

Bylaws of the Undergraduate Student Government Association



Worcester Polytechnic Institute
Undergraduate Student Government Association

Amended

11/15/22

Table of Contents

Student Services Cluster	1
TITLE 1. COMMITTEE ON STUDENT AFFAIRS	1
ARTICLE I. PURPOSE	1
ARTICLE II. MEMBERSHIP	1
SECTION 1. CHAIRPERSON	1
SECTION 2. MEMBERSHIP	1
SECTION 3. QUORUM	1
ARTICLE III. RESPONSIBILITIES	1
SECTION 1. RESEARCH & INVESTIGATION	1
SECTION 2. SOLICITATION OF STUDENT OPINIONS	1
SECTION 3. DISTRIBUTION OF RECOMMENDATIONS	1
SECTION 4. FULFILLMENT OF MEMBER RESPONSIBILITIES	2
ARTICLE IV. POWERS	2
SECTION 1. PROJECTS	2
SECTION 2. MEETING WITH COMMUNITY MEMBERS	2
TITLE 2. COMMITTEE ON COMMUNITY OUTREACH	3
ARTICLE I. PURPOSE	3
ARTICLE II. MEMBERSHIP	3
SECTION 1. CHAIRPERSON	3
SECTION 2. MEMBERSHIP	3
SECTION 3. QUORUM	3
ARTICLE III. RESPONSIBILITIES	3
SECTION 1. EVENT PLANNING	3
SECTION 2. CONNECTION WITH OTHER ORGANIZATIONS	3
SECTION 3. MERCHANDISE DISTRIBUTION	3
SECTION 4. FULFILLMENT OF MEMBER RESPONSIBILITIES	4
ARTICLE IV. POWERS	4
SECTION 1. PROJECTS	4
SECTION 2. MEETING WITH ORGANIZATIONS	4
Internal Services Cluster	5
TITLE 3. COMMITTEE ON INTERNAL AFFAIRS	5
ARTICLE I. PURPOSE	5
ARTICLE II. MEMBERSHIP	5
SECTION 1. CHAIRPERSON	5
SECTION 2. MEMBERSHIP	5
SECTION 3. QUORUM	5
ARTICLE III. RESPONSIBILITIES	5
SECTION 1. INTERPRETATION AND REVIEW OF GOVERNING DOCUMENTS	5

SECTION 2. INTERNAL POLICY	6
SECTION 3. ELECTIONS	6
SECTION 4. FULFILLMENT OF MEMBER RESPONSIBILITIES	6
ARTICLE IV. POWERS	6
SECTION 1. PROJECTS	6
SECTION 2. REVIEW OF PASSED LEGISLATIONS	6
SECTION 3. RECRUITMENT	6
TITLE 4. COMMITTEE ON COMMUNICATIONS	1
ARTICLE I. PURPOSE	1
ARTICLE II. MEMBERSHIP	1
SECTION 1. CHAIRPERSON	1
SECTION 2. MEMBER STATUS	1
SECTION 3. QUORUM	1
ARTICLE III. RESPONSIBILITIES	1
SECTION 1. COMMUNICATION WITH THE WPI COMMUNITY	1
SECTION 2.. FULFILLMENT OF MEMBER RESPONSIBILITIES	1
ARTICLE IV. POWERS	2
SECTION 1. PUBLICITY OF CAMPUS EVENTS	2
SECTION 2. INFORMATION GATHERING AND PUBLICATION	2
Financials Cluster	3
TITLE 5. FISCAL RESPONSIBILITY AND ASSISTANCE	3
ARTICLE I. PURPOSE	3
ARTICLE II. MEMBERSHIP	3
SECTION 1. CHAIRPERSON	3
SECTION 2. MEMBER STATUS	3
SECTION 3. QUORUM	3
ARTICLE III. RESPONSIBILITIES	3
SECTION 1. FINANCIAL BOARD	3
SECTION 1. REVIEW OF FUNDING	3
ARTICLE 4. POWERS	4
SECTION 1. BUDGETARY VIOLATIONS	4
SECTION 2. FUNDING REQUESTS	4
SECTION 3. REVIEWING CLUB AND ORGANIZATION EXPENDITURES	5
SECTION 4. FISCAL POLICIES	5
TITLE 6. APPROPRIATIONS	6
ARTICLE I. PURPOSE	6
ARTICLE II. MEMBERSHIP	6
SECTION 1. CHAIRPERSON	6
SECTION 2. MEMBER STATUS	6
SECTION 3. QUORUM	6

