

Student Government Association  
CONSTITUTION AND BYLAWS  
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## USM Portland/Gorham Student Government Association Constitution

### Article One – Title and Mission Statement

A. Title. The title of the University of Southern Maine Portland and Gorham campuses (herein known as USM and/or the University) Student Government shall be the Portland/Gorham USM Student Government Association (herein known as SGA).

B. Mission Statement. The members, officials, and entities of the USM SGA shall strive to achieve the following:

1. To be stewards of the Student Activity Fee monies. The SGA will make every effort to make sure that all students who pay the student activity fee have an opportunity for funding of activities, organizations, and events, and shall ensure that such events and activities that are funded adds to the betterment of student life within the USM community.
2. To be an advocate of student concerns and a vehicle for undergraduate student input to the USM administration and the University of Maine System.
3. Strive for excellence in academics and applaud all attempts at intellectual growth within the student body at USM.
4. Work to formulate positive working relationships with members of the USM administration, faculty, classified, and professional staff in order to foster growth and expediency in the USM community.
5. To serve as a non-profit business organization working through, with, or independently of the University, to appropriate the Student Activity Fee to a set of entities that serve student needs, and to keep partnership between these entities strong.
6. To emulate the diversity that exists within the USM community. The SGA, its partners, officials, and entities shall not discriminate against any person on the basis of race, color, creed, national origin, sex, sexual orientation, disability, veteran or marital status, religion, or any other diverse identification.
7. To be certifiers and/or sponsors of Student publications, communications; the charterers of student social, political, cultural and other organizations.

### Article Two – Jurisdiction and Authority

The USM SGA derives its authority via the USM Governance Constitution. The Board of Trustees is the legal governing body of the University of Maine System. Nothing within this constitution shall be construed as granting the SGA, the Student Senate, or any SGA entities the authority to act outside the policies of the Board of Trustees. The Student Body President and Student Senate are elected by USM undergraduate students to deal with all issues and concerns of the student body and all student-related matters.

### Article Three – Student Senate (Legislative Branch)

A. Responsibilities of the Student Senate

1. The Student Senate shall make recommendations on any matters or concerns affecting the USM undergraduate body to the appropriate University officer or policy-making body to which the question pertains.
2. The Student Senate's areas of responsibility include, but are not limited to, the following:
  - a. Student Life. The Student Senate shall be responsible for reviewing and making recommendations and/or resolutions concerning policies in such areas as: student life, admissions, financial aid, discipline, advising, counseling, housing, food services, recreational facilities and activities. Communicating these recommendations to the Student Body President for distribution to the appropriate University Body.
  - b. Counsel. The Student Senate shall provide advice on any matter the Student Body President, USM President or USM administration chooses to bring before the Student Senate.
  - c. Student Activity Fee. The Student Senate shall be responsible for the allocation of the Student Activity Fee. Although these funds are designed and intended for the use of SGA-recognized student groups and SGA-sponsored student events, any other funding request will be considered.

## B. Membership

1. The Student Senate shall be comprised of 21 undergraduate students elected by students taking one or more undergraduate credit hours at the Portland and/or Gorham campuses of USM. In recognition of Shared Governance, The Vice President of Enrollment Management (or their designee) and one member of the Faculty Senate shall be non-voting representatives, upon their acceptance.
2. The apportionment of representative seats shall be:
  - a. Commuter Students: 9 seats
  - b. Resident Students: 6 seats
  - c. At-Large Students: 6 seats

## C. Duties and Term of Office of a Senator

1. Duties. All Senators have the following duties:
  - a. To attend all scheduled Student Senate meetings.
    - i. Any senator who will be not be able to attend a senate meeting must notify the Senate Clerk no less than 24 hours before said absence.
  - b. To serve on and attend the regularly scheduled meetings of at least one active Student Senate committee.
    - i. The Parliamentarian Chair, Vice-Chair, and Clerk retains the right to sanction the voting rights of any senator failing to comply with this policy for the week in which this policy is not met.
  - c. To represent the SGA professionally and responsibly. Student Senators and member of the Executive Branch will be required to wear business casual or formal dress clothing in order to encourage professionalism.

- d. To make reasonable and ongoing efforts to remain cognizant of all issues pertinent to the student body.
  - e. To responsibly and courteously listen to and evaluate all information and testimony presented to the Student Senate in order to make informed decisions during the voting process.
  - f. To serve at minimum three office hours per week in the Student Senate office or other locations deemed appropriate by the Senate, to be established during their first meeting in the fall semester.
    - i. The Parliamentarian Chair, Vice-Chair, and Clerk retains the right to sanction the voting rights of any senator failing to comply with this policy for the week in which this policy is not met.
2. Term of Office. A Student Senator's term of office shall commence two weeks prior to the end of the Spring Semester in which they are elected (finals' week excluded) and shall continue until two weeks prior to the end of the following Spring Semester (finals' week excluded).
3. Removal of Senators. If a senator fails to complete their basic duties, the Student Senate Executive Board will bring forward concerns to them. If they fail to correct the concerns raised, a vote of no confidence can be put forward on the Senate floor by a Senator. This would not require the full seating of the Student Senate.
- a. Prior to the commencement of this term, candidates elected to the Student Senate for the next academic year shall be required to participate in a period of transition.
  - b. The newly elected Senators shall sit with the outgoing Student Senate for three weeks prior to their seating as stated above. During this period, the incoming Student Senate shall retain the right to serve as *ex-officio* members of the present Student Senate with all the duties and responsibilities therein but shall not vote unless they have voting rights under the current Student Senate.
  - c. After officially being elected, no Senator-elect may suffer any penalty for being absent at Senate meetings, in the case a conflict exists with a current spring semester class.
  - d. Prior to commencement of the fall term, all Senators are required to attend a summer meeting to be set during the last meeting of the previous spring semester to discuss and vote on business pertaining to the Senate and the Student body.

#### D. Officers of the Student Senate

1. Officers. The Student Senate shall elect a Chair, Vice-Chair, Parliamentarian, Treasurer, Clerk, and Student Public Relations Chair from the Student Senate membership.
  - a. These officers shall serve as the members of the Executive Board in accordance with the Statement of Policy for the Executive Board and the procedures outlined in the most current edition of Robert's Rules of Order Newly Revised.
  - b. Membership on the Executive Board shall fulfill the committee requirement as outlined in the Statement of Policy of the Student Senate Executive Board.
  - c. Senators must serve on the Senate for a full semester before they are eligible to hold an officer position.

- i. This can be suspended with a 2/3 majority vote of the entire Senate in the event that there is either no such Senator(s) or Officer positions are declined by Senators that have at least one semester on the Senate.
2. Removal of Officers. The Student Senate may remove one of the officers only after a motion of No Confidence is made by a 2/3 vote of the entire membership of the Student Senate. One week advance notice must be given before such a vote can take place.
3. GPA. In order to hold all officers of the SGA in compliance with the University's guidelines and policies as outlined within this Constitution, all Officers of the Student Senate must keep at least a 2.25 GPA within the University, except the Chair of the Student Senate who must have at least a 2.5 GPA. GPA's will be checked before the first meeting in September and the first meeting in January. Any officer who at that time does not have their respective GPA or higher will automatically be removed from their position. Any officer who is academically suspended from the University will also be removed from their position as an officer.
  - a. This requirement may be overridden by 2/3 vote of the Senate unless the Officer is suspended from the University or not in good standing with the University, but is highly recommended that it not be.

#### Article Four – Student Senate Officers' Job Descriptions

##### A. Job Description of the Student Senate Chair.

1. Qualifications. This individual must possess a working knowledge of the Student Government Association Constitution and of the most current edition of Robert's Rules of Order Newly Revised. In order to be Chair, a Senator must have held at least one other Executive board position.
2. Duties. The Chair shall have the following duties:
  - a. The Chair shall be the Chief Administrative Officer of the USM Student Government Association.
  - b. The Chair shall represent the Student Senate, SGA, and the student body as needed.
  - c. The Chair shall preside over all Student Senate meetings and conduct them in accordance with the SGA Bylaws, and the most current edition of Robert's Rules of Order Newly Revised.
  - d. The Chair shall have the power to appoint ad-hoc committees as needed.
  - e. The Chair shall supervise the activities of the Student Senate Committees to ensure their proper functioning.
  - f. The Chair shall serve as an *ex-officio* member of a committee where it is noted by the committee's statement of policy.
  - g. The Chair shall be responsible for enforcing all rules and regulations of the Student Government Association Constitution and the policies and procedures of the Student Senate and its Bylaws.
  - h. The Chair shall be the secondary backup singer for all Student Organizations.
  - i. The Chair shall serve as the backup singer for the Coordinator of Student Government Business Operations (herein known as the C.S.G.B.O.).

- j. The Chair shall serve as the backup singer for the Executive Committee Account.
- k. The Chair Shall serve as the Student Senate group signature on purchase orders unless otherwise stipulated.
- l. The Chair may vote at their discretion.
- m. In the event of a tie vote the chair must cast the deciding vote in the same manner as the rest of the Senate.
- n. The Chair shall serve as a member of the Executive Board.
- o. The Chair shall serve as a member of the Violations Inquiry Committee.
- p. The Chair shall serve as a member of the Public Relations Committee.
- q. The Chair shall be a member of a combined meeting with the Student Representative to the Board of Trustees, Student Affairs Committee Chair, and Student Body President no less than once per month to discuss ongoing business.
- r. The Chair shall oversee all SGA entities.
- s. The Chair shall meet with the Student Body President and the President of the University no less than once a month to discuss current issues at the University.
- t. The Chair shall not hold any other stipended, work-study, or contracted position in any Student Senate entity, or within the SGA, while in office.

#### B. Job Description of the Student Senate Vice-Chair

1. Qualifications. This individual must possess a working knowledge of the Student Senate Constitution, the creation of agendas and of the most current edition of Robert's Rules of Order Newly Revised.
2. Duties. The Vice-Chair shall have the following duties:
  - a. The Vice-Chair shall serve as the assistant administrator of the USM Student Government Association.
  - b. The Vice-Chair shall perform all the duties of the Chair in the Chair's absence, and/or in the event of the removal, resignation, death, or inability of the Chair to perform the duties of the office.
    - i) In such a case where the Vice-Chair must assume the duties of the Chair, an immediate vote must be conducted as outlined in Article 4; Section 3 of the Bylaws in order to fill the vacant Vice-Chair position.
    - ii) Voting shall be by a majority (50%) or more vote of the sitting Senators at the meeting the vote will take place.
    - iii) All Senators present during the meeting to which the vote will take place are eligible to be nominated for the position, seconded and verbally approved by the nominee.
    - iv) Voting procedures shall be as such:
      - a. If two (2) Senators or less are nominated then the election shall be held and the winner will be the individual with the majority (50% or greater) of the vote by the sitting Senators.
      - b. If there are three (3) or more candidates, than an instant run-off election will ensue.
  - c. The Vice-Chair shall chair the Executive Board.
  - d. The Vice-Chair shall send out meeting notices as needed and conduct the

correspondence that is not a function proper to other offices or committees and will discuss such correspondence during the next Executive Board and Senate meetings.

- e. The Vice-Chair shall be responsible for setting the agenda and securing space for Student Senate meetings.
- f. The Vice-Chair shall, under extenuating circumstances, be able to change the location and/or time of a regularly scheduled Senate meeting.
  - i. The Vice-Chair must give notice to the Senate of a changed meeting time/location one week prior to the meeting as it was originally scheduled and it must be approved by 2/3 vote during the meeting to which the schedule change was announced.
  - ii. If unable to give the proper one week notice to each Senator of the schedule change, meeting times may be changed by 2/3 vote of the Executive Board on a case by case basis, but not later than 12:00 noon, 3 days prior to the original scheduled meeting time. At which time the Vice-Chair will immediately notify all Senators, Entities, invited guests and others as deemed necessary.
  - iii. The power vested in the Executive Board under this rule is to be used sparingly and only under extreme of circumstances.
- g. The Vice Chair shall at least once per semester, excluding summer and winter semester, view both the Parliamentarian and the Clerk's records to ensure accuracy and completeness.
- h. The Vice-Chair shall not sponsor proposals, nor submit them to the Senate.
  - i. All proposals submitted to the Vice-Chair shall be submitted by sitting Senators. The senators submitting proposals shall be the sponsoring Senators.
- i. The Vice-Chair shall be responsible for inviting guest speakers to meetings, or scheduling those who wish to come speak.
- j. The Vice-Chair shall be responsible for the organization of the Google Drive and ensure that the yearly Senate binder is up to date and complete.
- k. The Vice-Chair shall be a designated check signer.
- l. The Vice-Chair shall serve as the signer for the Executive Committee Account.
- m. The Vice-Chair will not hold any other stipended, work-study, or contracted position in any Student Senate entity, or SGA, while in office.

