

WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

BYLAWS

WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

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Title 1. – Committee on Policies, Procedures and Elections

Article I. Purpose

It shall be the duty of the Committee on Policies Procedures, and Elections (PPE) to interpret, maintain, and make recommendations to the governing documents of the Undergraduate Student Government Association, and to ensure that the various campus elections are conducted in an appropriate fashion.

Article II. Membership

Section 1. Minimum Number of Members

A minimum number of six (6) members shall be required for the committee to operate, including the committee chairperson.

Section 2. Chairpersonship

There shall be one (1) or two (2) chairperson(s) for this committee, to be determined by the President of the Undergraduate Student Government Association.

Section 3. Quorum

A majority of the voting members of the committee shall constitute a quorum to do business.

Section 4. Member Status

All senators appointed to the committee shall have voting member status. All appointed committee representatives designated to the Committee on Policies, Procedures, and Elections pursuant to Title 8 - Appointed Committee Representatives shall have voting member status. Any other student who wishes to serve on the committee shall not have voting status.

Article III. Responsibilities

Section 1. Constitutional Interpretation

The Committee on Policies, Procedures, and Elections shall be responsible for interpreting all governing documents of the Undergraduate Student Government Association.

Section 2. Amendments

The Committee on Policies, Procedures, and Elections shall review all proposed amendments to the governing documents prior to it being placed on the agenda for any meeting. The committee shall make a recommendation on its constitutionality at the following Senate meeting.

Section 3. Internal Policy

The Committee on Policies, Procedures, and Elections shall be responsible for reviewing, maintaining, and setting the internal policy of the Senate with the approval of a majority of the Senate.

Section 4. Elections

The Committee on Policies, Procedures, and Elections shall be responsible for conducting and tallying the ballots of various elections, including the Undergraduate Student Government Association Executive elections, Undergraduate Student Government Association Senatorial elections, and Campus Hearing Board elections.

Section 5. Notification of Elections

The Committee on Policies, Procedures, and Elections shall be responsible for notifying the student body of all Undergraduate Student Government Association offices of nomination and election deadlines. The committee shall also inform the student body of all national, state, and local elections as deemed appropriate by the Senate. Furthermore, the committee shall inform the student body of the results of the appropriate elections within twenty-four (24) hours of the close of balloting.

Section 6. Appointed Representatives

It shall be the responsibility of the chair(s) of the Committee on Policies, Procedures, and Elections to report to the Executive Board any appointed representative who is neglecting his/her duties as defined in Title 9, Article II

Article IV. Powers

Section 1. Review of Passed Legislation

- A. The Committee on Policies, Procedures, and Elections shall have the power to review all passed legislation for constitutionality. If the committee finds the legislation to be unconstitutional, the legislation shall be repealed. A two-thirds (2/3) vote of the Senate shall be required to overturn the recommendation of the committee.
- B. The Committee on Policies, Procedures, and Elections must keep a record of each bill brought to the floor of the Senate in a binder marked "Undergraduate Student Government Association Legislation". The bill must be clearly marked with the decision (a list of how each member voted in roll call votes and the number in favor, against, and abstentions of all divided votes) of the Senate. The Binder must be kept in the Undergraduate Student Government Association office at all times.

Section 2. Recruitment

The Committee on Policies, Procedures, and Elections may request volunteers from the Senate to assist in the elections process. These volunteers must not be involved in the election itself and may not assist in tallying votes, as that is the sole responsibility of the committee members.

Title 2. – Committee on Academic Issues

Article I. Purpose

It is the mission of the Undergraduate Student Government Association's Committee on Academic Issues (CAI) to actively seek feedback from undergraduate students on academic concerns and work towards achieving individual resolutions as well as improving the content and quality of the academic program as a whole at Worcester Polytechnic Institute.

Article II. Membership

Section 1. Minimum Number of Members

A minimum number of six (6) members shall be required for the committee to operate, including the committee chairperson.