ARTICLE III. RESPONSIBILITIES	6
SECTION 1. FINANCIAL BOARD	6
SECTION 2. UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION BUDGET	6
SECTION 3. CLUB AND ORGANIZATION CLASSIFICATIONS	6
SECTION 4. BUDGETING INFORMATION	6
SECTION 5. FINANCIAL RECORDS	6
SECTION 6. PROJECT MEMBERS	7
ARTICLE 4. POWERS	7
SECTION 1. FISCAL POLICIES	7
SECTION 2. FINANCIAL REQUESTS	7
TITLE 7. FISCAL STRUCTURE AND POLICY	8
ARTICLE I. CLASSIFICATION OF STUDENT ORGANIZATIONS	8
SECTION 1. THE CLASSIFICATION STRUCTURE AND PURPOSE	8
SECTION 2. CLASSES OF ORGANIZATIONS	8
ARTICLE II. BUDGETARY POLICY	1
SECTION 1. FISCAL YEAR	1
SECTION 2. BUDGETS	1
SECTION 3. BUDGETARY STATUS	2
SECTION 4. BUDGET REVIEW	2
SECTION 5. BUDGET APPEALS	2
ARTICLE III. FISCAL POLICY	2
SECTION 1. APPROPRIATE USE OF UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION FUNDS	2
SECTION 2. EXPENDITURES	3
SECTION 3. FUNDRAISING	5
SECTION 4. DEPOSITS	5
SECTION 5. STUDENT GOVERNMENT RESERVE (SGR)	5
SECTION 6. FUNDING REQUESTS	6
SECTION 7. FUNDING REQUEST APPEALS	7
SECTION 8. BUDGETARY REALLOCATIONS	7
ARTICLE IV. POLICY INFRACTIONS	7
SECTION 1. TYPES OF VIOLATIONS	7
SECTION 2. PENALTIES	9
ARTICLE V. COLLECTION AND DISTRIBUTION OF SGA FUNDS	9
SECTION 1. THE STUDENT LIFE BUDGET APPORTIONED FOR THE SUPPORT OF STUDENT ACTIVITIES	9
SECTION 2. THE UNDERGRADUATE STUDENT LIFE FEE	10
SECTION 3. DISTRIBUTION OF THE UNDERGRADUATE STUDENT LIFE FEE	10
ARTICLE VI. REPORTING USAGE OF SGA FUNDS	10
SECTION 1. FUNDING REQUEST REPORT FORMS	10
ARTICLE VII. FINANCIAL BOARD	11

SECTION 1. PURPOSE AND COMPOSITION	11
SECTION 2. OPERATION	11
SECTION 3. EXECUTIVE VETO	12
ARTICLE VIII. AMENDMENTS TO THIS TITLE	12
SECTION 1. POLICY CHANGES	12
TITLE 8. ELECTIONS MANDATE	12
ARTICLE 1. ORDER OF ELECTIONS	12
SECTION 1. EXECUTIVE BRANCH ELECTIONS	12
SECTION 2. SENATE ELECTIONS	12
SECTION 3. CAMPUS HEARING BOARD ELECTIONS	12
ARTICLE 2. ELECTION PROCEDURES	13
SECTION 1. ELIGIBILITY	13
SECTION 2. CANDIDACY AND NOMINATIONS FOR EXECUTIVE ELECTIONS	13
SECTION 3. CANDIDACY AND NOMINATIONS FOR SENATE ELECTIONS	15
SECTION 4. NOMINATION AND ELECTION ANNOUNCEMENTS	15
SECTION 5. CAMPAIGN REGULATIONS	15
SECTION 6. ELECTIONS COMMITTEE	15
SECTION 7. VOTING PROCEDURE	16
SECTION 8. INTERNAL ELECTIONS	17
ARTICLE 3. VACANCIES	17
SECTION 1. APPOINTMENT OF A SENATOR	17
SECTION 2. APPOINTMENT OF AN EXECUTIVE	17
SECTION 3. APPOINTMENT OF AN INTERIM SENATOR	17
SECTION 4. APPOINTMENT OF AN INTERIM EXECUTIVE	17
ARTICLE 4. WARRANT OF A NEW ELECTION	18
SECTION 1. INVALIDATION OF ELECTION DUE TO INCONSISTENCY	18
SECTION 2. REQUEST FOR NEW ELECTION	18
SECTION 3. INVALIDATION OF ELECTION DUE TO FRAUD	18
TITLE 9. APPOINTED REPRESENTATIVES	18
ARTICLE 1. INSTITUTE COMMITTEES	18
SECTION 1. DESIGNATION OF REPRESENTATIVES	18
SECTION 2. DUTIES	18
ARTICLE 2. APPOINTED SENATE POSITIONS	19
SECTION 1. TECHNOLOGY COORDINATOR	19
SECTION 2. ACCOUNTANT	19
SECTION 3. FINANCIAL BOARD SECRETARY	19
SECTION 4. WORCESTER STUDENT GOVERNMENT ASSOCIATION DELEGATE	20
TITLE 10. SPECIAL PROJECT SECTORS	20
ARTICLE 1. FORMATION	20
ARTICLE 2. LIFESPAN	20
ARTICLE 3. OPERATING PROCEDURES	20

SECTION 1. DEFINITION	20
SECTION 2. DISTRIBUTION	20
SECTION 3. AMENDMENTS	20
Appendix:	21

Student Services Cluster

TITLE 1. COMMITTEE ON STUDENT AFFAIRS

ARTICLE I. PURPOSE

It is the duty of the Undergraduate Student Government Association's Committee on Student Affairs to represent the interests of students to improve the content and quality of student life and academics as a whole at Worcester Polytechnic Institute by investigating issues concerning the quality and well-being of the students of Worcester Polytechnic Institute.

ARTICLE II. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There will be a minimum of one (1) Chairperson for the Committee on Student Affairs.
- B. The Chairperson(s) will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.

