly by

the Undergraduate Student Government Association by the recommendation of the SGA Treasurer. The amount will be voted upon at the same time the Senate votes on Mandatory Transfers for the following Fiscal Year.

- D. The Undergraduate Student Government Association will allocate the remainder of funds to the Sponsorship Account to be used for Club Budgets and Funding Requests.

SECTION 2. THE UNDERGRADUATE STUDENT LIFE FEE

- A. The Financial Committees and the Treasurer, with the option to include a representative from Accounting, if they so choose; will meet to determine an appropriate value of the Undergraduate Student Life Fee.

- B. The Appropriations sector will present a motion to the Senate to recommend an amount for the Undergraduate Student Life Fee at the last meeting before November break. This motion will be tabled at this meeting and will be voted on at the following meeting.

- C. Two-thirds (2/3) of the Senate must approve the new amount of the Undergraduate Student Life Fee. If the Senate does not approve a value for the Undergraduate Student Life Fee by the final meeting of B-term, the Undergraduate Student Life Fee will remain at the same amount as the previous year.

- D. These fees will be collected by the Accounting Office at the beginning of each semester as part of the tuition bill and transferred to the Undergraduate Student Government Association Treasury.

SECTION 3. DISTRIBUTION OF THE UNDERGRADUATE STUDENT LIFE FEE

- A. The Undergraduate Student Life Fee will be used to budget all Class I, II and III organizations.

- B. Upon recommendation by the Appropriations sector and the SGA Treasurer, the Senate may amend the allocation of the Undergraduate Student Life Fee (with the exception of the Assistant Director for Student Activities Salary) prior to the start of the budgeting period each year by a two-thirds (2/3) vote.

ARTICLE VI. REPORTING USAGE OF SGA FUNDS

SECTION 1. FUNDING REQUEST REPORT FORMS

A. Those receiving funding from the Undergraduate Student Government Association in the form of Funding Requests, will submit a detailed report on the expenditures to the Fiscal Responsibility and Assistance sector on Techsync.

B. Special Circumstances

Any special circumstances will be handled on a case by case basis by contacting the Chairperson of Fiscal Responsibility and the SGA Treasurer.

C. Budgetary Implications

Any expenditure that is not reported will not be allowed into an organization's budget for the following fiscal year.

ARTICLE VII. FINANCIAL BOARD

SECTION 1. PURPOSE AND COMPOSITION

A. The purpose of this board is to make financial decisions regarding Funding Requests and Reclassification Requests.

B. This board is chaired by the Treasurer (non-voting) and consists of the members of the Fiscal Responsibility and Assistance sector and the Appropriations sector.

C. This board must consist of at minimum fifteen percent (15%) of the number of voting Senators, including the Fiscal Responsibility and Assistance Chair, Appropriations Chair, Accountant, and Financial Board Secretary.

D. A quorum consists of two-thirds ($\frac{2}{3}$) of the voting members. If there is no

quorum at the Financial Board meeting, the Treasurer has the option to:

1. Postpone all requests until the next Board meeting.
2. Have the requests come before the Senate. The Board will hear all scheduled requests and will make recommendations to the Senate.
3. Summon an appropriate amount of elected officials to meet quorum who satisfy at least one of the following requirements:
 - i. Undergraduate Student Government Association Vice President
 - ii. Undergraduate Student Government Association Secretary
 - iii. A voting Senator who has previously served on the Financial Board
 - iv. A voting Senator who is currently serving on at least their third Senate

SECTION 2. OPERATION

- A. The Financial Board will meet weekly to hear Funding Requests and Reclassification Requests.
- B. All Funding Requests and Reclassification Requests will come before this Board. The Undergraduate Student Government Association Treasurer may waive this hearing requirement in favor of either Executive Board action or a full Senate hearing.
- C. At the weekly meeting of this board, the representative requesting funding will present their case if requested. Following the presentation, the Financial Board has the discretion to either table the request for a future meeting, move to have the request come before the Senate, or vote immediately to approve, deny or amend the request.
- D. Decisions on financial matters require a two-thirds (2/3) vote. If the Board fails to reach a two-thirds (2/3) vote, the Board may reenter discussion and the request may be brought to a vote again at the discretion of the Treasurer. The Board may continue this process to attempt to reach a two-thirds (2/3) decision at the discretion of the Treasurer. Failing a two-thirds (2/3) vote by the Board,

the request will be tabled and brought before the Senate for a decision.

E. If the request comes before the Senate whether by the Board's recommendation or a failure to achieve a two-thirds ($2/3$) vote, the Board will present to the Senate all relevant discussion and information regarding the request. The requesting organization will re-present their case to the entire Senate at the discretion of the SGA Treasurer.

F. Following any decisions made by the Financial Board, the Chairperson of Appropriations will make public the Financial Board's minutes no later than twenty-four (24) hours after the decision pursuant to Article III, Section 6.