Section 2. Chairpersonship

There shall be one (1) or two (2) chairperson(s) for this committee, to be determined by the President of the Undergraduate Student Government Association.

Section 3. Quorum

A majority of the voting members of the committee shall constitute a quorum to do business.

Section 4. Member Status

All senators appointed to the committee shall have voting member status. All appointed committee representatives designated to the Committee on Academic Issues pursuant to Title 9 shall have voting member status. Any other student who wishes to serve on the committee shall not have voting status.

Article III. Responsibilities

Section 1. Research and Investigation

The Committee on Academic Issues shall research new academic initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed so by the Senate.

Section 2. Distribution of Recommendations

The Committee on Academic Issues shall distribute all adopted recommendations to the appropriate and interested members of the Worcester Polytechnic Institute community. It shall be the responsibility of the Chairperson of the Committee on Academic Issues to attend meetings and be a sitting member on the Committee on Academic Policy.

Section 3. Recommendations to the Senate

The committee shall form recommendations regarding academic issues for presentation to the Senate for adoption.

Section 4. Appointed Representatives

It shall be the responsibility of the chair(s) of the Committee on Academic Issues to report to the Executive Board any appointed representative who is neglecting his/her duties as defined in Title 9, Article II

Article IV. Powers

Section 1. Meetings with WPI Community Members

The Committee on Academic Issues shall have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administration, and students necessary to investigate and resolve issues concerning the quality of academics.

Title 3. – Committee on Public Relations

Article I. Purpose

It shall be the duty of the Committee on Public Relations (PR) to serve as an information conduit for the Undergraduate Student Government Association. Also, it shall be the duty of the Committee on Public Relations to serve as the liaison between student organizations and the Senate concerning the publicity of campus wide events.

Article II. Membership

Section 1. Minimum Number of Members

A minimum number of six (6) members shall be required for the committee to operate, including a committee chairperson.

Section 2. Chairpersonship

There shall be one (1) or two (2) chairperson(s) for this committee, to be determined by the President of the Undergraduate Student Government Association.

Section 3. Quorum

A majority of the voting members of the committee shall constitute a quorum to do business.

Section 4. Member Status

All senators appointed to the committee shall have voting member status. All appointed committee representatives designated to the Committee on Public Relations pursuant to Title 9 shall have voting member status. Any other student who wishes to serve on the committee shall not have voting status.

Article III. Responsibilities

Section 1. Undergraduate Student Government Association Displays

The Committee on Public Relations shall be responsible for developing all publicity with respect to the bulletin board, window displays, flyers, club corners, articles, photographs, and any other form of public relations.

Section 2. Campus Wide Events

The Committee on Public Relations shall assist all student organizations in the publicity of campus wide events provided the committee is given at least one (1) week advanced notice and participation from the specific student organization.

Section 3. Information Gathering

The committee shall be responsible for disseminating information to the Worcester Polytechnic Institute community. The committee Chair shall maintain the undergraduate email alias and will share the authority with the Undergraduate Student Government Association President to email this alias.

Section 4. Appointed Representatives

It shall be the responsibility of the chair(s) of the Committee on Public Relations to report to the Executive Board any appointed representative who is neglecting his/her duties as defined in Title 9, Article II

Title 4. – Committee on Student Life Issues

Article I. Purpose

It shall be the duty of the Committee on Student Life Issues (CSLI) to investigate issues concerning the quality of student life at Worcester Polytechnic Institute and ensure that said issues are addressed and resolved.

Article II. Membership

Section 1. Minimum Number of Members

A minimum number of six (6) members shall be required for the committee to operate, including the committee chairperson.

Section 2. Chairpersonship

There shall be one (1) or two (2) chairperson(s) for this committee, to be determined by the President of the Undergraduate Student Government Association.

Section 3. Quorum

A majority of the voting members of the committee shall constitute a quorum to do business.