SECTION 2. MEMBERSHIP

- A. Senators will be assigned to the Committee on Student Affairs by the Vice President with the assistance of the Committee Chairperson(s).
- B. All senators appointed to the committee shall have voting member status. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

SECTION 3. QUORUM

- A. Fifty percent (50%) of the appointed voting members of the committee shall constitute a quorum to do business.

ARTICLE III. RESPONSIBILITIES

SECTION 1. RESEARCH & INVESTIGATION

- A. The Committee on Student Affairs shall research new student life and academic initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed by the Senate.

SECTION 2. SOLICITATION OF STUDENT OPINIONS

- A. The Committee on Student Affairs shall solicit the opinions of the community members and report them to the Senate.

SECTION 3. DISTRIBUTION OF RECOMMENDATIONS

- A. The Chairperson(s) of the Committee on Student Affairs shall distribute all adopted recommendations to the appropriate and interested members of the Worcester Polytechnic Institute community and the Senate.
- B. Recommendations may be identified as resolutions of the Committee on Student Affairs with a vote of two-thirds ($\frac{2}{3}$) of the committee unless further passed by the Senate.

SECTION 4. FULFILLMENT OF MEMBER RESPONSIBILITIES

- A. It shall be the responsibility of the Chairperson(s) of the Committee on Student Affairs to report to the Executive Board any appointed representative who is neglecting their duties as defined in this Article and the Undergraduate Student Government Association Constitution

ARTICLE IV. POWERS

SECTION 1. PROJECTS

- A. Members of the Committee on Student Affairs may initiate projects in order to fulfill the purpose of the committee with assistance from the Committee Chairperson(s).
 - 1. Projects will be reviewed for continuation termly by the members of the Committee on Student Affairs.
 - 2. Projects may be subject to review by the Committee on Student Affairs.

SECTION 2. MEETING WITH COMMUNITY MEMBERS

- A. The Senators of the Committee of Student Affairs have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administrators, and/or student as needed to investigate the quality of student life and academics.

TITLE 2. COMMITTEE ON COMMUNITY OUTREACH

ARTICLE I. PURPOSE

It is the duty of the Undergraduate Student Government Association's Committee on Community Outreach is to facilitate communication and interactions with other organizations at Worcester Polytechnic Institute by engaging with campus through planning events, distributing merchandise and engaging in external communication with organizations to assist with events.

ARTICLE II. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There will be a minimum of one (1) Chairperson for the Committee on Community Outreach.
- B. The Chairperson(s) will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.

SECTION 2. MEMBERSHIP

- A. Senators will be assigned to the Committee on Community Outreach by the Vice President with the assistance of the Committee Chairperson(s).
- B. All senators appointed to the committee shall have voting member status. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

SECTION 3. QUORUM

- A. Fifty percent (50%) of the appointed voting members of the committee shall constitute a quorum to do business.

ARTICLE III. RESPONSIBILITIES

SECTION 1. EVENT PLANNING

- A. The Committee on Community Outreach will be responsible for the planning, operation, and/or support of events that are hosted or sponsored by the Undergraduate Student Government Association.
 1. The primary event that the Committee on Community Outreach will plan is the annual Pep Rally

SECTION 2. CONNECTION WITH OTHER ORGANIZATIONS

- A. The Committee on Community Outreach should keep in contact with other organizations to build connections to assist with the facilitation of events and with the financial process.
- B. The Committee on Community Outreach shall be responsible for organizing Senator outreach to constituent clubs during C-term.

SECTION 3. MERCHANDISE DISTRIBUTION

- A. The distribution of the SGA Superfans, SGA Ultrafans, and other SGA merchandise is done at the discretion of the Chairperson(s) or another member of the committee chosen by the Chairperson(s).

SECTION 4. FULFILLMENT OF MEMBER RESPONSIBILITIES

- A. It shall be the responsibility of the Chairperson(s) of the Committee on Committee Outreach to report to the Executive Board any appointed representative who is neglecting their duties as defined in this Article and the Undergraduate Student Government Association Constitution

ARTICLE IV. POWERS

SECTION 1. PROJECTS

- B. Members of the Committee on Student Affairs may initiate projects in order to fulfill the purpose of the committee with assistance from the Committee Chairperson(s).
 - 1. Projects will be reviewed for continuation termly by the members of the Committee on Student Affairs.
 - 2. Projects may be subject to review by the Committee on Internal Affairs.

SECTION 2. MEETING WITH ORGANIZATIONS

- B. The Senators working on projects that fall under Student Life Improvements may reach out to the executives of other organizations for the purposes of event planning, distribution of merchandise, or to assist other organization's events and initiatives.

Internal Services Cluster

TITLE 3. COMMITTEE ON INTERNAL AFFAIRS

ARTICLE I. PURPOSE

It is the duty of the Undergraduate Student Government Association's Committee on Internal Services to ensure campus elections are conducted in an appropriate fashion, to conduct internal audits of the Undergraduate Student Government, and to interpret, maintain, and recommend improvements to the governing documents of the Undergraduate Student Government Association.

ARTICLE II. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There will be a minimum of one (1) Chairperson for the Committee on Internal Services.
- B. The Chairperson(s) will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.
- C. At the discretion of the Chair of Senate, in the case where the Chairperson(s) cannot appropriately serve in duties pertaining to the election of Executives and/or Senators, a separate Elections Chairperson will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.