G. The Financial Board will run according to the Undergraduate Student Government Association Constitution.

H. The numbering system used for financial requests in Financial Board will be based on the Senate year. Each request heard in Financial Board will be assigned an F. number starting with F.1. Funding Requests heard in Senate will be assigned an S. number starting with S.1. Funding Requests heard by the Executive Board will be assigned an E. number starting with E.1. Appeals Board requests will be assigned a B. number starting with B.1. Appropriations orders of business may be assigned an A. number, but will also be assigned an F. number. Multiple funding requests may be grouped under one A. number.

SECTION 3. EXECUTIVE VETO

- A. After learning of the Financial Board's decisions, any member of the Undergraduate Student Government Association Senate has the right to approach a member of the Executive Board to request an Executive Board veto. This must be done no more than twenty-four (24) hours after the Financial Board minutes are made available.
- B. The Executive Board of the Undergraduate Student Government Association has the authority, by two-thirds ($2/3$) vote, to veto the Financial Board's decision(s) and forward the Request(s) to the appropriate body as defined below.
1. Funding Request(s) and Reallocation Request(s) shall be forwarded to the Senate.
 2. Reclassification Request(s) shall be forwarded to the Executive Board.
- C. An Executive Board veto of the Financial Board's decisions is made at least twenty-four (24) hours prior to the following Senate Meeting.

ARTICLE VIII. AMENDMENTS TO THIS TITLE

SECTION 1. POLICY CHANGES

All affected organizations must be officially notified no less than seven (7) days before any changes that are approved by the Senate go into effect.

TITLE 10. ELECTIONS MANDATE

ARTICLE 1. ORDER OF ELECTIONS

SECTION 1. EXECUTIVE BRANCH ELECTIONS

- A. Executive Branch elections begin on the first (1st) Monday of B-Term and continue until the following Friday at 5 PM.
- B. The outlined election period may be adjusted by a two-thirds (2/3) vote of the current Executive Board.

SECTION 2. SENATE ELECTIONS

- A. Senator elections begin on the third (3rd) Monday of B-term and continue until the following Friday at 5 PM.
- B. If there is an issue with the ballot list (electronic or otherwise), the poll is to be taken down within twenty-four (24) hours of the Elections Committee being notified of said issues. It is to be reposted the week after Thanksgiving.
- C. The outlined elections period may be adjusted by a two-thirds (2/3) vote of the current Executive Board.

SECTION 3. CAMPUS HEARING BOARD ELECTIONS

- A. Campus Hearing Board Elections begin on the fifth (5th) Monday of D-term and continue until the following Friday at 5 PM.
- B. The outlined elections period may be adjusted by a two-thirds (2/3) vote of the current Executive Board.

ARTICLE 2. ELECTION PROCEDURES

SECTION 1. ELIGIBILITY

- A. An undergraduate student seeking an Executive or Legislative office must be enrolled at Worcester Polytechnic Institute at the time of elections.
- B. All students seeking Executive Branch or Senate positions must be planning to fulfill their entire term of office as a Worcester Polytechnic Institute undergraduate.
- C. No member of the Undergraduate Student Government Association can hold more than one (1) Executive and/or Legislative office at a time, except for those offices designated in the Constitution as “-elect.”
- D. Undergraduate students seeking an Undergraduate Student Government Association office or a position on the Campus Hearing Board must be in good academic standing as determined by Worcester Polytechnic Institute regulations.
- E. Inactive Terms
 - a. Undergraduate Senators in Legislative office who are unable to attend a majority of the regularly scheduled Senate meetings during an academic term are deemed Inactive.
 - i. Prior to any given academic term, if a Senator knows they will miss a majority of Senate or appointed Committee Meetings due to a recurring conflict, said Senator must do the following in order to be deemed “Half Inactive:”
 - A. Meet with the President to discuss expectations and responsibilities for that term.

- B. Complete said expectations and responsibilities by the end of the term and report their completion to the Secretary.
 - C. The Executive Board has the power to deem a Senator no longer Half-Inactive.
 - ii. During this situation, an Interim Senator is appointed by the President and said, “Half Inactive” Senator has no voting power.
 - b. Senators are only to be given one (1) Inactive term or two (2) “Half Inactive” terms during their elected office.
 - c. During an Inactive term, an Interim Senator is appointed by the President. Inactive Senators of the Undergraduate Student Government Association have no voting power.
- F. Questions concerning the eligibility of students remaining in or running for Undergraduate Student Government Association office along academic or behavioral guidelines are answered by the Elections Chairperson according to the Worcester Polytechnic Institute Code of Conduct.