Section 4. Member Status

All senators appointed to the committee shall have voting member status. All appointed committee representatives designated to the Committee on Student Life Issues pursuant to Title 9 shall have voting member status. Any other student who wishes to serve on the committee shall not have voting status.

Article III. Responsibilities

Section 1. Research and Investigation

The Committee on Student Life Issues shall research new student life initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed so by the Senate.

Section 2. Solicitation of Student Opinion

The Committee on Student Life Issues shall solicit the opinions of the community members and report them to the Senate. It shall be the responsibility of the chairperson of the Committee on Student Life Issues to attend meetings and be a sitting member on CASL, Committee on Advising and Student Life.

Section 3. Dining Services Advisory Committee (DSAC)

The Chair of the Committee on Student Life Issues shall be responsible for scheduling a DSAC meeting once per term. The Chair of the Committee on Student Life Issues and the current manager of Dining Services at WPI will co-chair the DSAC meeting. The committee shall be composed of WPI faculty, staff and Senators. DSAC deals with issues regarding dining services at the University.

Section 4. Distribution of Recommendations

The Committee on Student Life Issues shall distribute all adopted recommendations to the appropriate and interested members of the Worcester Polytechnic Institute community.

Section 5. Recommendations to the Senate

The committee shall form recommendations regarding issues of student life for presentation to the Senate for adoption.

Section 6. Appointed Representatives

It shall be the responsibility of the chair(s) of the Committee on Student Life Issues to report to the Executive Board any appointed representative who is neglecting his/her duties as defined in Title 9, Article II

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Article IV. Powers

Section 1. Meetings with WPI Community Members

The Committee on Student Life Issues shall have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administration, and students necessary to investigate and resolve issues concerning the quality of student life.

Title 5. – Committee on Appropriations

Article I. Purpose

The Committee on Appropriations shall be responsible for the distribution of all funds from the Undergraduate Student Government Association Treasury as outlined within the Governing Documents of the Undergraduate Student Government Association. This committee shall be an Undergraduate Student Government financial committee.

Article II. Membership

Section 1. Members

The committee shall consist of a chair, four (4) Undergraduate Student Government Association Class Treasurers (voting members), and one (1) additional Senator (voting member) appointed by the President upon the recommendation of the Treasurer.

Section 2. Chairpersonship

- A. There shall be one (1) chairperson for this committee, to be appointed by the President of the Undergraduate Student Government Association upon the recommendation of the Treasurer of the Undergraduate Student Government Association. The Chair shall only vote in the case of a tie.
- B. The Chair of the Committee on Appropriations shall be further designated as an “Assistant Treasurer.”
- C. The Chair of the Committee on Appropriations shall act as the Chair of the Financial Board in the absence of the Treasurer.

Section 3. Appointment of Class Treasurers

- A. Class Treasurers will be appointed by a majority vote of the senate, based on the recommendation of the Treasurer.
- B. Appointments of Class Treasurers will be completed before class assignments are designated.
- C. Appointments of all Class Treasurers will occur no later than the first Senate meeting of C-term.

Section 4. Quorum

A majority of the voting members of the committee shall constitute a quorum to do business.

Section 5. Removal

A Class Treasurer who fails to attend two (2) consecutive meetings of either the Organizational Class Finance Committee, as defined in Title 7 of this document, or the Committee on Appropriations will be removed from the Committee and replaced by a new Class Treasurer appointed by the Undergraduate Student Government Association Treasurer.

Article III. Responsibilities of the Class Treasurers

- A. Conduct a ballot lottery to select Organizational Class Finance Committee members no later than the fourth (4th) week of B-term.
- B. Call and preside over Organizational Class Finance Committee meetings, voting only in the instance of a tie.
- C. Serve as a voting member of the Committee on Appropriations.

- D. Collect and maintain a file of fundraisers held by the organizations within the class and report any infractions of the fundraising policies outlined in Title 7, Article IV, Section 3 of these Bylaws.