### C. Job Description of the Student Senate Parliamentarian

1. Qualifications. This individual must have a working knowledge of the Student Government Association Constitution, SGA Bylaws, the most current edition of Robert's Rules of Order Newly Revised, and be fully acquainted with the USM Governance Constitution.
2. Duties. The Parliamentarian shall have the following duties:  
The Parliamentarian shall be responsible for interpreting the Student Government Association Constitution and Bylaws and upholding the most current edition of Robert's Rules of Order Newly Revised.



- a. The Parliamentarian shall be responsible for maintaining a record of all student organizations and student government sub-units.
- b. The Parliamentarian will maintain a record of all amendments to the Student Government Constitution, all Entity Constitutions and shall update the Student Senate files as necessary.
- c. The Parliamentarian shall keep a digital and paper copy of all Entities' Constitutions, as well as the Constitutions of all groups that fall under the BSO.
- d. The Parliamentarian shall be a designated check signer.
- e. The Parliamentarian shall serve as a member of the Executive Board.
- f. The Parliamentarian shall chair the Constitutional Review Committee.
- g. The Parliamentarian shall chair the Violations Inquiry Committee.
- h. The Parliamentarian shall be a member of the Personnel Review Board when there are no financial issues to discuss.
- i. The Parliamentarian shall attend meetings of Student Senate entities at the reasonable request of their leadership.
- j. The Parliamentarian shall be the Parliamentarian of the Board of Student Organizations.
- k. The Parliamentarian shall sanction the voting rights of any Senator who has not fulfilled their duties for the week in which the Senate meeting occurs.
- l. The Parliamentarian will not hold any other stipended, work-study, or contract position in any Student Senate entity, or SGA, while in office.

#### D. Job Description of the Student Senate Treasurer.

1. Qualifications. This individual must possess a working knowledge of the Student Government Association Constitution and the most current edition of Robert's Rules of Order Newly Revised. The Treasurer should possess a financial aptitude and strong organizational abilities.
2. Duties. The Treasurer shall have the following duties:
  - a. The Treasurer is the Chief Financial Officer of the Student Senate and is the Authorized Board Chair signer unless otherwise noted.
  - b. The Treasurer shall be responsible for overseeing the Coordinator of Student Government Business Operations and shall submit a written yearly review of the Coordinator of Student Government Business Operations to their designated University Supervisor.
    - i. The Treasurer shall facilitate the flow of information between these two offices, keeping both the Student Senate and the Coordinator of Student Government Business Operations current on aspects of Student Government Association business concerning financial matters.
  - c. The Treasurer is responsible for supplying the Student Senate with monthly financial summaries and other financial data that is generated by the Coordinator of Student Government Business Operations' office. Additionally, the Treasurer is responsible for responding to questions of financial inquiry by members of the Senate.
  - d. The Treasurer shall chair the Finance Committee.

- e. The Treasurer shall serve as a member of the Executive Board.
- f. The Treasurer shall be a member of the Personnel Review Board as the board's financial advisor when needed to discuss financial issues.
- g. The Treasurer shall advise all SGA entities on financial matters upon written or verbal request by any of its entities, or the Chair of the Student Senate.
- h. The Treasurer will not hold any other stipended, work-study, or contract position in any Student Senate entity, or SGA, while in office.

E. Job Description of the Student Senate Clerk.

1. Qualifications. This individual should possess a working knowledge of the Student Government Association Constitution, the most current edition of Robert's Rules of Order Newly Revised, and recording of minutes.
2. Duties. The Clerk shall have the following duties:
  - a. The Clerk shall be responsible for maintaining a repository of all reports to the Senate, all proposals to the Senate (as submitted and as passed), all Senate and Executive Board minutes, all active governing documents and budgets of the SGA. These shall be available to the public.
  - b. The Clerk shall maintain a roster of the membership of the Student Senate and all its committees and of the Student Senate Officers, including the type of seat held by each person on each board, committee, or office.
  - c. The Clerk shall be responsible for meeting with the SGA advisor and confirming the required GPA of Senators at the beginning of each semester and as otherwise required.
  - d. The Clerk shall ensure that each Senator completes at least three office hours per meeting week, if a Senator fails to do so then the Clerk will ensure that the information is sent to and received by the Parliamentarian.
  - e. The Clerk shall keep a record of the attendance of each Student Senate meeting, and compare the attendance of all Senators against Senate policy.
  - f. The Clerk shall ensure that all aforementioned records are accurate, coherent, and current (as of the conclusion of the previous Student Senate meeting) at least 24 hours in advance of the next scheduled Senate meeting.
  - g. The Clerk shall serve as a member of the Executive Board.
  - h. The Clerk shall Chair the Public Relations Committee.
  - i. The Clerk shall be a member of the Personnel Review Board as the committee's clerk.
  - j. The Clerk shall be a designated check signer.  
The Clerk will not hold any other stipended, work-study or contract position in any Student Senate entity, or SGA, while in office.

K. Order of Presiding Officers

1. In the case of the inability of the Chair to preside over a meeting of the Student Senate, the order of presiding officers shall be:

- a. The Vice-Chair
  - b. The Clerk
  - c. The Parliamentarian
  - d. The Treasurer
  - e. The Student Public Relations Committee Chair
2. In the case of the absence of the Executive Board, the Senate shall decide upon a presiding officer prior to the Call to Order.

## Article Five – Student Senate Committees Statements of Policy

### A. Constitutional Review Committee Statement of Policy

1. Creation. The Constitutional Review Committee (herein known as CRC) is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The CRC exists to review amendments or additions to the Student Senate’s governing documents and to make recommendations regarding such matters to the full Student Senate. The CRC shall also periodically review existing Student Senate governing documents.
3. Jurisdiction of Authority. The CRC shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. The CRC shall be responsible for reviewing changes related to the following: regulations of the Board of Trustees, University of Southern Maine policy, Student Government Association Constitution, Student Senate Bylaws, Student Senate Statements of Policy, and the governing documents of Student Senate entities. The CRC shall have additional duties as determined by the Student Senate.
4. Committee Personnel. Those members who count toward quorum shall be: the committee chair and four Student Senate Representatives.
5. Duties of the Chair.
  - a. The Student Senate Parliamentarian shall be the CRC Chair.
  - b. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - c. The Chair shall create an agenda for each meeting and upload said agenda and minutes to the Google Drive and place a hard copy in the Senate binder.
  - d. The Chair shall take minutes for all CRC meetings and do the same with the minutes of the CRC as with the agenda.
    - i. The Chair can designate another committee member to take minutes but is responsible for ensuring that the agenda and minutes are on the drive and in the Senate binder.
  - e. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.
  - f. The chair is responsible for ensuring that new BSO organizations constitutions, amendments to this document and other governing documents approved by the CRC, are sent to the Vice-Chair to be placed on the agenda in a timely manner.

6. Removal of Committee Members. Student Senate and At-Large Representatives may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the CRC Chair or 2/3 of the committee membership.
7. Removal of the Chair. The CRC Chair may be removed only by the removal of the Parliamentarian requiring a 2/3 vote of no confidence at the following Senate meeting where the intent was made by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
8. Attendance Policy. A committee member shall be removed automatically if he or she misses more than two meetings in a semester. Provided a reasonable excuse, the committee may approve exceptions to this policy by a majority vote. The Chair shall provide to the Student Senate the name of any individual removed in this manner. No proxies may be used at CRC meetings.
9. Quorum. Quorum for CRC meetings shall be a majority of appointed members. No committee business may be conducted without a quorum.
10. Harmony.
  - a. All activities of this committee shall be in keeping with its Statement of Policy. The CRC shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, Policies of the BOT, the laws of the State of Maine, and the laws of the United States of America.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, Policies of the BOT, the laws of the State of Maine, and the laws of the United States of America shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

## B. Executive Board Statement of Policy

1. Creation. The Executive Board is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The Executive Board exists to conduct the business of the Student Senate between regular meetings and to facilitate the flow of business during the full calendar year. The Executive Board should meet regularly in order to discuss any and all matter which will be appearing before or have bearing on the Student Senate.
3. Jurisdiction of Authority. The Executive Board shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. It shall have the authority to act for the Student Senate as a whole but actions of the Executive Board must be approved by the Student Senate at the next regularly scheduled meeting in order for them to remain in effect, except for meeting cancellations, which may be approved by 2/3 of the executive board. The percentage required for the passage of an action of the Executive Board is dictated by the percentage which was required when the action was passed. The Executive Board has the authority to send any matter to committee for further review.

- a. The Executive board may at their discretion, vote to approve any financial proposal equal to or less than \$500.00 without the consent of the rest of the Senate to assist in the expedition of time during a regular meeting.
4. Committee Personnel. The following shall serve as members of the Executive Board: Student Senate Chair, Student Senate Vice-Chair, Student Senate Parliamentarian, Student Senate Treasurer, Student Senate Clerk, and Student Affairs Committee Chair. Committee members shall be elected by 50% or more of the vote placed by the Student Senate. If no single candidate receives 50% or more of the vote, then a run-off election shall occur between the two candidates receiving the highest votes for each position.
5. Chair. The Student Senate Vice-Chair shall be the Executive Board Chair.
  - a. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - b. The Chair shall create an agenda for each meeting and upload said agenda and minutes to the Google Drive and place a hard copy in the Senate binder.
  - c. The Clerk shall take minutes for all Executive Board meetings and do the same with the minutes of the Executive Committee as the Chair with the agenda.
  - d. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.
  - e. Removal of the Chair. The Executive Board Chair may be removed only by the removal of the Vice-Chair requiring a 2/3 vote of no confidence by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
6. Quorum. Quorum for Executive Board meetings shall be a majority of those individuals specified in Article Four. No committee business may be conducted without a quorum.
7. Harmony.
  - a. All activities of this committee shall be in keeping with its Statement of Policy. The Executive Board shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States of America.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States of America shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

### C. Finance Committee Statement of Policy

1. Creation. The Finance Committee is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The Finance Committee exists to research funding requests and makes recommendations to the Student Senate. It shall also act in an advisory capacity in other

financial matters. The Finance Committee shall be responsible for the creation of the Student Government Association's budget and its review in accordance with the Budget Process Statement of Policy.

3. Jurisdiction of Authority. The Finance Committee shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. The Finance Committee shall act to ensure that the Student Senate's budget process goes as smoothly as possible; it shall keep Student Senate entities aware of approaching deadlines and produce a proposed budget prior to the Student Senate's budget deliberations unless the Senate has previously voted on and approved a directly submitted budget proposal sent to the Vice-Chair by the Student Body President. The Finance Committee shall also act as the auditing committee for the Student Senate.
4. Committee Personnel. Those members who count toward quorum shall be: the committee chair, four Student Senate Representatives. With the exception of the Student Senate Treasurer, no committee personnel may be an officer in a Student Senate entity funded in excess of \$5,000 or be a member of the Public Relations Committee. The Coordinator of Student Government Business Operations shall be a non-voting representative to the Finance Committee. Student Senate Representative seats may only be held by current Student Senators.
5. Duties of the Chair.
  - a. The Student Senate Treasurer shall be the Finance Committee Chair.
  - b. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - c. The Chair shall create an agenda for each meeting and upload said agenda and minutes to the Google Drive and place a hard copy in the Senate binder.
  - d. The Chair shall take minutes for all FRC meetings and do the same with the minutes of the FRC as with the agenda.
    - i. The Chair can designate another committee member to take minutes but is responsible for ensuring that the agenda and minutes are on the drive and in the Senate binder.
  - e. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.
  - f. The chair will ensure that all financial proposals, approved by the finance committee, are sent to the Vice-Chair to be placed on the agenda in a timely manner.
6. Removal of Committee Members. Student Senate and At-Large Representatives may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the Finance Committee Chair or 2/3 of the Committee membership.
7. Removal of the Chair. The Finance Chair may be removed only by the removal of the Treasurer requiring a 2/3 vote of no confidence at the following Senate meeting where the intent was made by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
8. Attendance Policy. A committee member shall be removed automatically if he or she misses more than two meetings in a semester. Provided a reasonable excuse, the committee may approve exceptions to this policy by a majority vote. The Chair shall

provide to the Student Senate the name of any individual removed in this manner. No proxies may be used at Finance Committee meetings.