SECTION 2. CANDIDACY AND NOMINATIONS FOR EXECUTIVE ELECTIONS

- A. Nomination, or slating, of candidates for the election of the Executive Branch of the Undergraduate Student Government Association, is made by the Slating Committee.
 - a. The membership of the Slating Committee is made up of any voting members during the duration of the slating process.
 - i. The Slating Committee consists of one-fifth (1/5) of the voting Senators of the Undergraduate Student Government Association.
 - ii. There is a minimum of two (2) representatives from each of the sophomore, junior, and senior academic classes. Exceptions are made at the discretion of the Parliamentarian and Elections Chairperson.
 - iii. The Elections Chairperson serves on the Slating Committee to ensure the elections process is run properly. The Elections Chairperson has a voice but no vote.
 - iv. The Slating Committee is moderated by the Parliamentarian of the Undergraduate Student Government Association.
 - A. In a case in which the current Parliamentarian is seeking to run for Executive office, the Vice-President assumes the role of moderator for the committee.
 - B. The progression follows the order of executive power in the case that more than one executive officer is seeking nomination for an executive position.
 - v. The President of the Undergraduate Student Government Association sits on the Slating Committee for the duration of the slating process.
 - b. Candidates wishing to run for a seat on the Slating Committee must submit an application to the Parliamentarian, the Elections Chairperson, and the Advisor of the Undergraduate Student Government Association.
 - i. All applicants are required to attend a training session hosted by the Elections Chairperson and the Parliamentarian. In order to prepare the Slating Committee, each executive holds a reflection of their position at

- the training.
 - ii. The Parliamentarian and the Elections Chairperson, with the support of the Advisor, chooses Slating Committee members and two (2) alternates based on applications and the results obtained from the aforementioned survey.
 - iii. The Parliamentarian notifies the applicants that are chosen prior to the convening of the Slating Committee.
 - c. The Slating Committee is convened over the weekend prior to the final Senate meeting of A term unless otherwise decided by the Elections Chair.
 - d. All orders of business involving a vote within the Slating Committee ~~is~~ are decided by a two-thirds (2/3) vote of approval of all members of the committee. Voting on which candidates are slated to Executive Positions are tallied by the moderator chair of the meeting.
- B. Candidates wishing to run for Executive office must submit an application to the Slating Committee ranking their preferences with regards to each of the Executive Offices. C. It is the task of the Slating Committee to interview all candidates for all Executive offices consecutively. Upon completion of said interviews, the committee deliberates and chooses no more than two (2) candidates who are nominated to run for each of the positions of President, Vice-President and Treasurer. In the event the Slating Committee feels there may only be one candidate suitable for an Executive Office, it requires a unanimous vote of the Slating Committee to nominate a single candidate to run for office unopposed. No candidate may be slated for nomination to run for more than one (1) Executive Office. No candidate may be slated for a position they did not rank as a preference without their consent.
- D. During the convening of Slating Committee, minutes are taken by the Elections Chairperson. These minutes shall include points for and against each candidate. There shall be no mention of names of the members of the Slating Committee in the minutes taken during this meeting.
- a. Prior to the following Senate meeting, the minutes are compiled into a presentation of the entirety of the Slate.
- E. Upon completion of the slate, the Slating Committee presents the nominations for External Executive Elections to the Senate for approval at the following senate meeting. The slate must be approved by a two-thirds (2/3) vote of the voting members present of the Undergraduate Student Government Association, any changes to the slate on the Senate floor requires a two-thirds (2/3) approval of present voting members, provided quorum is achieved.
- F. Only the candidates nominated by the Senate approved Slate are allowed to run for each of their respective Executive Offices.
- G. Members of the Slating Committee are not eligible to run for an executive position.
- a. This includes running off of the floor.

SECTION 3. CANDIDACY AND NOMINATIONS FOR SENATE ELECTIONS

- A. Undergraduate students not involved in the Undergraduate Student Government Association but seeking candidacy for Senate Elections must attend one of three (3) informational meetings held by Internal Affairs during the semester of the year in which said students seek candidacy. Involvement in the Undergraduate Student Government

Association is defined for this purpose as having completed at least one entire active term as either an Honorary, Interim, or Elected Senator. Additional informational meetings may be scheduled at the discretion of the Elections Chair.

- B. Students who attend at least one (1) of the above meetings are provided access to the Undergraduate Student Government Association Senator Candidacy Application for completion.
- C. Nominations made by the candidate themselves, given that said candidate has been or is currently involved in the Undergraduate Student Government Association, or has successfully undergone the processes laid out in Title 11, Section 2, Parts A and B. This nomination must be made in writing and submitted to the Elections Chairperson. Nomination forms for all elections must include signatures of at least sixty (60) but no more than eighty (80) undergraduate students of Worcester Polytechnic Institute. All signatures shall be numbered and legible. Nomination forms shall read as follows: "We, the undersigned, hereby nominate (name) for the office of (office)."
- D. Nominations should be completed in full, truthfully, and on time for the candidate to be eligible to participate in the election.
- E. The Elections Chairperson has the power to prevent the name of any candidate from appearing on the ballot for failure to meet the above requirements.
- F. Nominations are open for not less than four (4) days, nor shall they exceed two (2) weeks.