Article IV. Responsibilities

Section 1. Fiscal Responsibilities

- A. Prepare and submit to the Senate by the second (2nd) meeting of D-term the total Student Government Budget for the upcoming fiscal year. This budget shall include the recommended allocation for each budgeted member organization, all operational costs, all mandatory distributions as per Title 7, and all other recommended allocations for the next fiscal year.
- B. Maintain an appendix to Title 7, Article I which lists all recognized student organizations according to their classifications.
- C. Create budget lines and determine budgeting priorities (i.e., safety, transportation, equipment, &c.) for each eligible organizational class.
- D. Set any and all reimbursement rates defined in this document prior to the start of the budgeting process for the next fiscal year.
- E. Recommend to the Senate classifications of new student organizations upon their recognition by the University or reclassification of existing organizations as changes occur.
- F. Compile and distribute budget request packets to all eligible student organizations.
- G. Serve on the Financial Board.
- H. Ensure that the Undergraduate Student Government Association will have a balanced budget at the end of each fiscal year.
- I. The Committee on Appropriations shall maintain a record of the financial activities of budgeted clubs, known as the Appropriations Binder. The Appropriations Binder shall be used to record all instances of a funding request, a breach of fiscal policy, or other financial matters. The Appropriations Chair, Committee on Fiscal Responsibility and Assistance Chair, and the Student Government Association Treasurer shall be the only persons authorized to make notations in the Appropriations Binder. The Appropriations Binder shall be used as a reference material during Financial Board and the OCFC Process.

Section 2. Appointed Representatives

It shall be the responsibility of the chair(s) of the Committee on Appropriations to report to the Executive Board any appointed representative who is neglecting his/her duties as defined in Title 9, Article II.

Article V. Powers

Section 1. Powers

- A. Approach the Senate for all forms of special funding for any purpose relating to the operation of the Undergraduate Student Government Association.
- B. Approve all purchases not previously budgeted for out of the operating budget that do not exceed two hundred fifty dollars (\$250.00).
- C. Review and propose, to the Senate, any and all changes to the fiscal policies contained in Title 7.
- D. Take any and all actions necessary to ensure that the Undergraduate Student Government Association will have a balanced budget at the end of each fiscal year.

Title 6. – Committee on Fiscal Responsibility and Assistance

Article I. Purpose

The Committee on Fiscal Responsibility and Assistance (CFRA) shall ensure that all SGA-funded organizations spend funds appropriately as dispersed by the undergraduate Student Government Association. The CFRA shall also be responsible for assisting recognized organizations in all financial areas. This committee shall be an Undergraduate Student Government financial committee.

Article II. Membership

Section 1. Minimum Number of Members

A minimum number of four (4) members shall be required for the committee to operate, including the committee chairperson, appointed by the President upon the recommendation of the Treasurer of the Undergraduate Student Government Association.

Section 2. Chairpersonship

- A. There shall be one (1) chairperson for this committee, to be determined and appointed by the President of the Undergraduate Student Government Association upon the recommendation of the Treasurer of the Undergraduate Student Government Association
- B. The Chair of the Committee on Fiscal Responsibility and Assistance shall be further designated as an “Assistant Treasurer.”
- C. The Chair of the Committee on Fiscal Responsibility and Assistance shall act as the Chair of the Financial Board in the absence of the Treasurer and the Chair of the committee on Appropriations.

Section 3. Quorum

A majority of the voting members of the committee shall constitute a quorum to do business.

Section 4. Member Status

All senators appointed to the committee shall have voting member status, including the Chair.

Article III. Responsibilities

Section 1. Budgets

The Committee on Fiscal Responsibility and Assistance shall be responsible for ensuring that all organizations that receive budgets from the Undergraduate Student Government Association spend their money as approved.