SECTION 2. MEMBERSHIP

- A. Senators will be assigned to the Committee on Internal Services by the Vice President with the assistance of the Committee Chairperson(s).
- B. All senators appointed to the committee shall have voting member status. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

SECTION 3. QUORUM

- A. Fifty percent (50%) of the appointed voting members of the committee shall constitute a quorum to do business.

ARTICLE III. RESPONSIBILITIES

SECTION 1. INTERPRETATION AND REVIEW OF GOVERNING DOCUMENTS

- A. The Committee on Internal Affairs is responsible for interpreting and reviewing all governing documents of the Undergraduate Student Government Association.
- B. Any amendments of the governing documents of the Undergraduate Student Government Association shall be subject to review by the Chairperson(s) and members of the Committee on Internal Affairs
 1. When amendments of the bylaws or standing rules are brought to the Senate, the

Chairperson(s) shall make a recommendation on its constitutionality at the Senate meeting.

SECTION 2. INTERNAL POLICY

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

SECTION 3. ELECTIONS

- A. The Elections Chairperson is responsible for managing the voting and application process of Undergraduate Student Government Association elections, including the Campus Hearing Board elections.
- B. The Elections Chairperson is responsible for notifying the student body of all Undergraduate Student Government Association offices of nomination and election deadlines.

SECTION 4. FULFILLMENT OF MEMBER RESPONSIBILITIES

- A. It shall be the responsibility of the Chairperson(s) of the Committee on Committee Outreach to report to the Executive Board any appointed representative who is neglecting their duties as defined in this Article and the Undergraduate Student Government Association Constitution

ARTICLE IV. POWERS

SECTION 1. PROJECTS

- A. Members of the Committee on Student Affairs may initiate projects in order to fulfill the purpose of the committee with assistance from the Committee Chairperson(s).
 - 1. Projects will be reviewed for continuation termly by the members of the Committee on Internal Affairs.
 - 2. Projects may be subject to review by the Executive Board.

SECTION 2. REVIEW OF PASSED LEGISLATIONS

- A. The Committee on Internal Affairs has the power to review all passed legislation for constitutionality. If the section finds the legislation, with a vote of ($\frac{2}{3}$) to be unconstitutional, the legislation shall be repealed. A two-thirds ($\frac{2}{3}$) vote of the Senate shall be required to overturn the recommendation of the committee.

SECTION 3. RECRUITMENT

- A. 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 4. COMMITTEE ON COMMUNICATIONS

ARTICLE I. PURPOSE

It is the duty of the Undergraduate Student Government Association's Committee on Communications 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 II. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There will be a minimum of one (1) Chairperson for the Committee on Communications.
- B. The Chairperson(s) will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.

SECTION 2. MEMBER STATUS

- A. Senators will be assigned to the Committee on Communications by the Vice President with the assistance of the Committee Chairperson(s).
- B. There will be a minimum of five (5) members for this committee to operate, including the Chairperson(s).
- C. All senators appointed to the committee shall have voting member status. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

SECTION 3. QUORUM

- A. Fifty percent (50%) of the appointed voting members of the committee shall constitute a quorum to do business.

ARTICLE III. RESPONSIBILITIES

SECTION 1. COMMUNICATION WITH THE WPI COMMUNITY

- A. The Committee on Communication is responsible for maintaining communications platforms between the Student Government Association and the WPI community, with emphasis on publicizing the Student Government Association's activity, and events occurring on campus.
 1. Expected communication platforms include, but are not limited to, the Student Government's Association's official website and other social media accounts.

SECTION 2.. FULFILLMENT OF MEMBER RESPONSIBILITIES

- A. It shall be the responsibility of the Chairperson(s) of the Committee on Committee Outreach to report to the Executive Board any appointed representative who is neglecting their duties as defined in this Article and the Undergraduate Student Government Association Constitution

ARTICLE IV. POWERS

SECTION 1. PUBLICITY OF CAMPUS EVENTS

The Committee on Communications may post 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

The Committee on Communications may solicit information to post on the Student Government Associations social media to keep campus informed.

Financials Cluster

TITLE 5. FISCAL RESPONSIBILITY AND ASSISTANCE

ARTICLE I. PURPOSE

It is the duty of the Undergraduate Student Government Association's Committee on Fiscal Responsibility and Assistance 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 II. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There will be a minimum of one (1) Chairperson for the Fiscal Responsibility and Assistance.
- B. The Chairperson(s) will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.

SECTION 2. MEMBER STATUS

- A. Senators will be assigned to the Committee on Fiscal Responsibility and Assistance by the Vice President with the assistance of the Committee Chairperson(s).
- B. There will be a minimum of five (5) members for this committee to operate, including the Chairperson(s).
- C. All senators appointed to the committee shall have voting member status. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

SECTION 3. QUORUM

- A. Fifty percent (50%) of the appointed voting members of the committee shall constitute a quorum to do business.

ARTICLE III. RESPONSIBILITIES

SECTION 1. FINANCIAL BOARD

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

SECTION 1. REVIEW OF FUNDING

- A. The Committee on Fiscal Responsibility and Assistance is responsible for ensuring all organizations who receive budgets from the Undergraduate Student Government Associations

spend their money as approved.