SECTION 4. NOMINATION AND ELECTION ANNOUNCEMENTS

- A. All advance publicity for the Undergraduate Student Government Association nominations and Undergraduate Student Government Association elections are handled by Internal Affairs.
- B. All advance publicity states the positions available, date of the election, qualifications of the candidates, deadlines for nomination forms, and the eligibility requirements for all voters. C. Elections are announced at least fourteen (14) days prior to the deadline for submitting petitions.

SECTION 5. CAMPAIGN REGULATIONS

- A. Candidates should make every effort not to be in the same room as anyone who is voting.
- B. Candidates make every effort to clean up or remove all their campaign materials within three (3) business days after the end of the election.
- C. All candidates are respectful of other candidates. Negative Campaigning is strictly forbidden.
- D. All candidates must abide by any other regulations set forth by the Elections Chairperson and approved by the Elections Committee outlined in Title 11, Section 6.
- E. All promotional fliers and posters shall be created by the Undergraduate Student Government Association to promote all candidates for the Executive Election equally. F. All candidates must have any promotional material they wish to utilize while campaigning approved by the Elections Chair prior to its usage.
- G. Candidates are permitted to create social media accounts to promote their campaign.
- H. Voters having issues (electronic or otherwise) can visit the Undergraduate Student Government Association Office during business hours to receive help and utilize Campus Center computers.

SECTION 6. ELECTIONS COMMITTEE

- A. The Elections Committee consists of the Elections Chairperson and Slating Committee, excluding any members running for a position in the election. Additional committee members can be appointed to the Elections Committee by the President.
- B. The Elections Chairperson is the Internal Affairs Chairperson. In the event the Internal Affairs Chairperson is a candidate in the election, the Elections Chairperson is appointed by the current President. The Elections Chairperson shall not vote in any committee decisions except in a case of a tie.
- C. Any persons aware of a suspected violation of Title 11, Section 5 should notify the Elections Chairperson immediately. The Elections Chairperson, at their discretion, then convenes the Elections Committee, who investigate the claim.
- D. The penalty for violating any of the regulations specified in Title 11, Section 5 are sanctioned by the Elections Committee.

SECTION 7. VOTING PROCEDURE

- A. Voting
 - a. External Elections may take place over a maximum of seven (7) consecutive days.
 - b. To vote electronically the student must not have suppressed their on-line information through the registrar and must possess a current Worcester Polytechnic Institute computer account.
 - c. Only the President of the Undergraduate Student Government Association and the Elections Chair or their designee has access to the computer election program's total information.
- B. Tabulations
 - a. In the absence of an election petition, fifteen (15) write-in votes are required to be considered as a candidate for senator elections. No write-ins are accepted for Executive elections.
 - b. Each candidate is notified of the results within twenty-four (24) hours.
 - c. The results are posted in the Undergraduate Student Government Association Office and submitted to the various campus media only after best efforts have been made to notify all candidates.
- C. Ties
 - a. Executive Elections
 - i. In the event of one (1) or more ties between candidates for Executive Board, the current Senate votes to decide to whom the Executive Board position is given. A two-thirds (2/3) vote in favor of one (1) candidate is required to give the candidate the contended position. Those candidates who are members of the current Senate may vote.
 - ii. If neither candidate receives the required two-thirds (2/3) majority vote, then the two (2) candidates participate in a second (2nd) undergraduate election to be conducted during the same week as Senatorial Elections.
 - iii. If any of the two (2) runoff candidates also wish to run for a senate seat they may do so, with the understanding that they must promptly resign any captured senate seat upon winning the Undergraduate Executive Runoff Race.
 - b. Senatorial Elections

- i. In the event of one or more ties between candidates for senatorial positions, a list is composed of all candidates, called the “Candidate Roster.” This list is ordered according to votes received by each candidate, with the greatest recipient of votes being listed first (1st). The Candidate Roster shall also be numbered beginning at one (1) and ending at the number of open Undergraduate Student Government Association seats. If the number of candidates exceeds the number of Undergraduate Student Government Association seats available, then those remaining candidates are not given a number. Only ties between candidates with numbers beside their names are to be addressed.
- ii. If a tie occurs between two (2) or more candidates who are not tied for the last seat, then both candidates shall receive a seat on the Senate.
- iii. If a tie occurs between two (2) candidates who are tied for the last position on the Undergraduate Student Government Association, the student body shall vote to decide to whom the Undergraduate Student Government Association seat is given. The candidate with the greatest number of votes are given a seat on the Undergraduate Student Government Association.