9. Quorum. Quorum for Finance Committee meetings shall be a majority of those appointed to the committee. No committee business may be conducted without a quorum.
10. Harmony
  - a. All activities of this committee shall be in keeping with its Statement of Policy. The Finance Committee shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

#### D. Student Public Relations Committee Statement of Policy

1. Creation. The Public Relations Committee (herein known as SPRC ) is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The SPRC exists to create more awareness of the Student Senate and promote Student Senate activities and events. It shall also exist to review applications to the Student Senate and Senate committees and to make recommendations regarding the appointment of students to the Senate and Senate committees.
3. Jurisdiction of Authority. The SPRC shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. The SPRC shall have the following duties:
  - a. To make recommendations and advertise for the filling of vacant positions as needed.
  - b. To write a Student Senate Newsletter and submit it the week prior to every regularly scheduled Board of Student Organizations (BSO) meeting.
  - c. The SPRC shall not have the authority to appoint directly to any committee or board unless expressly stated by the Student Senate or one of its governing documents.
4. Committee Personnel. Those members who count toward quorum shall be: the committee Chair, four Student Senate Representatives. Student Senate Representative seats may only be held by current Student Senators. First Year (Junior) Student Representative to the Board of Trustees shall hold an At-Large position on the committee.
5. Chair. The Student Senate Clerk shall be the SPRC chair.
  - a. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - b. The Chair shall oversee and facilitate the appointments process for new and prospective Senators.
  - c. The Chair may create subcommittees of the committee membership and make

appointments to these committees for the purpose of dealing with any matter deemed necessary.

- d. The Chair shall create an agenda for each meeting and upload said agenda and minutes to the Google Drive and place a hard copy in the Senate binder.
- e. The Chair shall take minutes for all SPRC meetings and do the same with the minutes of the SPRC as with the agenda.
  - i. The Chair can designate another committee member to take minutes but is responsible for ensuring that the agenda and minutes are on the drive and in the Senate binder.
6. Removal of Committee Members. Student Senate and At-Large Representatives may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the SPRC Chair or 2/3 of the Committee membership.
7. Removal of the Chair. The PRB Chair may be removed only by the removal of the Clerk requiring a 2/3 vote of no confidence at the following Senate meeting where the intent was made by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
8. Attendance Policy. A committee member shall be removed automatically if he or she misses more than two meetings in a semester. Provided a reasonable excuse, the committee may approve exceptions to this policy by a majority vote. The Chair shall provide to the Student Senate the name of any individual removed in this manner. No proxies may be used at SSPRC meetings.
9. Quorum. Quorum for SSPRC meetings shall be a majority of those appointed. No committee business may be conducted without a quorum.
10. Harmony
  - a. All activities of this committee shall be in keeping with its Statement of Policy. The SPRC shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

#### E. Student Affairs Committee Statement of Policy

1. Creation. The Student Affairs Committee (herein known as SAC) is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The SAC exists to review and make recommendations regarding the University's academic and administrative policies and/or procedures. SAC shall investigate and take appropriate actions regarding specific student issues that come to the attention of the Committee and/or issues referred to it by the Student Senate. The Committee will also pursue implementation of recommendations or resolutions created



- by the Student Senate regarding student affairs to the extent possible.
3. Jurisdiction of Authority. The SAC shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. The SAC may conduct independent evaluations of any USM academic program or policy. It shall also have other functions as determined by the Student Senate or SAC Chair.
  4. Committee Personnel. Those members who count toward quorum shall be: the committee Chair and four Student Senate Representatives. Student Senate Representative seats may only be held by current Student Senators.
    - a. All members of the student affairs committee shall serve on a least one (1) University Committee in coordination with the Student Body President or the Resolution Creation Committee (RCC). They shall report the results of these committee meetings to the Student Affairs Committee at their meetings or Student Body President, depending on the committee that the Senator sits on.
  5. Chair. The Student Senate shall elect the Student Affairs Committee Chair in the event of a vacancy. The Chair shall be elected by 50% or more of the vote placed by the Student Senate. If no single candidate receives 50% or more of the vote, then a runoff election shall occur between the two candidates receiving the highest votes.
  6. Duties of the Chair.
    - a. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.
    - b. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
    - c. The Chair shall also ensure that the rationale of SAC be fulfilled.
    - d. The Chair shall preside over the Resolution Creation Committee (RCC).
    - e. The Chair shall create an agenda for each meeting and upload said agenda and minutes to the Google Drive and place a hard copy in the Senate binder.
    - f. The Chair shall take minutes for all SAC meetings and do the same with the minutes of the SAC as with the agenda.
      - i. The Chair can designate another committee member to take minutes but is responsible for ensuring that the agenda and minutes are on the drive and in the Senate binder.
    - g. The Chair shall prepare a portfolio of past issues addressed by SAC and their stage of development/implementation to be given to their successor.
    - h. The Chair shall also remain cognizant of student affairs issues being addressed by the Student Body President and Undergraduate Student Representative to the Board of Trustees.
    - i. The Chair will also attend regular Executive Board meetings during the school year.
    - j. The Chair shall serve on at least one University Committee in coordination with the Student Body President.
    - k. The SAC Chair shall be a member of a combined meeting with the Student Representative to the Board of Trustees, Chair of the Student Senate, and Student Body President no less than once per month to discuss ongoing business.
    - l. The SAC chair shall be a member of the Executive Board. The SAC Chair shall

also be a designated check signer.

- m. The Chair shall not hold any other stipended, work-study, or contracted position in any Student Senate entity, or within the SGA, while in office.
7. Removal of Committee Members. Committee members may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the SAC Chair or 2/3 of the Committee membership.
8. Removal of the Chair. The SAC Chair may be removed requiring a 2/3 vote of no confidence at the following Senate meeting where the intent was made by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
9. Attendance Policy. A committee member shall be removed automatically if he or she misses more than two meetings in a semester. Provided a reasonable excuse, the committee may approve exceptions to this policy by a majority vote. The Chair shall provide to the Student Senate the name of any individual removed in this manner. No proxies may be used at SAC meetings.
10. Quorum. Quorum for SAC meetings shall be a majority of those individuals appointed to the committee. No committee business may be conducted without a quorum.
11. Harmony
  - a. All activities of this committee shall be in keeping with its Statement of Policy. The SAC shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

#### E. Violations Inquiry Committee Statement of Policy

1. Creation. The Violations Inquiry Committee (herein known as VIC) is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The VIC exists to evaluate charges brought against any Student Senator or representative of a Student Senate entity which cannot appropriately be handled by the Personnel Review Board.
3. Jurisdiction of Authority. The VIC shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. The VIC shall have the authority to investigate alleged violations of the Student Government Association Constitution, Student Senate Bylaws, Student Senate Statements of Policy, Student Senate Code of Conduct, and the University of Maine System Student Conduct Code. It shall also report its findings regarding said allegations to the Student Senate.
4. Committee Personnel. Those members who count toward quorum shall be: the committee Chair, the Student Senate Chair, and four non-Executive Board senators or any member

of the SGA and its entities should the need arise due to lack of unbiased Senators.

5. Duties of the Chair:

- a. The Student Senate Parliamentarian shall be the VIC Chair.
  - b. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - c. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.
6. Removal of Committee Members. VIC Representatives may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the VIC Chair or 2/3 of the Committee membership.
7. Removal of the Chair. The VIC Chair may be removed only by the removal of the Parliamentarian requiring a 2/3 vote of no confidence at the following Senate meeting where the intent was made by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
8. Quorum. Quorum for VIC meetings shall be four or more VIC members. No committee business may be conducted without a quorum.
9. Harmony
- a. All activities of this committee shall be in keeping with its Statement of Policy. The VIC shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States.
    - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
    - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

G. Resolution Creation Committee Statement of Policy

1. Creation. The Resolution Creation Committee (herein known as RCC) is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The RCC exists to create resolutions to address concerns of the student body, Student Senate, and all other entities under the SGA.
3. Jurisdiction of Authority. The RCC shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate.
4. Committee Personnel. Those members who count toward quorum shall be: SAC Chair, and, at least, four other senators, not excluding Executive Board senators.
5. Chair. The Student Affairs Committee Chair shall be the Chair of the RCC.
  - a. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - b. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.

- c. The Chair shall create an agenda for each meeting and upload said agenda and minutes to the Google Drive and place a hard copy in the Senate binder.
  - d. The Chair shall take minutes for all RCC meetings and do the same with the minutes of the RCC as with the agenda.
    - i. The Chair can designate another committee member to take minutes but is responsible for ensuring that the agenda and minutes are on the drive and in the Senate binder.
6. Removal of Committee Members. RCC Representatives may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the RCC Chair or 2/3 of the Committee membership.
7. Removal of the Chair. The RCC Chair may be removed by a vote of no confidence by 2/3 of the seated Senate at the following Senate meeting where the intent was made.
8. Quorum. Quorum for RCC meetings shall be four or more RCC members. No committee business may be conducted without a quorum.
9. Initiation of the RCC. The RCC will only be called upon when a resolution has been asked, by the Student Senate, the Student Body President, or anyone else the committee personnel choose, to be created, or a resolution is presented on the floor. The RCC shall create appropriate documents to address the concerns brought before it and report these documents and findings within 30 business days from the initial request.
10. Harmony
- a. All activities of this committee shall be in keeping with its Statement of Policy. The VIC shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

## Article Six – Executive Branch

- A. The executive authority of the SGA shall be vested in the Student Body President (hereinafter known as the President) and the Student Body Vice-President (hereinafter known as the Vice-President).
- B. The President and Vice-President shall be the voice of the student body and the SGA, and shall represent the students and the SGA as they deem appropriate.
- C. Requirements to serve as President or Vice-President
  - 1. The President and Vice-President must have a 2.5 cumulative GPA and be in good

standing with the University.

- a. This rule may not be suspended within this Constitution by any vote of the Student Senate except at the beginning of the Spring Semester and a 2/3 vote of the entire seated Student Senate is required.
2. The President and Vice-President must be taking at least 1.0 credit hours on the Portland and/or Gorham campus.
3. The President and Vice-President may not hold any other stipend, work-study, contract, or other elected position within the SGA while in office, and should not hold any other position within the University that would create a conflict of interest.
4. The President and Vice-President shall not serve on the Student Senate.

#### D. Duties of the President

1. The President shall enforce all rules and regulations of the SGA, and report violations of said rules and regulations as appropriate.
2. The President will serve as the primary conduit for communication with the University. To this end, the President or their designees will serve on all University Committees. The President shall be responsible for finding said designees. The President will inform the Student Senate of the appointment of a representative before their first meeting, unless emergency circumstances prevent immediate notification.
3. The President will remain duly informed of all aspects of the University and SGA.
  - a. The President will maintain records of the minutes of all University and SGA meetings, and reports of all representatives as applicable, including the Undergraduate Student Representative to the University of Maine System, Board of Trustees.
  - b. All SGA entities, committees, boards, and the Student Senate must submit minutes from the previous session and the current agenda for all meetings no later than 8pm the night before the day of the meetings occurrence; these minutes may be provisional until approved minutes are available.
4. The President will develop and submit to the Student Senate Finance Committee an annual budget recommendation for the entities under their responsibility, which will serve as the basis for the Student Senate's Finance Committee budget deliberations. The President will work with the Student Senate and the Finance Committee to develop the SGA's annual budget. The President may, at their discretion, request supplemental appropriations for the SGA.
5. The President, at their discretion, may submit their budget recommendations in the form of a proposal directly to the Senate Vice-Chair for immediate deliberation at the next Senate meeting, at which time the Senate will either: deliberate and vote on the proposal, or vote to send it to committee, in this case the Finance Committee for recommendations before further deliberations.
6. The President must have chosen a Vice-Presidential running mate during the campaign for SGA Elections. If one cannot be selected, the incoming President will select a candidate after elections to be approved by 2/3 of the incoming Senate.
7. The President shall report bi-monthly at a Student Senate meeting or during recess to the Student Senate Executive Committee, on their activities, and at least once during their

term, shall present to the full SGA on the State of the University.

8. The President shall chair the Student Government Association Personnel Review Board.
9. The President shall nominate members of the Student Affairs Committee to the University committees.
10. The President shall be a member of a combined meeting with the Student Representative to the Board of Trustees, Student Affairs Committee Chair, and Chair of the Student Senate no less than once per month to discuss ongoing business.
11. The President shall meet with the Senate Chair weekly and both shall meet with the University President at least twice a month to discuss current University issues.
12. The President shall meet regularly with the Student Representatives to the Board of Trustees to discuss system-level issues, Board of Trustees action items, and recommendations by the Public Relations Committee, which will be relayed to the Student Senate at the next Senate meeting.
13. The President shall serve as the primary back-up purchase order signer for all student organizations, and the primary back-up signer for the Coordinator of Student Government Business Operations. The President shall be the group signer for the Student Body President and Personnel Review Board accounts.