- B. The Committee on Fiscal Responsibility and Assistance will conduct Audits and Financial Reviews on clubs as recommended by Senators, or if clubs show signs of deliberate or accidental failure to follow the financial bylaws, or request a review to be performed.
 1. Audit and Review Process
 - i. Members of Fiscal Responsibility and Assistance contacts organizations for Audits and Financial Reviews.
 - ii. 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.
 - iii. 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.
 - iv. 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 is considered Status III if the Review identifies substantial issues regarding procedures, finances, and/or leadership.
 - v. Organizations that have completed an Audit or Financial Review are contacted by Fiscal
 - a. Responsibility and Assistance Senator with regards to their status.
 - b. Status I organizations are informed of the issues identified and given suggestions to improve those issues.
 - c. 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.
 - vi. Status III organizations are informed of the issues identified and given suggestions to improve those issues. Additionally, these organizations are required to meet
 - vii. bi-weekly with members of Fiscal Responsibility and Assistance to devise a comprehensive approach to solve the issues identified.
 - viii. An organization's status is subject to change at the discretion of Fiscal Responsibility and Assistance based on their improvement.
 - ix. Fiscal policy infractions found during the auditing process are referred to the Undergraduate Student Government Association Treasurer for resolution according to Title 7, Article 4.

ARTICLE 4. POWERS

SECTION 1. BUDGETARY VIOLATIONS

- A. The Chairperson(s) of the Committee on 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

- A. The Chairperson(s) of the Committee on 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 7.
- 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.

SECTION 4. FISCAL POLICIES

- A. The Committee on Fiscal Responsibility and Assistance may review and propose to the Senate any and all changes to the fiscal policies contained in Title 7 along with the Committee on Appropriations, having discussed changes to Internal Affairs prior.

TITLE 6. APPROPRIATIONS

ARTICLE I. PURPOSE

It is the duty of the Undergraduate Student Government Association's Committee on Appropriation 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 II. MEMBERSHIP

SECTION 1. CHAIRPERSON

- A. There will be a minimum of one (1) Chairperson for the Committee on Appropriations.
- B. The Chairperson(s) will be appointed by the Executive Board of the Undergraduate Student Government Association, then confirmed by the Senate.

SECTION 2. MEMBER STATUS

- A. Senators will be assigned to the Committee on Fiscal Responsibility and Assistance by the Vice President with the assistance of the Committee Chairperson(s).
- B. There will be a minimum of five (5) members for this committee to operate, including the Chairperson(s).
- C. All senators appointed to the committee shall have voting member status. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

SECTION 3. QUORUM

- A. Fifty percent (50%) of the appointed voting members of the committee shall constitute a quorum to do business.

ARTICLE III. RESPONSIBILITIES

SECTION 1. FINANCIAL BOARD

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

SECTION 2. UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION BUDGET

- A. 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 7, and all other recommended allocations for the next fiscal year.

SECTION 3. CLUB AND ORGANIZATION CLASSIFICATIONS

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

SECTION 4. BUDGETING INFORMATION

- A. Compile and distribute budgeting information to all eligible student organizations.

SECTION 5. FINANCIAL RECORDS

- A. 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 the Financial Board and the budgeting process.

SECTION 6. PROJECT MEMBERS

- A. 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

- B. The Committee on Appropriations may review and propose to the Senate any and all changes to the fiscal policies contained in Title 7 along with the Committee on Fiscal Responsibility and Assistance, having discussed changes to the Committee on Internal Affairs prior.

SECTION 2. FINANCIAL REQUESTS

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

TITLE 7. FISCAL STRUCTURE AND POLICY

ARTICLE I. CLASSIFICATION OF STUDENT ORGANIZATIONS

SECTION 1. THE CLASSIFICATION STRUCTURE AND PURPOSE

- A. There are eight (8) 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.
 - 1. The Financial Board may reclassify any recognized student organization of the purpose and mission of the organization does not align with the current classification requirements.
 - 2. A reclassification by the Financial Board must initially be proposed by either the Chairperson of the Appropriations Committee or the Chairperson of the Fiscal Responsibility and Assistance Committee.
- C. All organizations recognized by the Worcester Polytechnic Institute will be considered Undergraduate Student Government member organizations and are 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 for recognition of the Student Organization Council (SOC) and the Student Activities Office (SAO) and have been approved by both.
 - 1. Exemptions to this requirement may be made for organizations to be classified as Class VIII
 - 2. 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.
- 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.

SECTION 2. CLASSES OF ORGANIZATIONS

- A. Class I - Special Interest
 - 1. These organizations will be open to all of the Worcester Polytechnic Institute undergraduate student body.
 - 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. Funds 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*
 - a. These organizations will be focused on enhancing cultural awareness among its members and campus
- iii. *Hobby Interests*
 - a. These organizations will include all those dedicated to the appreciation and practice of a particular hobby interest.
- iv. *Political/Social/Religious Groups*
 - a. These organizations will have core political, social, or religious values as their fundamental purpose.
 - b. These 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*
 - a. These organizations will be focused on community outreach and enhancing awareness of this outreach.
 - b. These organizations are not directly affiliated with any national Greek/service-based fraternal organizations.