SECTION 8. INTERNAL ELECTIONS

- A. Following the External Executive Election, the priority slating list is used to slate the top two available candidates for the internal election.
- B. Internal election candidates are notified within 48 hours of the release of external election results.
- C. The internal election takes place during the second (2nd) Senate meeting of B-term.
- D. Candidates present to the senate for five (5) minutes and answer questions for five (5) minutes.
- E. Candidates leave the room after their allotted time.
- F. Senate discusses the qualifications of the candidates for no more than thirty (30) minutes. G. At the conclusion of the discussion, Senate votes anonymously.
- H. The President and Parliamentarian view results of the election and notify candidates with thirty (30) minutes of adjournment.
- I. Candidates must receive a simple majority (1/2) to be elected.

ARTICLE 3. VACANCIES

SECTION 1. APPOINTMENT OF A SENATOR

If any Undergraduate Student Government Association Senate Seat is vacant after the B-term election, the Undergraduate Student Government Association President nominates a replacement who must then be approved by a two-thirds (2/3) vote of the Senate.

SECTION 2. APPOINTMENT OF AN EXECUTIVE

If an Executive Office is vacant, the Undergraduate Student Government Association President nominates a replacement who must then be approved by a two-thirds (2/3) vote of the Senate.

SECTION 3. APPOINTMENT OF AN INTERIM SENATOR

If a Senatorial Seat is vacated for a known finite amount of time not to be less than one (1) school term or to exceed two (2) school terms (excluding E-term) an interim senator is nominated by the Undergraduate Student Government Association President. A two-thirds (2/3) vote of the senate is needed to approve the appointment. Their term in office shall be relinquished at the time of the return of the senator whose seat

was vacated. Two (2) week notice of departure to the Undergraduate Student Government Association President is required.

SECTION 4. APPOINTMENT OF AN INTERIM EXECUTIVE

If an Executive Office is vacated for a known finite amount of time not to be less than one (1) school term and not to exceed two (2) school terms (excluding E-term) an interim executive is nominated by the Undergraduate Student Government Association President. A two-thirds (2/3) vote of the senate is needed to approve the appointment. Their term in office is relinquished at the time of the return of the executive whose seat was vacated. All nominees are either a member of the current senate who have served one (1) or more full terms of a past senate. Two (2) week notice of departure to the Undergraduate Student Government Association President is required.

ARTICLE 4. WARRANT OF A NEW ELECTION

SECTION 1. INVALIDATION OF ELECTION DUE TO INCONSISTENCY

The Undergraduate Student Government Association Elections Chair has the power to invalidate an election if there is a five percent (5%) or greater inconsistency between the number of ballots cast and the number of people voting.

SECTION 2. REQUEST FOR NEW ELECTION

Only a losing candidate may request a new election. They may only do so for the election in which they were a candidate. This request for a new election must be made in writing within five (5) academic days of the election and are handled by the Undergraduate Student Government Association Elections Chair.

SECTION 3. INVALIDATION OF ELECTION DUE TO FRAUD

Given reasonable suspicion of fraud, the Elections Chair may invalidate an election by a four-fifths (4/5) vote if and only if the Elections Committee consists of five (5) or more members. In the event there are less than five (5) members the election may be invalidated by a four-fifths (4/5) vote of the Senate.

TITLE 11. APPOINTED REPRESENTATIVES

ARTICLE 1. INSTITUTE COMMITTEES

SECTION 1. DESIGNATION OF REPRESENTATIVES

- A. Academic Improvements includes members who are appointed as a representative to the following committees:
 - a. Committee on Academic Operations (CAO)
 - b. Committee on Academic Policy (CAP)
- B. Student Life Improvements includes members who are appointed as a representative to the following committees:
 - a. Committee on Student Advising (CSA)
 - b. Committee on Advising and Student Life (CASL)
 - i. The Chairperson of Student Life Improvements or an appointed representative by the Chairperson must be one of the Undergraduate Student Government Association representatives on CASL. If other positions are available on CASL, the President appoints further representatives at their discretion.
- C. Dining Services Advisory Committee (DSAC)
 - i. The Chairperson of Student Life Improvements is responsible for scheduling a DSAC meeting once per term. The Chairperson of Student Life Improvements or an appointed representative by the Chairperson and the current Manager of Dining Services at Worcester Polytechnic Institute co chairs the DSAC meetings. The committee is composed of Worcester Polytechnic faculty, staff, and Senators. DSAC deals with issues regarding dining services at Worcester Polytechnic Institute.
- C. All other committee representatives are to be determined by the discretion of the Undergraduate Student Government Association President and are subject to change.