#### E. Privileges of the President

1. The President has the right to make recommendations on any matter before the Student Senate.
2. The President has the right to veto any act of the Student Senate, excluding: Student Senate elections, constitutional amendments, and questions sent to referendum, by the act of submitting a letter to the Student Senate Clerk within seven academic days of the acts passage of the act. The Student Senate can override this veto with a 2/3 vote of the entire seated Student Senate.
3. The President may appoint other students to serve in the Office of the Student Body President at their discretion, but must report the appointment(s) to the Senate at the next Senate meeting; the Student Senate may override the appointment of these individuals with a 2/3 vote of the entire seated Student Senate. These individuals are members of the SGA and are subject to the SGA Code of Conduct.
4. The President may call the Student Senate into session in emergency circumstances as deemed appropriate by the President and Student Senate Chair (refer to Student Senate Bylaws Article II Section D). When so called, the Student Senate may handle only the business presented to it by the President.

#### F. Duties of the Vice-President

1. The Vice-President shall assist in any of the duties (not privileges) of which the President is responsible with the exception of the Chairing of the PRB.
2. The Vice-President shall be the primary proxy of the President.
3. The Vice-President shall report directly to the President.
4. The Vice President shall be a voting member of the Resolution Creation Committee

(RCC).

5. The Vice President shall serve as a liaison, if needed, between entities to foster collaborative working relationships.
  6. The Vice President shall be responsible for the creation of the SGA binders for the newly seated Senate and Entity representatives as well as any Senator seated during the academic year.
    - a. The binders shall include but are not limited to the USM Governance Document, SGA Constitution and Bylaws, The student Code of Conduct, the SGA code of Conduct, basic information about voting and a brief overview of Robert's Rules, a legal pad or in the case of a 3 ring binder, loose leaf paper for notes.
    - b. The binders will be created and passed out at the sitting of the incoming Senate.
  6. The Vice President shall be in charge of the SGA website to ensure that all material is updated and changes are made upon request of the heads of the entities, the Senate and the President.
  7. The Vice President shall be a member of the Election Commission at the end of the year, regardless of a desire to advance or run for another office.
  8. The Vice President will attend at least one meeting from each Entity every month and report to the President and/or Senate any issues that the Entities are having that could be assisted by either branch.
  9. The Vice President shall be a non-voting *ex-officio* member of the SPRC.
- H. Removal of the President and Vice-President. The President and/or Vice-President may be removed by a 2/3 vote of the full voting membership of the Student Senate at the following Senate meeting where a vote of no confidence was made, or by a 2/3 vote of the student body in special referendum, in accordance with the special referendum process, for any of the following reasons:
1. Failure to carry out duties as outlined in this Constitution.
  2. Violation of the Student Conduct Code, as determined by the Code or its processes.
  3. Violation of the SGA Conduct Code.
- I. Replacement of the President. In the event of the removal, resignation, death, or inability of the President to perform the duties of the office, the Vice-President shall automatically be appointed to the position for the duration of the term. In appointing a replacement Student Body President in the event of the removal, resignation, death, or inability of both the President and Vice-President to perform the duties of the office the Senate shall adhere to the following procedure:
1. There shall be a one week minimum between when the student body is informed of the decision for removal from office and the appointment of the new President.
  2. Any student wishing to be considered must give the appropriate notice to the Student Senate Chair at least 24 hours before the Senate meeting at which the appointment is to take place.
  3. Sufficient time, as determined by need, will be allotted for the vetting of candidates. This may include questions from Senators and the public. Upon completion, the candidates

- may be asked to leave the room while the Senate deliberates and votes.
4. The vote shall be conducted with a secret ballot. Sitting Senators who are also candidates will not have a vote.
  5. As deemed necessary by the membership of the Student Senate, an interim president may be appointed until a replacement is selected.
  6. When a new President is elected, they must select a Vice-President within 10 days, which will then be approved by 2/3 of the Senate.
- J. The Student Representative to the Board of Trustees (BOT Rep.) shall represent the Student Government Association to the University of Maine, System Board of Trustees.
- K. Eligibility of the Student Representative to the Board of Trustees. The Student Representative to the Board of Trustees must be an undergraduate student of the University of Southern Maine and must have a cumulative GPA of 2.0 2.5 and be able to serve for two consecutive years.
- L. Responsibilities of the Student Representative to the Board of Trustees. In addition to any responsibilities given to the Student Representative to the Board of Trustees by the Board of Trustees and University of Southern Maine, the Student Representative to the Board of Trustees shall have the following responsibilities:
1. The Representative to the Board of Trustees will be an additional nonvoting member of the Student Senate.
  2. Attend all Student Senate meetings.
  3. Submit a written report to the Student Senate Clerk within two weeks following each Board of Trustees meeting.
  4. Provide guidance to the Student Senate and Student Senators, about appropriate ways to address system-level issues.
  5. Meet regularly with the Student Body President and Chair of the Student Senate.
  6. The Chair of the Student Senate and Executive Board shall have direct oversight of the position of Student Representative to the Board of Trustees.
  7. Seek and consider the advice of the Public Relations Committee on Board of Trustees action items.
  8. Meet with the Student Affairs Committee Chair, Student Body President, and Student Senate Chair once per month to discuss ongoing business.
- M. Appointment. Appointments shall be made by a search committee, comprised of the Personnel Review Board, and two representatives from Lewiston-Auburn College. The search committee must submit search criteria for approval to the Student Senate in an Executive Session. Student Senate may accept or reject the criteria but may not amend it. The search committee may not move forward with looking for an appointment until there are search criteria that the Student Senate approves. The search committee shall make a recommendation to the Student Senate. The Student Senate shall make their recommendation to the University President and the Board of Trustees regarding the appointment of the Student Representative to the Board of Trustees.



- N. Removal of the Student Representative to the Board of Trustees. The Student Representative to the Board of Trustees may only be removed in a manner consistent with the policies of the Violations Inquiry Committee and the Student Senate Code of Conduct.

## Article Seven – Executive Branch Committees Statements of Policy

### A. Personnel Review Board Statement of Policy

1. Creation. The Personnel Review Board (abbreviated as PRB) is created by an action of the USM Student Senate commensurate with the authority granted to it by the Student Government Association Constitution.
2. Rationale. The PRB exists to manage the employees associated with the Student Senate. These employees maintain employment within the Student Senate structure in four different capacities:
  - a. University of Maine System (UMS) employees– professional and classified level
  - b. USM student work-study employees
  - c. Stipended employees
  - d. Contract labor employeesThe Student Senate is committed to treating all employees in a fair and equitable manner.
3. Jurisdiction of Authority. The PRB shall have no authority outside that granted to it by this statement of policy and the governing documents of the Student Senate. The PRB is responsible for ensuring that the Student Senate operates in accordance with fair labor standards, Student Senate policies, UMS employee and labor relations policies, the laws of the State of Maine, and the laws of the United States of America. The PRB is also responsible for working within the provisions of the “University/Student Senate Statement of Relationship” as its guide in dealing with UMS employees assigned to work with the Student Senate. The Student Senate does not supervise employees of Student Communications Board entities; the SCB is responsible for said employees.
4. Committee Personnel. The Personnel Review Board shall be composed of the following individuals: Student Body President, Student Senate Chair, Student Senate Treasurer in cases of stipends and budgets only, the Student Senate Parliamentarian in all other cases Student Senate Clerk, Board of Student Organizations (BSO) President, and two Student Senators not currently serving on the Student Senate Executive Board.
5. Committee Officers
  - a. Chair. The Student Body President shall be the PRB Chair.
  - b. The Chair shall preside over all committee meetings and shall report the result of these meetings to the Student Senate.
  - c. The Chair may create subcommittees of the committee membership and make appointments to these committees for the purpose of dealing with any matter deemed necessary.
  - d. The PRB Chair may only vote in the case of a tie.
  - e. The Chair shall create an agenda for each meeting and upload said agenda to the Google Drive and place a hard copy in the Senate binder.

- f. Secretary. The Secretary shall be Senate Clerk. She or he will be responsible for keeping an accurate account of all committee minutes and proceedings.
    - i. The Chair is responsible for ensuring that the agenda is on the drive and in the Senate binder.
6. In the absence of the Chair, the Student Senate Chair shall preside over committee meetings and shall report the result of these meetings to the Student Senate.
7. Student Senate Representatives. The two non-executive Student Senate Representatives shall be appointed by the Student Senate in a manner consistent with its appointment process. Student Senate Representatives are required to comply with the attendance policy of the PRB.
8. Meetings. The PRB shall meet no later than February 22nd of each academic year for the discussion and evaluations of current stipends. Other meetings will be held as deemed necessary by the chair.
9. Removal of Committee Members. Student Senate Representatives may be removed by a 2/3 vote of seated membership of the Student Senate upon the recommendation of the PRB Chair or 2/3 of the Committee membership. Members of the PRB designated by virtue of their position may not be removed in this manner; these individuals may be removed only through the removal of the individual from their position within the Senate or Executive Branch, requiring a 2/3 vote of no confidence at the following Senate meeting where the intent was made by the Student Senate, or by a majority vote of the seated Senate immediately after VIC proceedings have concluded.
10. Attendance Policy. A Student Senate Representative shall be removed automatically if he or she misses more than two meetings in a semester. Provided a reasonable excuse, the committee may approve exceptions to this policy by a majority vote. The Chair shall provide to the Student Senate the name of any individual removed in this manner. Members of the PRB designated by virtue of their position may not be removed in this manner; for these individuals, violations of the attendance policy shall be addressed by the Violations Inquiry Committee. No proxies may be used at PRB meetings.
11. Quorum. Quorum for PRB meetings shall be a majority of those appointed to the committee. No committee business may be conducted without a quorum.
12. Supervision
  - a. UMS Employees. The Personnel Review Board shall be responsible for ensuring that the Student Senate is well-represented in any search committee for a UMS employee who will be assigned to work with the Student Senate. These employees work directly for the University and not for the Student Senate. The Personnel Review Board shall also be responsible for ensuring that the Student Senate provides the UMS employee supervisor with yearly performance reviews for all UMS employees assigned to work with the Student Senate as well as for addressing any concerns about said employees with their UMS supervisor as they shall arise.
  - b. Work-study employees. The Personnel Review Board shall be responsible for establishing policies relating to work-study employees as well as for overseeing the student supervisors of said employees.
  - c. Stipended employees. The Personnel Review Board shall be responsible for making recommendation to the Violations Inquiry Committee in the event that a

stipended employee violates any rule or regulation set forth by the Student Senate. The Personnel Review Board shall also be responsible for conducting a review of all stipended employees twice-per-year. The PRB shall also make recommendation to the Finance Committee and the Student Senate regarding the amount of stipends to be received; during stipend consideration, PRB members must refrain from discussion and voting if the issue being deliberated affects their own stipend and/or the potential exists for them to hold this stipend again.

- d. Contract Labor Employees. The Personnel Review Board shall be responsible for developing requests for proposals for contract labor as well as for evaluating said proposals; this shall be done in conjunction with appropriate University offices. The PRB shall also make recommendation regarding the renewal or non-renewal of contracts.
13. Confidentiality. Meetings of the Personnel Review Board will be conducted in Executive Session in order to ensure confidentiality. Information needed and used by the PRB may not be made public except as required by the Student Senate for appointment, disciplinary action, and other employee matters. In such cases, the Student Government Association Constitution shall regulate the Student Senate's approach to employee privacy.
14. Harmony
- a. All activities of this committee shall be in keeping with its Statement of Policy. The PRB shall be run in accordance with the Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States.
  - b. The Student Government Association Constitution and Bylaws, Student Senate policy, USM Governance Constitution, the laws of the State of Maine, and the laws of the United States shall take precedence over this Statement of Policy in the event that they are deemed to conflict.
  - c. If one section of this Statement of Policy is found to be invalid; this shall not automatically invalidate any other section contained herein.

#### Article Eight – Entities

- A. The SGA has created various entities to carry out many of the functions normally associated with Student Government. The entities which have been established are: Board of Student Organizations (BSO), Gorham Campus Activities Board (G-CAB), Portland Events Board (PEB), Outdoor Activities Board (OAB) and the Student Communications Board (SCB).
- B. The Student Communications Board (SCB) will supervise the Free Press and WMPG in a manner pursuant of its governing document. In recognition of the First Amendment of the United States Constitution, the Student Government Association shall have no direct oversight of the student media.
- C. In the event of the death, resignation, or inability of an entity's executive officer to continue their duties, and if the organization doesn't have a clear order of succession, the President shall recommend to the Student Senate a qualified person to complete the term of office.