B. Class II - Club Sports

- 1. These organizations will be open to all Worcester Polytechnic Institute undergraduate students.
- 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 per the Athletics Department.
- 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.
 - b. 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.
 - b. 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.
 - 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.
 - b. They will be associated with a recognized collegiate league or conference and 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 of 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 Student Activities Office (SAO) will be a part of Class V.

2. Only Class V organizations, with the approval of the Student Activities Office, 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. These 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 between twelve (12) and eighteen (18) months from the date of recognition by the SOC.
3. Any Class VI organization looking to reclassify must submit a reclassification request form to the Undergraduate Government Association.
 - i. The organization looking to reclassify must appear before the Financial Board to present their case for reclassification.
 - ii. The organization will be able to request money as specified by this Title following their approved reclassification status.
4. Class VI organizations will be eligible to approach the Undergraduate Student Association for funding through 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 organizations looking to reclassify must submit a reclassification request form to the Undergraduate Government Association.
 - i. The organization looking to reclassify must appear before the Financial Board to present their case for reclassification.
 - ii. The organization will be able to request money as specified by this Title following their approved reclassification status.
4. Class VII organizations will be ineligible to approach the Undergraduate Student Association for funding.

H. Class VIII - Student Business

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. 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 the 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

- A. 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 budget portal will be open to student organizations the first week of C-term.
- B. Undergraduate Student Government Association sponsored budget workshops will take place in C-term.
 1. Each organization applying for a budget must have a representative attend one workshop.
 - i. Exemptions to this requirement will be done at the discretion of the Treasurer
 2. If an organization is unable to have a representative attend a workshop, the Treasurer or a constituent senator may work on an individual basis with the organization
- C. Completed budgets to be submitted to the Undergraduate Student Government Association by a method determined by the Treasurer on or before the designated due date, two weeks prior to the end of C-term.
 1. Budgets request will be subject to approval of the organization's treasurer and constituent Senator.
- D. Organizations requesting budgets may be required to provide the following along with the proposed budget request.
 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 as defined by the organization's constitution.
- E. The Undergraduate Student Government Association may request 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 from any organization seeking a budget.
- F. Budget review with each organization will take place with the club's respective Senator approximately halfway through C-term. Organizations will be officially notified of budget reviews at least one (1) week in advance.
- G. 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.

- H. Organizations will be notified in writing of the Appropriations sector's recommendation by the first (1st) week of D-term.
- I. 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.
- J. 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.

SECTION 4. BUDGET REVIEW

- A. The 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 composed of SGA's Financial Board and ten (10) additional representatives from Class I, II, and III 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, 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.
 - 1. In this case it will be the responsibility for the Treasurer of the Undergraduate Student Government to rectify the account and enforce penalties at the recommendation of the Committee on Fiscal Responsibility and Assistance and as outlined in Article IV.
 - 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 the Financial Board within the past two fiscal years prior to being added to a club/organization's budget.

SECTION 2. EXPENDITURES

A. Trips, Conferences, and Competitions

- 1. Undergraduate Student Government funds may be used to pay for official transportation costs, registration costs, registration fees, and accommodations. SGA will not fund airfare or food cost 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 or per gallon basis from organizational funds at the rate established by the University.
- 2. The Undergraduate Student Government Association may provide:
 - i. The full amount of official land transportation costs.
 - ii. Up to the full amount for application fees.
 - iii. Up to sixty six percent (66%) of accommodations.
 - iv. Up to sixty six percent (66%) of Registration fees.
 - v. 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.
 - a. If the event is determined by the Financial Board to be integral to fulfilling the mission of the club, and there is no alternative, the advisor's costs may be fully funded within the bounds set by Section A.1.

3. Performances
 - i. SGA may fund trips for performances if determined to be significantly beneficial to the students and that the trip fits the purposes of the club.
 - a. SGA may provide the full registration for academically beneficial or performance portions of the trip.
 - b. SGA may withhold official transportation costs if the location is deemed to be non-essential to the benefits of the trip.
 - c. SGA will only fund accommodations if the trip does not exceed two (2) days of travel.
4. Conferences
 - i. If an organization participates in both a Regional and National Conference, SGA may fund up to twenty (20) members for the Regional and ten (10) members for the National Conference.
 - ii. If an organization only participates in a Regional or National Conference, SGA may fund up to twenty (20) members for either one, but not both.
 - iii. Points 3a and 3b are at the discretion of the Financial board.
5. Competitions
 - i. The Undergraduate Student Government Association may fund up to sixty six percent (66%) of club registration fees for competitions. The Undergraduate Student Government Association does not fund individual registration fees for competitions.

B. Apparel

1. The maximum amount that the Undergraduate Student Government 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 request for apparel can only be requested once per year, with a maximum of one apparel item.
 - ii. This rule does not apply to apparel that will be kept within the club (e.g. uniforms)

C. Retreats

1. The Undergraduate Student Government Association Financial Board may provide funding for up to two retreats for eligible clubs. A maximum of one off campus retreat can be requested. Off campus retreats must have added value when compared to on campus retreats.
 - i. Up to the full amount of official land transportation costs.
 - ii. Up to sixty six percent (66%) of accommodations.
 - iii. Up to the full amount for food while at the retreat.
 - iv. Up to sixty six percent (66%) of all other costs.