SECTION 2. DUTIES

- A. To attend all meetings of the committee to which they were appointed unless excused by the appropriate Undergraduate Student Government Association committee Chairperson(s) or designee.
- B. To provide the minutes of the committee meeting to the designated Undergraduate Student Government Association committee or designee if relevant.

ARTICLE 2. APPOINTED SENATE POSITIONS

SECTION 1. PARLIAMENTARIAN

- A. The Parliamentarian, appointed by the President of the Undergraduate Student Government Association, serves under the Undergraduate Student Government Association President. B. The Parliamentarian of the Undergraduate Student Government Association shall:
 - a. Be familiar with Robert's Rules of Order.
 - b. Advise the Executive Branch and Senate on proper parliamentary procedures relating to Robert's Rules of Order and the best practices of the Undergraduate Student Government Association.
 - c. Attend all meetings of the Undergraduate Student Government Association Executive

Branch, Cabinet, and Senate.

- C. Any Worcester Polytechnic Institute undergraduate student may be appointed as Parliamentarian, with the exception of a member of the Undergraduate Student Government Association Executive Board.
- D. If any of the responsibilities of Part B of this Section are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new Parliamentarian is appointed.

SECTION 2. TECHNOLOGY COORDINATOR

- A. The Technology Coordinator, appointed by the President of the Undergraduate Student Government Association, is approved by a greater than fifty percent (50%) vote of the Senate.
- B. Appointment of the Technology Coordinator occurs no later than the first Senate meeting in C-Term.
- C. The Technology Coordinator of the Undergraduate Student Government Association:
 - a. Oversees the operations of all technical equipment during Senate meetings. This includes, but is not limited to:
 - i. Projection
 - ii. Voting System
 - iii. All operations of the Undergraduate Student Government Association laptop (presentations, etc.)
 - iv. Senate-wide communication platform
- D. The Technology Coordinator must be an elected Senator.
- E. If any of the responsibilities of Part a are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new Technology Coordinator is appointed.

SECTION 3. ACCOUNTANT

- A. The Accountant, appointed by the President of the Undergraduate Student Government Association, is approved by a greater than fifty percent (50%) vote of the Senate.
- B. Appointment of the Accountant occurs no later than the first Senate meeting in C-Term.
- C. The Accountant of the Undergraduate Student Government Association will:
 - a. Be responsible for maintaining the Undergraduate Student Government Association Treasury and its relating documents as outlined within the Governing Documents of the Undergraduate Student Government Association
 - b. Serve on the Financial Board. See Title 9, Article 7 for more detailed information.
 - c. Maintains a record of the financial activities of all clubs and organizations. This information can be used as reference material during Financial Board and the budgeting process.
 - d. Assist in the creation of the Financial Transparency document detailing the funding amount of each club and organization that receives funding from the Undergraduate Student Government Association.
 - e. Assist in the maintenance of the Financials 101 document detailing the current policies of the Undergraduate Student Government Association Financial Board.
- D. The Accountant must be an elected Senator.
- E. If any of the responsibilities of Part C are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new Accountant is appointed.

SECTION 4. FINANCIAL BOARD SECRETARY

- A. The Financial Board Secretary, appointed by the President of the Undergraduate Student Government Association, is approved by a greater than fifty percent (50%) vote of the Senate.
- B. Appointment of the Financial Board Secretary occurs no later than the first Senate meeting in C-Term.
- C. The Financial Board Secretary of the Undergraduate Student Government Association will:
 - a. Be responsible for recording all minutes of the Undergraduate Student Government Association Financial Board.
 - b. Submit the minutes of the Undergraduate Student Government Association Financial Board to the Appropriations chair promptly following each meeting.
- D. The Financial Board Secretary must be an elected Senator.
- E. If any of the responsibilities of Part C are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new Financial Board Secretary is appointed.

SECTION 5. WORCESTER STUDENT GOVERNMENT ASSOCIATION DELEGATE

- A. The Worcester Student Government Association (WSGA) Delegate, appointed by the President of the Undergraduate Student Government Association, must be approved by a greater than fifty percent (50%) vote of the Senate.
- B. Appointment of the WSGA Delegate must occur no later than the first Senate meeting in C-Term.
- C. The WSGA Delegate of the Undergraduate Student Government Association will:
 - a. Be responsible for attending the monthly meetings of the WSGA Body.
 - b. Report any and all information from WSGA to the Executive Board.
 - c. Give a monthly update to Senate.
- D. The WSGA Delegate must be an elected Senator.
- E. If any of the responsibilities of Part C are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new WSGA Delegate is appointed.

TITLE 12. SPECIAL PROJECT SECTORS

ARTICLE 1. FORMATION

Special Project sectors are formed at the recommendation of the Vice-President of the Undergraduate Student Government Association and require a two-thirds ($\frac{2}{3}$) approval of the Senate.