- D. All entities shall ensure that they are working to achieve their official goals, and serving the student body in the best manner possible.
- E. Reports to the Student Senate. To retain their funding, all entities funded by the Student Senate in excess of \$5000 are required to present a written financial report for the current academic year to the Student Senate Treasurer no later than 15 March along with anticipated expenditures and revenues until the end of the spring semester these reports shall be made available to any member of the Student Senate upon request. Failure to comply with this section will result in a hold being placed on that entity's account until the report is given to the Student Senate Treasurer. Exceptions to this article may only be granted by a 2/3 vote of the Student Senate.

#### Article Nine – Order of Precedence

In the event of a conflict between two or more authorities, unless otherwise stated, the following shall be the order of precedence:

1. Laws of the United States of America
2. Laws of the State of Maine
3. Regulations of the University of Maine System Board of Trustees
4. University of Southern Maine Policy and Governing Documents
5. Student Government Association Constitution
6. Student Senate Bylaws
7. Relevant Governing Documents of Student Senate Entities
8. Robert's Rules of Order Newly Revised

#### Article Ten– Amendments to the SGA Constitution and Governing Documents

- A. Amendments to the SGA Constitution and all subsequent bylaws and statements of policy and procedure require a 2/3 vote of the entire Student Senate membership.
  1. Any rule set by this Constitution may be temporarily suspended by a 2/3 vote of the entire Student Senate unless otherwise stated.
- B. The Student Senate will have one week's notice to review the proposed Constitutions of BSO groups, Entities once approved by the CRC and any proposed amendments to the SGA Constitution, all subsequent bylaws and statements of policy and procedure before a vote can be taken.
- C. Amendment of all other SGA governing documents require a majority vote upon recommendation of the appropriate committee, and require no previous notice unless otherwise stated in the relevant governing document.

#### Article Eleven – Resolutions

- A. All resolutions created by the Student Senate and other Entities, Groups or students will be formatted in the resolution format of the United Nations.
- B. Resolutions that are presented to the Student Senate, by either students, groups, Entities, or by Senators, upon receipt by the Vice-Chair will be placed on the Agenda for the next meeting.
- C. A resolution can be submitted to the Vice-Chair up until the start of a Senate meeting, which will be placed on the agenda and then officially referred to the RCC for approval before a vote will be taken by the Senate.
- D. Once approved by the RCC, the RCC Chair will disseminate the resolution to the Senate members in its entirety to be viewed and placed on the agenda before the next meeting debate and voting.
- E. The minimum amount of time until a resolution can be voted on is one week after introduced to the Senate.
- F. Once a Resolution is sent to committee, it is there for finalization, therefore when brought back to the floor, unless there is a blatant mistake, there will be no changes in wording or grammar.
- G. Only phrases in their entirety can be motioned for removal.
- H. Resolutions must pass with a simple majority of the sitting Senate at the time of the vote.
- I. Upon passage in the Senate, it is the responsibility of the Vice-Chair to ensure that the final version is officially signed by the Chair and given to the President for dissemination to all pertinent parties.

#### Article Twelve – Harmony

All activities of the SGA shall be in keeping with its Constitution and the policies and bylaws contained therein. The SGA shall be operated in accordance with the USM Governance Constitution, the regulations of USM, the policies of the BOT, the laws of the State of Maine, and the laws of the United States of America.

#### Article Thirteen – Separability Clause

If any portion or clause in this Constitution shall be held to be invalid, in whole or in part, such decision shall not affect the remaining portion thereof.

## Student Senate Bylaws

### Article One – Meetings of Governmental Bodies

- A. The Student Senate shall meet every week during the fall and spring semesters excluding university breaks and finals weeks, unless otherwise determined by a 2/3 vote of the seated membership.
- B. All entities under the jurisdiction of the SGA will have their meetings open to the public, with the exception of the Personnel Review Board, the Public Relations Committee when handling appointments, Violations Inquiry Committee, and any other meeting body which goes into executive session for the purpose of dealing with personnel issues. All public meetings shall meet the conditions of the Americans with Disabilities Act (ADA).
- C. All organizations under the SGA shall conduct meetings in accordance with Robert's Rules of Order Newly Revised, unless otherwise noted in the organization's governing document.
- D. The Student Senate may elect to have special (or emergency) meetings. These meetings may be called by either: the Student Body President, the Student Senate Chair, a quorum of the Executive Board, 2/3 of the full Student Senate, the Violations Inquiry Committee, or the Personnel Review Board, or upon petition of fifty students. The meeting must be announced by the Student Senate Vice-Chair no less than 24 hours in advance. Special Student Senate meetings shall be held in the same manner as regular Student Senate meetings.
- E. Executive Session. Given the unique nature of the SGA, the SGA does not concede nor agree that the nature of its authority or activity falls under the purview of the definition of "public proceedings" as defined by 1 M.R.S.A. S 402 (2) (Supp.1999), known as Maine's Freedom of Access Act. A motion to go into executive session shall indicate the precise nature of the business of the executive session, with the exception of the VIC and PRB due to the nature of those committees, they shall be conducted in Executive Session. No other matters may be considered in that particular executive session. No orders, ordinances, rules, resolutions, regulations, contracts, appointments, or other official action shall be finally approved in executive session. Deliberation may be conducted in executive session on the following matters and no others:
  - 1. Discussion or consideration of possible or pending litigation, employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, discipline, resignation or dismissal of an individual or group of public officials, appointees, or employees of the SGA.
  - 2. The investigation or hearing of charges or complaints against a person or persons where said charges or complaints could be expected to cause damage to the reputation of the person or persons or where privacy rights might be violated.
- F. Any person charged or investigated by the Student Senate shall be informed in writing by the Chair of the Student Senate and shall be permitted to be present at the executive session if he

or she so desires; otherwise, the hearing of the charges or complaints against him or her must be conducted in open session. A request to be present or for a hearing to be held in executive session, if made to the Student Senate, must be honored. Any person who brings charges, complaints, or allegations of misconduct against the individual or group under discussion shall be permitted to be present.

- G. Quorum. Quorum shall consist of more than half of the seated membership of the Student Senate. No official business may be conducted without quorum.

#### Article Two – Attendance at Senate Meetings

- A. In order to carry out the duties of a Senator, attendance at all meetings is expected.
- B. If a Senator has not arrived within the first thirty (30) minutes or leaves before the conclusion of the second hour of a meeting, he or she will be considered absent and will not have voting rights for that meeting.
  - 1. In the case of leaving before the end of the second hour, the Senator will lose their voting rights for the next meeting unless a motion is made to allow the Senator to sit at the table with full voting rights.
  - 2. If the Senator leaves before the second hour of the meeting are completed, all of the votes made previous to their departure stand.
  - 3. If the Senator arrives after the first thirty minutes of a meeting a motion can be made to allow the Senator to sit at the table with full voting rights.
- C. A Senator is allowed two (2) unexcused absences from regularly scheduled meetings per semester. Upon the third meeting, if the Senator in question is absent in conjunction with § B above, they shall be automatically defaulted off the Senate.
- D. Senator may not designate a proxy to serve in their absence.
- E. If a Senator is not going to be able to attend a meeting for some reason, an excusal shall be completed and submitted via the Student Senate or SGA website to the Clerk of the Senate where the excusal will be motioned, seconded, voted upon and either approved or denied by a majority of the seated Senators at the meeting when addressed. voted upon by the Chair, Vice-Chair, and Clerk.
- F. Exceptions to this attendance policy may be allowed with a majority vote of the Student Senate if a reasonable explanation is submitted to the Chair or Vice-Chair before the next regularly scheduled meeting after the absence in question.

G. In the event of an immediate family emergency or death, the Student Senate Executive Board may approve exceptions to the attendance policy and office hour requirements, provided that the Senator provides at least one Executive Board member an explanation, either verbally or in writing, as to the nature of the emergency.

### Article Three – Violations Inquiry Committee

A. If a Violations Inquiry Committee is created at any time during the academic year the committee shall proceed in the following manner.

1. Initiation of the VIC Process.

- a. If it is believed that an individual has violated the Student Senate's rules and regulations, the accuser may file a complaint with the VIC Chair.
- b. The complaint must include a complete description of the alleged violation, the names of any witnesses, the contact information of the accuser, and the signature of the accuser.
- c. The accuser must provide the Parliamentarian with two copies of the letter of complaint: one for official use by the VIC, and one that will, upon request of the accused, be provided to them.
- d. The accuser reserves the right to redact any information on the letter that will be given to the accused, so long as the redaction does not impede the nature of the complaint being filed.
- e. The VIC may only take action upon the receipt of a complaint or the referral of charges to the Committee by the Student Senate.
- f. Within ten days, the VIC must notify the accused that there has been a complaint filed against them.
- g. The VIC must be convened within 10 business days of proper notification to the accused.
- h. The VIC shall conclude their findings and choose an appropriate penalty within 30 days of initial notification by the complainant.

2. Conflicts of Interest

- a. Mandatory Recusal. If any member of the VIC is the subject of inquiry by that body or offered the charges to be investigated, that Senator shall be excused from the Committee for the duration of the inquiry.
- b. The Student Senate Chair or Parliamentarian shall be replaced on the VIC by the Student Senate Vice-Chair. If the Parliamentarian is recused, the Senate Chair shall chair the VIC and the Vice-Chair will assume the initial place of the Senate Chair. If the Senate Chair is recused, the Vice-Chair shall take the place of the Senate Chair.
- c. The Public Relations Committee may appoint individuals to temporarily fill the seat of any other VIC Representative excused from duty with the approval of the Executive Board minus any member of the Executive Board under purview of the VIC, except as laid out above; the individual appointed in this manner shall be a non-Executive Board Senator or a member of any other SGA Entity if needed.
- d. Voluntary Recusal. Should any member of the VIC feel that additional circumstances create a conflict of interest for themselves, the accused or the accuser, this individual



should recuse themselves from any discussion and voting relating to the matter in question.

3. Findings. The VIC shall call witnesses and engage in any investigation it deems necessary to determine the validity of the complaint presented to the Committee. With a 2/3 vote of the VIC, the VIC may recommend to the Student Senate that a violation more than likely did occur. It shall also provide to the Student Senate citations of the relevant rules and regulations. In the event that 2/3 of the VIC does not agree that it is more than likely that a violation has not occurred, it shall report to the Student Senate that a complaint was received and the VIC did not recommend any action. In either case, the details of the complaint shall be presented to the Student Senate Clerk for the Student Senate's records. For privacy issues names may be excluded from the minutes.

- a. All VIC proceedings shall be conducted in Executive Session in all circumstances except for the final vote(s), if needed, of the findings and penalty phase. All proceedings will adhere to the Executive Session article within this document and during the final phase when the findings and penalty are announced and voted upon, all names will be blacked out of the minutes to keep from the tarnishing of any reputation that any individual might have on either side of the VIC.

4. Penalties. Should the Violations Inquiry Committee find that any individual is in violation of the rules and regulations of the Student Senate, it shall make a recommendation to the Student Senate regarding the penalty to be assessed. From the following options the VIC shall choose a penalty proportional to the violation:

- a. Official Warning. A written warning shall be issued to the individual who is in violation of the rules and regulations of the Student Senate. The fact that such a warning is issued shall be recorded in the Student Senate's minutes. This warning shall be signed by the VIC Chair and the Student Senate Chair.
- b. Probation. The individual in question shall lose their right to vote at Student Senate meetings or at the Student Senate entity's meeting where the violation took place. Probation shall not exceed a period of three months.
- c. Suspension. The individual in question shall be relieved of all duties relating to their position in the Student Senate or Student Senate entity where the violation took place for a fixed period of time. A suspension shall not exceed the remainder of the current academic semester.
- d. Combination. The VIC may recommend an appropriate combination of the above.
- e. Dismissal. The individual in question shall be relieved of their duties in the Student Senate or Student Senate entity where the violation took place for the remainder of the academic year.
- f. Prohibition. The individual in question shall be prohibited from running for any office within the SGA, including any Entities, but not including any BSO club or organization, for the remainder of their time at USM. This choice is an extremity and must only be used for the worst of offenses. This must also be documented and compared to candidates during all SGA elections including SGA Entity elections. The Chair of the Student Senate and the SGA Advisor will be the only ones to have any names of individuals, should there be any, and MUST be passed on to consecutive Student Senate Chairs until that individual(s) are no longer student(s) at USM.