D. Banquets

1. Class III organizations are the only organizations that are eligible to receive funding for banquets.
2. 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.
3. The Undergraduate Student Government Association will fund up to the full amount of land transportation to the event. The transportation cost is not included in the maximum total of eight-hundred dollars (\$800).

E. Club Sports

1. The Undergraduate Student Government Association may fund for new uniforms if deemed necessary by the SAO.

2. The Undergraduate Student Government Association may fund practice or competition space for Club Sports if deemed necessary by the SAO.
3. The Undergraduate Student Government Association may fund equipment needed for practice or competition for Club Sports.
4. The Undergraduate Student Government Association may fund up to sixty six percent (66%) of club registration fees for competitions. The Undergraduate Student Government Association does not fund individual registration fees for competitions.
5. The Undergraduate Student Government Association may fund up to sixty six percent (66%) of lesson costs for club sports.
6. The Undergraduate Student Government Association may fund up to the full amount for ground transportation. The Undergraduate Student Government Association does not fund Airfare.

F. Food and Consumables

1. The Undergraduate Student Government Association will not fund food meetings as defined as an internal club meeting where food is provided to members of the general body and does not contribute to the purpose of the club.
2. The Undergraduate Student Government Association may fund food if it is deemed integral to the success of the event and by the Financial board.

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 to offset costs whenever possible.
- C. Organizations wishing to hold a raffle, bingo, 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 (3) 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)

- A. There will exist a reserve designated as the Student Government Reserve. Funds 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 funds 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 or another form as determined by the Treasurer.
 - i. To be considered the form must be completed entirely and include a line-item cost breakdown of the request.
 2. Upon the submission, the Treasurer will review the submission and determine if the request will be heard.
 - i. Scheduling of request hearings is done at the discretion of the Treasurer.
 - ii. 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 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. The Financial Board Secretary is responsible for taking minutes during the 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 the Financial Board or in the Senate at the discretion of the Treasurer. The funding request must be passed by a two-thirds ($\frac{2}{3}$) vote of the Senate.
 7. In the case where funding is time-sensitive, a funding request can be heard in the Executive Board at the discretion of the Treasurer. The funding request must be passed by a two-thirds ($\frac{2}{3}$) vote of the Executive Board.
 8. Funds awarded in the funding process are subject to the review of the Fiscal Responsibility and Assistance sector.
 9. 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 ($\frac{2}{3}$) vote of the Senate.
 10. The organization requesting funding has the right to withdraw the Funding Request at any time during this process.
- B. The Undergraduate Student Government Association may provide funding to and/or sponsor 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 the 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.
- D. All appeal decisions are final.

SECTION 8. BUDGETARY REALLOCATIONS

- A. A reallocation is the act of taking funds from one or more line-items in a budget and applying it to another line item within the existing budget or a non-budget item or event.
- B. Each budgeted organization has the right to submit a request to reallocate unused funds in their budget.
 - 1. All reallocations requests must follow SGA's bylaws.
- C. To submit a reallocation, the organization must fill out the reallocation form.
 - 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 Financial Sector: Chair on Appropriations, Chair on Fiscal Responsibility and Assistance, Accountant.
 - 2. Items to one or more new line items, the request will be heard under the same procedures for Funding Requests as outlined in Section 6.
- 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 or other funding 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 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 Committee on Appropriations and the Treasurer, the Senate may amend the allocation of the Undergraduate Student Life Fee 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
 1. 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
 1. 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 members selected at the discretion of the Treasurer.
 1. The board should consist of no less than fifteen percent (15%) of the Senate.
 2. The board should be primarily consisting of members from the Committee on Appropriations and Committee on Fiscal Responsibility and Assistance.
 3. If any senator feels that the composition of the financial board is inappropriate, the financial board may be reviewed by the Senate and passed with a vote of two-thirds (2/3).
 - i. Further maintenance of this reviewed financial board will last for one (1) term and be under the Committee on Internal Affairs.

- C. 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
 - v. A voting Senator who has previously attended at least one (1) Financial Board meeting.

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 ($\frac{2}{3}$) vote. If the board fails to reach a two-thirds ($\frac{2}{3}$) 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 ($\frac{2}{3}$) decision at the discretion of the Treasurer. Failing a two-thirds ($\frac{2}{3}$) 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 ($\frac{2}{3}$) 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 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 the Financial Board will be based on the Senate year. Each request heard in the Financial Board will be assigned an F. number starting with F.1. Funding Requests heard in the 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 ($\frac{2}{3}$) 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

- A. 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 8. 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 ($\frac{2}{3}$) vote of the current Executive Board.

SECTION 2. SENATE ELECTIONS

- A. Senator elections begin on the third (3 rd) 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 ($\frac{2}{3}$) 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 ($\frac{2}{3}$) 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

1. 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.
2. Senators are only to be given one (1) Inactive term or two (2) “Half Inactive” terms during their elected office.
3. 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.