ARTICLE 2. LIFESPAN

Special Project sectors are dissolved under at least one the following circumstances:

1. The end of the current Senate year.
2. The completion of their purpose as defined in the Operating Procedures.
3. A two-thirds ($\frac{2}{3}$) vote of the Senate to dissolve the sector.

ARTICLE 3. OPERATING PROCEDURES

SECTION 1. DEFINITION

Operating Procedures for each Special Project sector is clearly defined and presented to the Senate prior to approving the formation of the sector. The Operating Procedures of each Special Project sector include (but are not limited to) the following sections:

1. Purpose
2. Membership
3. Responsibilities

SECTION 2. DISTRIBUTION

The Vice President of the Undergraduate Student Government Association makes the Operating Procedures of all active Special Project sectors available to the Worcester Polytechnic Institute community.

SECTION 3. AMENDMENTS

Amendments to the Operating Procedures for each sector requires a two-thirds ($\frac{2}{3}$) vote of the Senate unless otherwise stated in the Operating Procedures of that sector.

APPENDIX

DATE	BILL	INTRODUCED	DESCRIPTION
2021-12-07		Chair Mike MacGregor, Sen. Marc Rosenthal	Formatting, Spelling mistakes, Gender inclusive pronouns, Title 10 Amendments to elections timeline, Title 9 Amendments regarding Class VIII organizations and budget reallocations
2020-02-25	S.2	Chair Marc Rosenthal Treasurer Mara Nunez	Title 9 Amendments regarding fiscal policy
2019-09-03	S.10	Chair Deanna Rice	Title 1-13 Additions, rework, and amendments based on Senate structural changes
2019-01-29	S.2	Treasurer Ryan Candy	Title 5, 6, and 7 Amendments regarding fiscal policy
2018-09-11	S.17	Parliamentarian Zachary Rellstab	Title 8 – Changing Secretary to an internal election and specifying external elections.
2017-10-03	S.22	Interim Treasurer Emily Molstad, Interim Chair Matt Moore, Sen. Kevin Bimonte	Title 7 Rewrite to simplify the complexity of the Title. Formatting of the document. Any reference of “he/she” changed to “they.”
2017-04-25	S.11	Sen. Kevin Bimonte	Title 7 Section 2 - Expenditures

2017-02-21	S.2	Chair Kelly Carlson	Formatting of the document and spelling mistakes, including hyphenations within document, Added Undergraduate Student Government when not properly placed, added in the section from the Constitution that was removed to Title 7, Article 9, In Title 8, Article 2, Section 1, Part F, change wording to reflect that we will be following the WPI Code of Conduct because this is the proper title, Change any reference of “he/she” to “they” in the Bylaws, Added Title 11 - Special Committees
		Sec. Morgan N. Mitchell	Overall Formatting

2015-03-21	S.34	Sec. Morgan N. Mitchell	Title 7 - Budgetary Amendment
2014-09-29	S.18	Sec. JP Miralda	Title 8 - Election Amendment
2013-11-04	S.56	Sec. Tina Dutra	Name Change Amendment: Social Fee to Student Life Fee
2013-09-24	S.46	Sec. Tina Dutra	Title 8 - Election Eligibility Amendment
2013-03-19	S.19	Sec. Tina Dutra	Title 7 and 8 Amendments
2013-02-12	S.05	Sec. Tina Dutra	Name Change Amendment: PPE to CIA
2012-12-4	S.54	Sec. Sarah Triplett	Webmaster Amendment
2012-11-20	S.47	Sec. Sarah Triplett	Title 7 Revisions and Amendments

2012-11-13	S.44	Sec. Sarah Triplett	Title 6 Amendments
2012-09-25	S.33	Sec. Sarah Triplett	Title 7 Revisions and Amendments
2012-04-3	S.17	Sec. Sarah Triplett	Title 7 Amendments
2011-10-4	S.32	Sec. Cindy Lin	Title 7 Revisions and Amendments
2011-03-29	S.14	Sec. Cindy Lin	Elections Code Amendment
2010-04-13	S.39		Ketschke Financial Subcategories
2010-03-30	S.32		Ketschke Parliamentarian and Master Amendment
2010-02-23	S.13		on Ketschke Financial Request Submission Amendment

2010-02-23	S.12	Sec. Lauren Ketschke	Committee Membership Clarification Amendment
2010-02-2	2010-	Parliamentarian Daniel DeCiero	Grammar and formatting updates.
2010-01-14	2010-	Parliamentarian Daniel DeCiero	Formatting Updates to all Titles.
2009-12-8	S.61	Sec. Alyssa Ascare	Unbudgeted Class Reenabling Amendment
2009-12-8	S.66	Sec. Alyssa Ascare	Elections Committee Amendment
2009-03-31	S.23	Chair Mondor and Chair Noble	General Title 7 Amendments
2008-12-06	S.55	Sec. Ashleigh Smeal	Budget Approval Timeframe Amendment