5. Student Senate Action

- a. Discussion. Should the VIC find that a violation did occur; the Student Senate must allow the accused the opportunity to defend himself or herself before the Student Senate while in executive session. The Student Senate may then discuss or otherwise investigate the matter. During these proceedings, no party shall be accompanied by legal counsel. Any party may be accompanied by an advisor, another student, or parent(s)/guardian(s).
- B. Vote. The Student Senate shall then vote to determine whether or not to accept the VIC's finding that a violation did occur; in order to support the finding that a violation did occur, a 2/3 vote of the full Student Senate is required. If the Student Senate upholds the finding that a violation occurred, it must then deliberate regarding the VIC's recommended penalty. The penalty cannot be disclosed until after the first vote to uphold the findings. If the Student Senate, after a vote, agrees with the VIC findings, then the recommended penalty will be disclosed. If the Senate votes to not uphold the findings, the penalty will not be disclosed. A majority of the Student Senate must vote in favor of one of the above penalties in order for it to be assessed. The only exception is the Prohibition penalty, a 2/3 majority vote of the Senate must occur to implement this penalty. Once the penalty is determined, the Senate Parliamentarian will contact all parties concerned in writing, informing them of the decision of the Senate.
  1. Should any Senator recuse themselves, they are obligated to only vote with an abstention, as there is a bias that previously exists and for the Student Senate to be impartial and transparent.
  2. Should the accuser and/or the accused be a Senator, they may only vote with an abstention, as there is a bias that previously exists and for the Senate to be impartial and transparent.
  3. If more than 1/3 of the Student Senate is either recused, accused, the accuser, or is obviously biased to one side or the other and is, or cannot be impartial, and less than 2/3 of the entire Student Senate is able to vote, the vote must be unanimous by the remainder of the Senators which can vote.
  4. The vote will be cast by secret ballot and all the votes will be counted, tallied and declared by the Chair of the Student Senate, unless the accused is the Chair of the Student Senate then the Vice Chair of the Student Senate shall conduct the vote in the manner above.
  5. If the accused is a Senator, the penalty will go into effect immediately after it is read into the minutes.
- C. Appeals. The accused has a right to appeal the finding and/or subsequent penalty that the Student Senate imposes for a Dismissal or Prohibition only.
  1. The accused must provide the Parliamentarian with two copies of the letter of appeal: one for official use by the VIC, and one that will, upon request of the accuser, be provided to them. The accused must outline in the letter if they are challenging the findings, the penalty or both.
  2. The accused reserves the right to redact any information on the letter that will be given to the accuser, so long as the redaction does not impede the nature of the complaint being filed.
  3. The appeals VIC may only take action upon the receipt of an appeal to the Parliamentarian.
  4. Within ten days, the appeals VIC must notify the accuser that there has been an appeal

filed against the findings, penalty or both.

5. The appeals VIC must be convened within 10 business days of proper notification to the Parliamentarian.
6. The appeals VIC shall conclude their findings within 30 days of initial notification by the accused to the Parliamentarian.
7. The appeals VIC will not be the same individuals as the original VIC. The VIC will be run by the Parliamentarian to oversee the proceedings, but the VIC in its entirety will be made up of other SGA personnel, to include Entity Executive Board members from any and/or all Entities. The Parliamentarian will have no vote and will not influence the proceedings in any manner other than to provide all information from the original VIC to the appeals VIC.
8. The appeals VIC will consist of a minimum of 4 x SGA members and a max of 6 x SGA members.
9. If there is not enough SGA members to form an appeals VIC, the charges can be referred to the University via the Dean of Students Office to be reviewed by the University's Conduct Committee and their subsequent findings.

#### Article Four– Vacancies

- A. If any Student Senate seat becomes vacant, the Student Senate shall take one of the following actions:
  1. Leave the seat vacant, provided that there are less than 45 calendar days before the new Student Senate convenes, or if the Student Senate elections have taken place, fill the vacant seat with a person selected from the same constituency who is the highest vote-receiving non-incumbent Senator.
  2. Hold interviews of prospective applicants via the Student Senate. Prospective applicants must submit to the Senate Chair: an official completed Student Senate Application form along with a petition with the signatures of 25 currently matriculated students at the University of Southern Maine and attendance at 1 Senate meeting before consideration for appointment. The attendance of the single meeting can be on the same day as consideration by the Senate. The Student Senate shall then vote on appointing the applicant. The recommendation will pass if it receives a majority vote of the seated membership.
  3. Hold a special election to fill the vacant seat(s).

#### Article Five – Student Senate Agenda

- A. The agenda for each week's meeting shall be set by the Student Senate Vice-Chair. Placement on the agenda is open to any and all who have issues and concerns to be brought before the Student Senate.
- B. The order of the agenda shall be as follows:
  1. Call to order
  2. Introductions
  3. Approval of minutes

4. Official Visitor Remarks
5. Reports of Officers, and Committees
6. Reports of Boards, Entities and Centers
7. Unfinished Business
8. Resolutions
9. New Business
10. Former Concerns Update
11. Concerns
12. Announcements
13. Adjournment

- C. In order to place a proposal on the agenda for a given meeting, a proposal form (which must be sponsored by a Senator) must be submitted to the Vice-Chair at least 48 hours prior to the Student Senate meeting. If there are too many agenda items to be considered for a given week, the Vice-Chair may place items to be considered on the following week's agenda.
- D. A running agenda shall be available from the Vice-Chair at any point during the week to provide Senators with information relevant to the issues being deliberated, as well as to the current size of the agenda.
- E. The tentative agenda shall be posted no later than 24 hours prior to the next regularly scheduled senate meeting.

#### Article Six – Student Activity Fee

- A. Use. The Student Senate shall act to ensure that the Student Activity Fee money is disbursed in an ethical, equitable manner and that all relevant rules and regulations are observed.
- B. Access to Money. All entities and groups funded by the Student Activity Fee must be open to all undergraduate students taking at least one undergraduate credit on the Portland or Gorham campus.
- C. Prohibited Purchases. Student Activity Fee money may not be used for gambling, to purchase alcohol, tobacco, firearms, or anything illegal.
- D. Prohibited Uses. Student Activity Fee money is intended to enrich the extra- and co-curricular life of the University; it may not be used to support the activities of an academic class or University administrative functions. Student Activity Fee money also may not be given to organizations outside of the Student Senate that are involved in lobbying efforts. This includes the payment of dues or membership to the aforementioned prohibited organizations. The direct cost of bringing a speaker to the University or attending a conference would not be prohibited under this provision. The Student Activity Fee may not be used by non-students, or those not paying a Student Activity Fee.

- E. All Violations of this Statement of Policy shall be referred to the Violations Inquiry Committee or the University of Southern Maine Office of Community Standards dependent upon the status of the individual/group in question. All money used in violation of this policy must be reimbursed to the Student Government Association Business office in a timely manner to avoid having the matter referred to University Counsel for civil litigation and recovery.

#### Article Seven – Budget

- A. Budget Request Submissions. The Student Senate Treasurer, in conjunction with the Finance Committee, shall impose a deadline by which all budget requests for the following fiscal year must be submitted. This deadline may be no later than February 15th. Any organization unable to comply with this deadline must notify the Finance Committee in writing prior to the budget request submission deadline; extensions may be granted by the Finance Committee at their discretion. The Finance Committee has the right to develop a budget request for any organization failing to comply with the above provisions.
- B. Development of Budgets. The Finance Committee is responsible for developing a complete budget recommendation for the Student Senate unless the Senate has previously voted on and approved a directly submitted budget proposal sent to the Vice-Chair by the Student Body President. This must be presented to the Student Senate Vice-Chair to be placed on the agenda for the next regularly scheduled Student Senate meeting no later than March 15. An extension or exception to this policy may be granted with a majority vote of the Senate. This budget will be reviewed and accepted by the departing Senate. The Senate must approve a balanced proposal of the budget no later than 5 weeks before the end of the spring semester in conjunction with the University of Maine System Board of Trustees governing constitution. A review of the budget will also take place prior to the receipt of the Spring Student Activity Fee check.
- C. The outgoing Student Senate shall approve a recommended budget for the next fiscal year. The incoming Student Senate shall vote to determine whether to accept this budget. The outgoing Student Senate shall begin reviewing the budget at least three weeks before stepping down. The Student Senate-elect shall review the budget prior to the rising of the seated Senate. The Senate must approve a balanced budget proposal no later than five weeks prior to the end of the Spring Semester in accordance with the University of Maine System, Board of Trustees Governing Documents.
- D. In recognition of the First Amendment of the United States Constitution, the SGA shall allocate thirty percent of gross Student Activity Fee receipts to the Student Communications Board (herein known as the SCB) within three days after disbursement by the University.
- E. Capital Improvement Fund. The Student Senate shall have a Capital Improvement Fund for the purpose of making purchases that will be used over more than one fiscal year. Capital purchases include, but are not limited to, computers, fax machines, etc. A 2/3 vote of the entire voting Student Senate is needed to approve the use of this fund. The balance of the

capital improvement fund is carried over automatically at the end of each fiscal year.

- F. Emergency Fund. The Student Senate shall have an Emergency Fund for the purpose of covering unforeseen emergency expenses. Such expenses include, but are not limited to, insurance deductibles, contracts and salaries, etc. A 2/3 vote of the Student Senate is needed to approve the use of this fund. The balance of the emergency fund is carried over automatically at the end of each fiscal year.

#### Article Eight – Financial Procedures

- A. Before any organization falling under the jurisdiction of the Student Senate can spend their funds, they must generate a completed purchase order. A completed purchase order is defined as having:
  - 1. Three valid and appropriate signatures: Authorized Group Signature, Authorized Board Signature, and the signature of the C.S.G.B.O.
  - 2. All fields of the purchase order completed with sufficient information as dictated by IRS, University, and Business Office Policies.
  - 3. All necessary documentation, invoices, and contracts attached.
  - 4. Any purchase order that does not meet all of these conditions within 60 days is automatically voided.
- B. Unless a contract will serve as the invoice, an invoice is required to be associated with each completed purchase order before a check can be generated. Exceptions to this policy may be granted by the Authorized Board Chair and approved by the Coordinator of Student Government Business Operations. The exception must be noted on the purchase order and initialed by all parties.
- C. A contract is required whenever cumulative payment to a service-provider or performer (herein referred to as Vendor) will exceed \$1000 for the fiscal year. Any purchase order signer can require that a contract be generated for amounts under \$1000. The contract shall serve as an invoice in any transaction where a contract is involved.
- D. A completed purchase order is required before any contract can be reviewed or signed.
- E. Form of Contracts. The Student Senate uses the contract template of the University of Maine System.
- F. Signing of Contracts. Before a contract can be signed by any party, it must be reviewed by the University-approved contract agent assigned to work with the Student Senate; this individual, at their own discretion, may refer these contracts to University counsel. All contracts require the following signatures:
  - 1. University-approved contract agent
  - 2. Authorized signature of the contracting entity
  - 3. Vendor.

- G. Vendor-Supplied Contracts. No contract supplied by the Vendor can be signed by a Student Senate entity or group until it has been reviewed and signed by a University contract agent.
- H. In order to be compensated for out-of-pocket expenses, a purchase order must be approved for the expense prior to the expenditure. Violation of this policy relieves the SGA any responsibility for compensation. Reimbursement of an out-of-pocket expense after the fact is prohibited.
- I. Exceptions may be granted by the Student Senate Executive Board and approved by the Student Senate with a 2/3 vote. Such an exception will only be granted in the case of extreme circumstance. Those requesting an exception may be subject to disciplinary action.
- J. Groups failing to abide by these financial procedures are subject to disciplinary action including, but not limited to, the suspension of access to group funds, officer's loss of right to sign purchase orders, a fee, and/or referral to the Violations Inquiry Committee for further recommendation.