1. 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 Senate Chair 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 Senate Chair of the Undergraduate Student Government Association.
 - a. In a case in which the current Senate Chair 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.
2. Candidates wishing to run for a seat on the Slating Committee must submit an application to the Senate Chair, 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 Senate Chair. In order to prepare the Slating Committee, each executive holds a reflection of their position at 48 the training.
- ii. The Senate Chair 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 Senate Chair notifies the applicants that are chosen prior to the convening of the Slating Committee.
3. The Slating Committee is convened over the weekend prior to the final Senate meeting of A term unless otherwise decided by the Elections Chair.
 4. All orders of business involving a vote within the Slating Committee 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 the 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 49 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

E. Voting

1. External Elections may take place over a maximum of seven (7) consecutive days.
2. 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.
3. 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.

F. Tabulations

1. 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.
2. Each candidate is notified of the results within twenty-four (24) hours.
3. 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.

G. Ties

1. 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 contested position. Those candidates who are members of the current Senate may vote.
 - i. 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.
 - ii. 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.
2. 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 is 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. The Senate discusses the qualifications of the candidates for no more than thirty (30) minutes.
- G. At the conclusion of the discussion, the Senate votes anonymously.
- H. The President and Senate Chair 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

- A. 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

- A. 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

- A. 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.
 - 1. 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

- A. 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

- A. 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

- A. 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 is handled by the Undergraduate Student Government Association Elections Chair.

SECTION 3. INVALIDATION OF ELECTION DUE TO FRAUD

- A. 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 9. APPOINTED REPRESENTATIVES

ARTICLE 1. INSTITUTE COMMITTEES

SECTION 1. DESIGNATION OF REPRESENTATIVES

- A. Representatives of Institute Committees will be regarded as fulfilling the requirements of being within a senate committee
- B. Student Affairs includes members who are appointed as a representative to the following committees:
 - 1. Committee on Academic Operations (CAO)
 - 2. Committee on Academic Policy (CAP)
 - 3. Committee on Student Advising (CSA)
 - 4. 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.
 - 5. Dining Services Advisory Committee (DSAC)
 - i. The Chairperson of Student Life Improvements is responsible for scheduling a DSAC meeting once per term. The Chairperson on the Committee on Student Affairs 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. 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 will:
 - 1. 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.
 - 2. The Technology Coordinator must be an elected Senator.
 - 3. If any of the responsibilities of Part C are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new Technology Coordinator is appointed.

SECTION 2. 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:
 - 1. 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.
 - 2. Serve on the Financial Board. See Title 9, Article 7 for more detailed information.
 - 3. Maintains a record of the financial activities of all clubs and organizations. This information can be used as reference material during the 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.
- F. The Accountant must be an elected Senator.
- G. 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 3. 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:
 - 1. Be responsible for recording all minutes of the Undergraduate Student Government Association Financial Board.
 - 2. 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 4. 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:
 - 1. Be responsible for attending the monthly meetings of the WSGA Body.
 - 2. Report any and all information from WSGA to the Executive Board.
 - 3. Give a monthly update to the 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 10. 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

- A. 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

- A. 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

- A. 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

- A. 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
2022-11-15	S.6	Parliamentarian Marc Rosenthal	Overhall to positions and committees, clarification of financial bylaws, addition of trips bylaw
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 – 09-22	S.9	Parliamentarian Allison Silvia	Removed Title 10, Article 2, Section 8 Internal Elections, changing Secretary to an External Election
2020-05-05	S.7	Treasurer Mara Nunez	Title 5 Specification to Communications Sector Responsibilities Title 9 Amendments regarding Financial Board operation
2020-02-25	S.2	Chair Marc Rosenthal Treasurer Mara Nunez	Title 9 Amendments regarding fiscal policy
2019-08-20	S.10	Chair Deanna Rice	Title 1-14 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	Sec. Lauren Ketschke	Financial Subcategories Amendment
2010-03-30	S.32	Sec. Lauren Ketschke	Parliamentarian and Webmaster Amendment
2010-02-23	S.13	Sec. Lauren Ketschke	Financial Request Resubmission 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.7 0	Sec. Syed Ali	Changing minimum members of CSLI and CAI from 7 to 6
2007-12-04	2007.S.6 8	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.6 6	Sen. Andrew Gilday	Internal Audit Responsibility to CFRA
2007-11-13	2007.S.5 8	Sec. Syed Ali	Creating Student Government Advisory Board
2007-09-11	2007.S.3 7	Sen. Andrew Gilday	Removing Mandatory Paper Balloting
2006-12-18	2006.S.8 6	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.9 6	Sen. Sean Sears	Creating the Committee on Fiscal Responsibility and Assistance
2005-12-6	2005.S.9 1	Sen. Sean Sears	Updating the SSF process

2005-12-6	2005.S.9 0	Sen. Sean Sears	Combining PnP and Elections
2005-12-6	2005.S.8 8	Sen. Sean Sears	Revising Class I and IV definitions
2005-11-29	2005.S.8 5	Sen. Sean Sears	Revising Appropriations and Fiscal Structure
2005-10-25	2005.S.5 3	Sen. Sean Sears	Changing minimum members of PnP and Elections from 5 to 4
2005-10-25	2005.S.5 2	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.9 5	Sen. Justin A. Sprague	Structural Revision (Entire Document)
1995-10-10	M.16.a.9 5	Sen. Amy L. Plack	Financial Revision (Titles 7 & 8)