2008-12-06	S.54	Sec. Ashleigh Smeal	Appropriations/CFRA Consultation and Mandatory FRA Amendment
2008-12-06	S.53	Sec. Ashleigh Smeal	Fundraising Declaration Included in Semester Report Form Amendment
2008-12-06	S.52	Sec. Ashleigh Smeal	Appropriations Binder Amendment
2008-12-06	S.51	Sec. Ashleigh Smeal	Audit Amendment
2008-10-01	S.38	Sec. Ashleigh Smeal	Campaign Regulations Amendment
2008-04-22	S.28	Sec. Ashleigh Smeal	Financial Policy Amendments

2008-04-4	2008-	Sec. Ashleigh Smeal	Formatting Correction Title 7
2008-02-6	2008-	Sec. Ashleigh Smeal	Update Appendix A
2008-01-31	2008.S.6	Sec. Ashleigh Smeal	Financial Board Quorum Amendment
2008-01-31	2008.S.4	Sec. Ashleigh Smeal	Webmaster Appointment Amendment
2007-12-11	2007.S.70	Sec. Syed Ali	Changing minimum members of CSLI and CAI from 7 to 6
2007-12-04	2007.S.68	Sec. Syed Ali	Adding Reporting Usage of SGA Funds Article
2007-12-04	2007.S.67	Sen. Andrew Gilday	Adding Responsibilities to CFRA. Collecting and

			maintaining reports.
2007-12-04	2007.S.66	Sen. Andrew Gilday	Internal Audit Responsibility to CFRA
2007-11-13	2007.S.58	Sec. Syed Ali	Creating Student Government Advisory Board
2007-09-11	2007.S.37	Sen. Andrew Gilday	Removing Mandatory Paper Balloting
2006-12-18	2006.S.86	Sen. Syed Ali	Creating the Financial Board
2006-02-14	2006.S.9	Sen. Syed Ali	Editing typos. Deleting Webmaster from PR.

2005-12-13	2005.S.96	Sen. Sean Sears	Creating the Committee on Fiscal Responsibility and Assistance
2005-12-6	2005.S.91	Sen. Sean Sears	Updating the SSF process
2005-12-6	2005.S.90	Sen. Sean Sears	Combining PnP and Elections
2005-12-6	2005.S.88	Sen. Sean Sears	Revising Class I and IV definitions
2005-11-29	2005.S.85	Sen. Sean Sears	Revising Appropriations and Fiscal Structure
2005-10-25	2005.S.53	Sen. Sean Sears	Changing minimum members of PnP and Elections from 5 to 4
2005-10-25	2005.S.52	Sen. Sean Sears	Addition of a Fiscal Policy Violation

2005-03-22	2005.S.9	Sen. Sean Sears	SGA Sponsorship and SGA Sponsorship Fund creation
2005-02-15	2005.S.8	Sen. Sean Sears	Program SFR change
2004-03-16	2004.S.6	Sen. Mary Schubert	OCFC Class changes
2004-03-2	2004.S.5	Sen. Mary Schubert	Constitution, Standing Rules and By Law Revisions
2004-02-24	2004.S.4	Sen. Mary Schubert	Grammatical errors

2002-04-23	2002.S.	Sen. Brandon Lord	
2002-02-19	2002.S.7	Sen. Brandon Lord	Addition to Title 8 outlining a voting procedure in the event of ties
2001-12-4	2002.S.	Sen. Joseph O'Boyle	Standing Committee Revisions
2000-02-8	2000.S.3	Sen. Christopher O'Malley	Added budgetary status categories (Title 8: I.1.E-H, III.2.E, III.3.E)
1999-03-13	99.S.6	Sen. Robert Pantazelos	Added procedure for appointing interim senators and executives (Title 9, Article III & IV)
1996-04-30	96.S.43	Sen. Jeremy P. Olszewski	Assigned Institute Cmte Reps. To USGA Committees. (Title 4: Article I and Article II added sections 4 & 5, Title 6: Article I and Article II added sections 3 & 4, Title 10: Added new Article I, amended Article II and III.)

1996-01-23	96.S.17	Sen. Matthew Freimuth	Restructure Reserves and Capital Funding Procedures (Title 8, Article IV and VI)
1996-01-23	96.S.16	Sen. Matthew Defronzo	Change how Cmte on Appropriations submits Student Government Budget (Title 7, Article II, Section 1)
1995-11-07	96.S.4	Sen. Justin A. Sprague	Additional members added to the Cmte. on Appropriations (Title 7, Article I, Section 1)
1995-10-10	M.19.a.95	Sen. Justin A. Sprague	Structural Revision (Entire Document)
1995-10-10	M.16.a.95	Sen. Amy L. Plack	Financial Revision (Titles 7 & 8)