#### Article Nine – Signature Structure

- A. Purchase Orders. The signatures required on a purchase order shall be as follows: Authorized Group Signature, Authorized Board Chair, and Authorized Coordinator of Student Government Business Operations. Purchase order signers may be required to complete an orientation process (i.e Student Organization Officer Training) at the discretion of the Student Senate.
- B. Backup Signers. The parties dictated below may act as authorized backup signatures on the designated purchase order signature locations provided they have not signed previously on the same purchase order. The Student Senate Chair and Student Body President may act as authorized backup signatures on any line or any purchase order provided that they have not previously signed the same purchase order.
- C. Checks. Two of the following signatures shall be required on any check generated by a Student Communications Board entity: Free Press Executive Editor, WMPG Station Manager, Free Press Administrative Assistant, and WMPG Administrative Assistant. All other checks shall be signed by two of the following individuals: Student Senate Vice-Chair, Student Senate Parliamentarian, Student Senate Clerk, and the Student Affairs Committee Chair.
- D. Restrictions. A person may not sign both a purchase order and a check. No individual may sign a purchase order or check for more than one field.
- E. The appropriate signatures for all Board of Student Organization Groups shall be defined as follows:
  - 1. Authorized Group Signature shall be the student group treasurer or financial controller. In the event that the student group treasurer is unavailable, the Board of Student

- Organizations Vice President may sign as Authorized Group Signature.
2. Authorized Board Chair shall be the Board of Student Organizations President. In the event that the BSO President is unavailable, the Student Senate Treasurer may act as the Authorized Board Chair.
  3. Authorized Coordinator of Student Government Business Operations shall be the Coordinator of Student Government Business Operations. In the event that the Coordinator of Student Government Business Operations is unavailable for more than three business days, the Student Senate Chair or Student Body President may act as the Authorized Coordinator of Student Government Business Operations signer.
- F. The appropriate signatures for all SCB Groups shall be defined as follows:
1. Authorized Group Signature shall be the Free Press Executive Editor and the WMPG Station Manager for their respective entities.
  2. Authorized Board Chair shall be the Student Communications Board Chair or Vice Chair.
  3. Authorized Coordinator of Student Government Business Operations shall be the Coordinator of Student Government Operations. In the event that the Coordinator of Student Government Operations is unavailable for more than three business days the SCB Chair or Vice Chair may act as the Authorized Coordinator of Student Government Operations signer.
- G. The appropriate signatures for all entities not addressed:
1. Authorized Group Signature shall be the entity chair or financial controller. In the event that an entity representative is unable to sign, the Student Body President may act as the backup signer.
  2. Authorized Board Chair shall be the Student Senate Treasurer. In the event that the treasurer is unable to sign, the Student Senate Chair may act as the backup signer.
  3. Authorized Coordinator of Student Government Business Operations shall be the Coordinator of Student Government Business Operations. In the event that the Coordinator of Student Government Business Operations is unavailable for more than three business days, the Student Senate Chair or Student Body President may act as the Authorized Coordinator of Student Government Business Operations signer.
- H. Groups failing to abide by this Statement of Policy are subject to disciplinary action including, but not limited to, the suspension of access to group funds, officer's loss of right to sign purchase orders, and/or referral to the Violations Inquiry Committee for further recommendation.

#### Article Ten – Equipment

- A. Amount of Capitalization. Any time the purchase price for a piece of equipment exceeds \$500 it must be capitalized. Any purchase order signer can require that equipment purchased for a price less than \$500 be tracked for inventory purposes.
- B. Equipment Log. Each entity or group shall maintain a current list of the equipment that it possesses; this list shall be submitted to the Student Government Association Business Office



at the request of the Student Government Association Business Office or the Student Senate.

- C. Disposal of Equipment. No equipment maintained by an entity or group may be sold, given away, or otherwise disposed of without Student Senate approval; in the event of Student Senate approval, the Student Government Association Business Office must be notified in writing. The Student Senate Executive Board and the Student Government Association Business Office must be notified as soon as possible if any equipment is found to be lost or damaged.
- D. Equipment Lending. No entity or group can charge another Student Senate entity or group for the use of its equipment without the express written consent of the Student Senate Executive Board. All entities and groups will be allowed to set up a policy of lending. Any disagreement about such policies will be brought to the Student Senate Executive Board for resolution.

#### Article Eleven - Fundraising

- A. All fundraised money must be turned over to the Student Government Association Business Office on the first working day after the funds are received. Fundraised money must be spent in accordance with the Purchase Order & Checks Statement of Policy. Any fundraised money left in a Student Senate, Student Senate entity, or Board of Student Organizations group account at the end of the fiscal year shall be returned to the group's budget as carry-over funds following verification by the C.S.G.B.O.
- B. Fundraised money may not be used for gambling, to purchase alcohol, tobacco, firearms, or anything illegal. Additional restrictions are contained in relevant Statements of Policy. Fundraised money may not be used until the appropriate paperwork has been submitted. Fundraised money must also be used in adherence with the Purchase Order, Invoice, and Contract Statement of Policy and the Reimbursement Statement of Policy.
- C. Any solicitation requires the prior approval of the Student Senate Executive Board (for Student Senate entities) or the Board of Student Organizations Executive Committee (for BSO groups). Student Communications Board entities are exempt from the provisions of this subsection of the article. Student Activity Fee may not be directly used to raise funds for any student organization or the campaigning for an SGA position under the purview of the Student Senate.
- D. Lobbying. The Student Senate Executive Board must be informed of any and all lobbying efforts of groups and entities receiving Student Activity Fee monies. No Student Activity Fee or work-study money may be used in any lobbying effort without the express written consent of the Student Senate Executive Board. Student Activity Fee money may never be directly contributed to any political campaign; additional restrictions are contained within the Student Activity Fee Statement of Policy. Work-study funds may never be used for lobbying conducted at the federal level.

- E. Groups failing to abide by these policies are subject to disciplinary action including, but not limited to, the freezing of group funds, the disciplining of organization officers through VIC procedures, and the group's loss of the right to sign purchase orders.

#### Article Twelve – Stipends

- A. Definition & Purpose. A stipend is a fixed sum of money given to individuals holding certain leadership positions in the Student Senate and its entities. This sum is not intended to serve as an hourly wage or salary but as a demonstration of appreciation to students that voluntarily give of their time to improve and enrich the community.
- B. Amount of Stipends. The amount of each stipend shall be decided upon by the Student Senate in the following manner:
  - 1. The Personnel Review Board makes a recommendation to the Finance Committee.
  - 2. The Finance Committee includes discussion of the stipend in their budget deliberations and makes a recommendation to the Student Senate including whether it upheld the decision of the PRB.
  - 3. The Student Senate accepts or rejects the stipend as part of its budget process.
  - 4. In the event that the Student Body President directly submits a Budget to the Student Senate, Stipends will be debated on the Senate floor unless the Budget is sent to the Finance Committee for further review.
- C. The amount of a single stipend may not exceed \$6,500.
- D. SCB. The Student Communications Board shall have the right to determine their own stipend amounts, which shall be read into the Student Senate minutes, but not to exceed the above amount.
- E. Restrictions. A student cannot simultaneously receive stipends or work study funds from more than one position within the Student Senate or any of its associated entities, Boards or organizations.

#### Article Thirteen – Trips & Conferences

- A. Amount per Student. Student Activity Fee funds may be used to pay for no more than \$250.00 of the expenses of each person attending a trip or conference. Exceptions to this rule may only be approved with a week's prior notice and by a 2/3 vote of the full voting membership of the Student Senate.
- B. Release forms are required any time a Student Senate entity sponsors an activity either through the contribution of funds, or otherwise, off USM premises. Funds will not be disbursed nor Student Senate recognition given until all release forms are submitted. All release forms must be submitted prior to the event, organizations failing to abide by this policy are subject to disciplinary action including, but not limited to, the freezing of organization funds, the disciplining of organization officers through VIC procedures, and the

organization's loss of the right to sign purchase orders.

- C. The Student Senate will reimburse for mileage up to the rate in current usage by the University of Southern Maine; this may only be done if a purchase order is submitted in advance of the trip. The purchase order must include approximate mileage, the campus departed from, and destination.
- D. Any predetermined costs to students above any Student Activity Fee allocation, must be paid by the student prior to taking part in the event. Exceptions to this rule may only be approved with a week's prior notice and by a 2/3 vote of the full voting membership of the Student Senate.
- E. Groups failing to abide by this policy are subject to disciplinary action including, but not limited to, the suspension of access to group funds, officer's loss of right to sign purchase orders, and/or referral to the Violations Inquiry Committee for further recommendation.

#### Article Fourteen – Elections & Referenda

- A. Student Government Elections. The SGA will conduct annual student body elections for the Student Body President and Student Senate.
- B. Implementation of Elections & Referenda Policy. The Senate Executive Board shall be responsible for conducting the elections and referenda process in an open and honest manner. If any member of the Senate Executive Board has actively sought to advance either their own or another's candidacy, then they must not be the Elections Commissioner.
- C. Election Commissioner. The Senate Executive Board shall appoint an Elections Commissioner; this person will be responsible for the Elections Commission along with a representative from the Office of the Dean of Student Life. All concerns regarding campaigning, candidates and referenda must be addressed with the Election Commissioner. The Election Commissioner must not be actively seeking to advance their own position or another's candidacy.
  - a. The Vice President shall be a member of the Election Commission at the end of each academic year, regardless if they are actively seeking to advance their own position or another's candidacy. This allows for the promotion of the election via the University's website, the SGA's Facebook page, Twitter, etc... to which they had been doing throughout the year.
- D. Commission Personnel. Those members who count toward quorum shall be: the Elections Commissioner, the Vice President and no less than two (2) senators
- E. Normal Referenda. Normal referenda must be submitted to the Student Vice-Chair no later than March 1. Once this process has been initiated, a referendum question cannot be amended. If there is time before the deadline, however, it can be resubmitted with any amendments already made. Normal referendum issues may be brought to the student body in two ways:
  - 1. The Constitutional Review Committee and the Student Affairs Committee in coordination can choose to recommend any referendum question to the Student Senate

- that it sees fit. The Student Senate may choose to place any referendum question on the ballot with a 2/3 vote of the full voting membership of the Student Senate.
2. Any student may initiate a process to place a referendum question on the ballot. The student must submit a petition to the Student Senate Vice-Chair with two hundred valid signatures. The Constitutional Review Committee will advise the Student Senate as to the soundness of the referendum question. A 2/3 vote of the full voting membership of the Student Senate is required in order to block its placement on the ballot.
- F. Ballot. The normal referenda questions will be placed on all Student Government ballots after the names of the candidates.
- G. Special Referenda. In special circumstances, referenda may be initiated outside of the normal ballot process. In such a case, the following will be the procedure:
1. A petition must be generated containing at least two hundred signatures.
  2. The Constitutional Review Committee will make a recommendation to the Student Senate including the intended date of the referendum vote.
  3. The Student Senate may choose to hold a special referendum vote with a 2/3 vote of the full voting membership of the Student Senate.
- H. Election Date. The Elections Commission shall decide the dates, times, and locations of the election. The fall elections must be held within the first five weeks of the fall semester and the spring elections must be held prior to Spring Break. This information must be announced at least four weeks before the first day of elections. Acceptance of nomination papers shall begin at this time.
- I. Nomination Papers. Each candidate must submit their nomination papers to the Elections Commission no later than one business day before the first day of elections. The nomination papers shall include a statement of constituency, the printed full name of the student, and their student ID number. The Elections Commission may require other information as it sees fit. Candidates will be provided an election resource packet with essential election information upon submission of their nomination form.
- J. Electronic Ballots. The names of all candidates who submitted nomination forms shall be placed on the ballot in a random order. Different ballots will be provided for the resident and commuter constituencies; each ballot will include candidates for Student Body President, At-Large candidates for the Student Senate, and respective constituency candidates for the Student Senate, and any referenda. Paper ballots may be requested on an individual basis.
- K. Voting. The Elections Commission is responsible for conducting the voting process. All Portland/Gorham undergraduate students paying the Student Activity Fee are eligible to vote. Voting will occur via an on-line process determined by the Elections Commission. Voting will be accessible to all eligible students for a minimum of four (4) days. Students may vote from any computer. University computing labs will be designated as official polling places. The LDB may also designate additional locations for polling. Candidates will be notified of these locations at least two weeks in advance of the election.

- L. **Verification of Votes.** All ballots will be verified within one week of the conclusion of voting. Verification must be conducted by the Office of the Dean of Student Life in coordination with the USM Registrar's Office. The Office of the Dean of Student Life will provide the election results, upon verification, to the USM Student Senate for acceptance. Any interested party may request a report of the verified results once accepted by the Student Senate.
- M. **Recount.** All candidates shall have the right to request a recount within fifteen days after elections by submitting a written and signed statement to the Election Commissioner requesting such a recount. A report of verified results must be kept at least ninety days from the last day of elections.
- N. **Disputed Electronic Ballots.** In the event that a ballot is unclear, the Elections Commission shall have the final authority to decide for whom the vote was cast or to discount the vote as invalid. All disputed ballots must be retained for ninety days; they must be included with the other ballots and clearly marked as disputed.
- O. **Prohibited Behavior**
1. **Campaigning.** Campaigning and advertising may not begin until after nomination papers have been submitted and approved by the elections commissioner. All campaign advertisement must be conducted in a manner consistent with University rules and regulations. Campaigning may not occur within designated polling locations for the duration of the voting period and will abide by Article Eleven of the Bylaws; Section C, D and E.
  2. **Defamation.** Defamation of character, either through libel or slander, of other candidates and/or their staff is prohibited.
  3. **Election Material.** No campaign posters or advertisements will be allowed within sight of the designated polling locations during election week. No candidate or their staff shall deface the election material of another candidate.
  4. **Violations.** Violation of these rules, while campaigning, shall be considered a violation of the Student Senate Code of Conduct and shall be acted upon accordingly. Any and all concerns shall be addressed to the Election Commissioner. Informal complaints will be addressed directly by the Commissioner. Formal complaints shall be submitted in writing to the Election Commissioner and will be addressed by the Student Senate Violations Inquiry Committee. The Commissioner also has the authority to bring complaints to the Violations Inquiry Committee.

#### Article Fifteen – Seating of a New Senate

The seating of a new Senate for the upcoming year will directly follow the last meeting of the outgoing Senate. The outgoing Senate will conduct a full meeting per the stated agenda set by the Vice-Chair as soon as the meeting is adjourned the installation of the new Senate will take place.

- A. After the adjournment of the outgoing Senate, the Senators that are not elected to be on the incoming Senate will leave their seats and take their seats in the audience or may leave if they prefer and the newly elected Senators will take their seats on either side of the Executive table while the outgoing Senate Chair and Clerk stays in his or her seats.
- B. All Executive Board members of the outgoing Senate will remain in the audience to assist their counterparts after the incoming Senate sits unless they are elected to the incoming Senate.
- C. The outgoing Chair will pull up the new Senate agenda and then call the new Senate to order. The first order of business on the agenda is the approval of the Senate Constitution.
  1. If the proposed constitution does not have any recommendations from the previous Senate then the Constitution will be approved by consensus, otherwise a vote will be taken for approval.
- D. Once the Constitution has been passed by the incoming Senate, the outgoing Chair will swear in the new Student Body President, and then entertain a motion for elections of the Chair of the incoming Student Senate. Voting procedure will take place by secret ballot and requires a simple majority. If a simple majority cannot be confirmed, then the top two candidates will have a runoff and the Senator with the majority of votes will be elected the new Chair of the Student Senate and he or she will take their seat after they are sworn in by the outgoing Chair of the Student Senate.
  1. If the current Chair is seeking and/or is nominated for a second term, then the Parliamentarian will assume all the duties of the Chair during the discussion and voting process.
- E. The incoming Chair of the Student Senate is now the Chair of the Student Senate and will then continue the elections for the remainder of the Executive Board, starting with the Vice Chair, then Parliamentarian, Treasurer, Clerk and ending with the Student Affairs Chair.
- F. After elections are complete and the Executive Board has sat, the Student Senate will then continue with their outlined agenda then place all remaining Senators into committees as the agenda allows and then continue on with the first meeting of the new Senate.
  1. The portion of committee placements can be suspended by 2/3 of the seated Senate but must be completed by the first meeting of the Fall Semester.
- G. Agenda: The agenda for the incoming Student Senate will be as follows, keeping in mind that the first four (4) items are conducted by the outgoing Chair, *ex-officio* and nonvoting, the remainder are conducted by the new Chair of the Student Senate:
  1. Call to Order
  2. Ratification of the Student Senate Constitution
  3. Swearing in of the new Student Body President
  4. Election and swearing in of the new Chair of the Student Senate

5. Outgoing Chair of the Student Senate remarks
6. Election of the Executive Board
7. Official Visitor Remarks
8. Senator Committee placements
9. Reports of Officers, and Committees
10. Reports of Boards, Entities and Centers
11. Unfinished Business
  - a. Budget
12. Resolutions
13. New Business
14. Concerns
15. Announcements
16. Adjournment

#### Article Sixteen– Student Senate Awards

The Student Senate has established several awards designed to thank those individuals who have given their time and effort to the USM community.

- A. The Kathleen Pease Distinguished Service Award will be a non-monetary award given to members of the Student Senate whose service to the Senate and the Student body has been distinguished and exemplary throughout the academic year.
- B. The Student Leader of the Year shall be a non-monetary award and presented to an individual in the Senate or Executive branch that has shown outstanding leadership qualities throughout the entirety of the academic year.
- C. The Special Service Award will be a non-monetary award given to any person within the University, in appreciation of exemplary work with the Student Senate.
- D. The Joy Noel Pufhal Award for Excellence shall be a non-monetary award given to any student, faculty or staff member at the University of Southern Maine with outstanding optimism, perseverance, dedication and excellence during their time at USM and exemplifies the importance of consistent positivity and perseverance when working with others in the University Community.
- E. The Helpful Husky Award shall be a non-monetary award given to any member of the SGA who always goes out of their way to lead, support, and encourage fellow Senators, Entities, and Student Groups and doesn't expect anything in return.
- F. Rising Star Award shall be a non monetary award given in recognition of a first year Senator that has shined within their committee and/or position on the Student Senate. The Rising Star is a Senator whose has shown the potential for bigger and better things in the years to come.
- G. Additional awards may be granted with a 2/3 majority vote of the Student Senate.

## Article Seventeen – SGA Assets

- A. Allocation of Space. The Student Senate Executive Board shall present an annual space allocation plan to the Student Senate. Any space allocated to the Board of Student Organizations or the Student Communications Board is assigned to their subgroups at the discretion of these entities.
- B. Responsibility for Space. All student organizations assume liability for their office space. Any damage caused by the student organization will be repaired at the organization's expense. All usage of Student Senate office space must be in a manner consistent with Student Senate and University policy.
- C. After Hours Access to Space
  1. Access List. The Student Senate Vice-Chair shall ensure that the USM Police Department and the Dean of Student's Office has an updated list indicating which individuals have access to the Student Senate offices outside of normal business hours. This list will include any restrictions in hours or additional stipulations required for access.
  2. Student Senate Keys. The Student Senate Vice-Chair and the Dean of Student's Life Office shall decide all requests for keys to Student Senate office space.
  3. Free Press Keys. The Free Press Administrative Assistant shall decide all requests for keys to Free Press office space.
  4. WMPG Keys. The WMPG Station Manager shall decide all requests for keys to WMPG office space.
  5. Lost Keys. The fee for a lost key will be determined by the cost of replacement; the individual who lost the key is responsible for the payment of this fee. At their discretion, the issuer(s) the key may have the office space re-keyed at the expense of this individual. No additional keys will be issued to this individual until after payment has been made.
- D. Use of Senate Computers. No programs may be downloaded or installed on any Student Senate computer without the permission of the Student Senate Chair. Student Senate computers are intended for the completion of Student Senate-business. Other activities will be permitted only if the computer is not otherwise needed. At all times, individuals utilizing Student Senate computers are required to comply with all relevant Student Senate and University policies.
- E. Usage of Senate Phones. Student Senate phones are intended for the completion of Student Senate business. Other phone calls will be permitted only if the phone is not otherwise needed.
- F. Long-Distance Calls. No incoming collect calls may be accepted. Any long-distance call placed from a Student Senate phone— other than collect calls and those using calling cards— requires a long distance code. These codes may only be dispensed by the Coordinator of Student Government Business Operations (C.S.G.B.O.). A “Long-Distance Code Usage Form” must be signed before the C.S.G.B.O. will dispense the long distance code. The



information in this form may be updated at the discretion of the C.S.G.B.O. The Student Senate Executive Board may withdraw phone privileges from any individual or group if they are abused.

#### Article Eighteen – Work Study

##### A. Work Study Employment

1. The Student Senate follows all relevant rules and regulations set forth by University of Southern Maine and the University of Maine System as regards work study.
2. The Coordinator of Student Government Business Operations is responsible for ensuring that the Student Senate conducts its work-study processes in a manner consistent with that stated above.
3. The Administrative Assistants for the Free Press and WMPG, and the C.S.G.B.O. will be responsible for processing the payroll of and supervising work-study students.

B. Resolution of conflict. Any concerns or conflicts arising from work study employment shall be handled by the designated University supervisor of the respective entity.

#### Article Nineteen – Order of Precedence

In the event of a conflict between two or more authorities, unless otherwise stated, the following shall be the order of precedence:

1. Laws of the United States of America
2. Laws of the State of Maine
3. Regulations of the University of Maine System Board of Trustees
4. University of Southern Maine Policy and Governing Documents
5. Student Government Association Constitution
6. Student Senate Bylaws
7. Relevant Governing Documents of Student Senate Entities
8. Robert's Rules of Order Newly Revised

#### Article Twenty – Separability Clause

If any portion or clause in these bylaws shall be held to be invalid, in whole or in part, such decision shall not affect the remaining portion thereof.

## Student Senate Code of Conduct

- A. The Student Senate Code of Conduct seeks to ensure that members of the Student Senate will, with integrity and upstanding intentions, fulfill the responsibilities of the Student Senate. It further seeks to promote ethical behavior by Senators and to establish guidelines and rules for that behavior. This Code of Conduct is further meant to be enforced with discretion.
- B. Harmony. The Student Senate Code of Conduct works in conjunction with and is subordinate to the University of Maine System Student Conduct Code. The Student Senate Code of Conduct is also subordinate to the Student Government Association Constitution, Student Senate Bylaws, USM Governance Constitution, policies of the BOT, the laws of the State of Maine, and the laws of the United States. A violation of any of these shall be considered a violation of the Student Senate Code of Conduct.
- C. Applicability. The Student Senate Code of Conduct applies only to students currently serving as members of the Student Senate as elected or appointed representatives. The Student Senate Code of Conduct shall be applicable only to words and actions that:
  1. Occurred on any campus of the University of Southern Maine,
  2. Involved Student Senate property or Student Senate-related personal property
  3. Occurred during activities conducted under the auspices of the Student Senate
  4. Occurred during a situation in which the Student Senate can demonstrate a clear and distinct interest as a governing body and that said words or actions posed a legitimate threat to the parliamentary process or to the health and safety of any member of the Student Senate or USM community.
- D. Guidelines. The following basic guidelines have been established in accordance with the goals of this Conduct Code. All Student Senators should:
  1. Strive to uphold the Student Government Association Constitution, the policies of the BOT, USM regulations and, and all local, state, and national laws.
  2. Make no private promises of any kind binding upon the duties of being a Student Senator and never accept favors or benefits under circumstances which could be construed by a reasonable person as undesirably influencing their performance as a Student Senator.
  3. Expose any and all corruption discovered within the University System and the Student Senate.
  4. Approach the office of Student Senator with the highest moral principles and maintain a loyalty to the interests of students of the University of Southern Maine.
- E. Rules. All members of the University of Southern Maine Student Senate shall adhere to the spirit and the letter of the following rules:
  1. All members of the Student Senate shall conduct themselves in a manner which shall reflect creditably on the Student Senate. They shall furthermore remain in compliance with the most recent edition of Robert's Rules of Order Newly Revised at all meetings.
  2. All members of the Student Senate shall refuse payment or compensation of any kind

designed to sway their decisions regarding Student Senate business.

3. All members of the Student Senate shall refrain from discriminating against any person on the basis of race, color, creed, national origin, sex, sexual orientation, disability, veteran or marital status, religion, or any other diverse identifications.
  4. All members of the Student Senate, excluding the chair, must have authorization from the Student Senate body, in the form of an affirmative vote, before officially representing the Student Senate either in written or oral form and must fully state to the Student Senate the intentions of that representation. In the case that authorization by the full Student Senate is not possible or otherwise would prevent a Senator's cause from being effectively pursued, a quorum of the Executive Board may grant permission for such representation.
  5. All members of the Student Senate shall refrain from threats or hostile action toward any person.
  6. All members of the Student Senate must use Student Senate property in an appropriate manner.
  7. Proposals passed by the Student Senate are to be carried out in a manner consistent with the way in which they were approved. The Senator who sponsors a proposal shall be responsible for making certain that the intention of the proposal is not altered in basic principle. If an approved proposal is no longer accurate or if the spirit of the proposal changes, a new proposal must be submitted to the Vice-Chair to be presented to the Student Senate.
- F. Enforcement. The Student Senate Code of Conduct shall be enforced in a manner prescribed by the Student Senate Violations Inquiry Committee. Violations punished by other governmental bodies may also be sanctioned by the Student Senate and vice-versa.

Signature:

Print:

Date:

## Definitions

Day – A day is considered to be a single academic calendar day for a full-time traditional student. If a break in the academic year occurs, for example Thanksgiving break, the academic calendar ends that Friday at midnight and begins again 10 calendar days later on Monday at 1 minute past midnight, unless otherwise annotated within the Constitution or the Bylaws. For example if there is a one (1) week requirement to wait for a proposal submitted and an academic break begins on academic day two (2), then academic day 3 will begin on the first academic day back from that academic break.

Week – A week consists of 7 academic days and is administered in the same manner as a calendar day is. For example if there is a one (1) week requirement to wait for a proposal submitted and an academic break begins on academic day two (2), then academic day 3 will begin on the first academic day back from that academic break.

Commuter – A student who does not reside on campus, but is taking at least one (1) credit hour of course work at the University.

Resident – A student who lives on campus and is taking at least one (1) credit hour of course work

At-Large – A student who represents both Commuters and Residents taking at least one (1) credit hour of course work.

## Acronyms

SGA – Student Government Association

USM – University of Southern Maine