Section 2. Special Funding Requests and the SGA Sponsorship Fund

- A. Serve on the Financial Board.
- B. The Committee on Fiscal Responsibility and Assistance shall review all Special Funding and SGA Sponsorship Fund Requests that come to the table of the Undergraduate Student Government Association. A committee representative shall inform a member of an organization requesting an SFR or the Senator sponsoring an SSF of the requirements of the Committee. A report will be created and filed by a member of the Committee including all relevant documentation.

Section 3. Financial Records

The Committee shall be responsible for ensuring that all clubs and organizations that receive a budget from the Undergraduate Student Government Association have a treasurer who maintains an up-to-date book in which all transactions are recorded. It will be the responsibility of the Committee to hold one seminar per semester in which they detail how clubs and organizations shall keep their records.

Section 4. Assistance

The Committee shall provide assistance to all recognized student organizations in the processing of financial paperwork, regardless of the organization's funding source. The Committee will provide clubs with assistance on keeping records, reaching goals, and providing programming for the undergraduate student body.

Section 5. Appointed Representatives

It shall be the responsibility of the chair(s) of the Committee on Fiscal Responsibility and Assurances to report to the Executive Board any appointed representative who is neglecting his/her duties as defined in Title 9, Article II.

Section 6. Student Government Association Internal Audit

It shall be the responsibility of the Committee on Fiscal Responsibility and Assistance to conduct a Student Government Association Annual Report every B-Term for the previous calendar year. The internal audit shall be presented to the Student Government Association at the end of B-Term.

Article IV. Powers

Section 1. Budgetary violations

The Committee on Fiscal Responsibility and Assistance shall recommend sanctions to the Treasurer of the Undergraduate Student Government Association when it determines that a budget violation has occurred.

Section 2. Special Funding Requests and SGA Sponsorship Fund Requests

The Committee on Fiscal Responsibility and Assistance shall have the power to review and recommend that the Treasurer act upon violations of all Special Funding Requests (SFR) and SGA Sponsorship Fund (SSF) requests in accordance with any procedures created by the Committee and approved by the Undergraduate Student Government Association Treasurer.

Section 3. Reviewing Club & Organization Expenditures

- A. Review the financial records of all SGA-funded clubs and organizations.
- B. Recommend to the Treasurer of the Undergraduate Student Government Association any penalties to clubs and organizations found in violation of the Undergraduate Student Government Association's Fiscal Structure.
- C. Require SGA-funded organizations account for expenditures, in accordance with procedures developed by the Committee on Fiscal Responsibility and Assistance and approved by the Treasurer of the Undergraduate Student Government Association.
- D. Collect and maintain a record of Semester Report Forms.
- E. Collect and maintain a record of Special Funding Request Report Forms.
- F. Collect and maintain a record of Student Government Association Sponsorship Funding Report Forms.

Title 7. – Fiscal Structure and Policy

Article I. Classification of Student Organizations

Section 1. The Classification Structure and Purpose

- A. There shall exist six (6) organizational classes into which each recognized undergraduate student organization, with the exception of the Undergraduate Student Government Association, shall be classified.
- B. Each recognized student organization shall be classified by the Financial Board.
- C. All organizations recognized by the Worcester Polytechnic Institute shall be considered Undergraduate Student Government Association member organizations, eligible to apply for Undergraduate Student Government Association funding after the date of official recognition.
- D. In order to receive official recognition, an organization must have fulfilled the requirements of the Student Organization Council (SOC) and the Student Activities Office (SAO) and been approved by both.
- E. Organizations shall abide by all fiscal regulations as outline in Title VII of the Student Government Association Bylaws.
- F. The Undergraduate Student Government Association shall not be classified into any of the six (6) organizational classes, as it is responsible for creating and maintaining this fiscal structure.
- G. The requirements for SOC recognition shall be determined by the SOC.
- H. The requirements for SAO recognition shall be determined by the SAO.
- I. Upon completion of these requirements and those concerning budgetary processes outlined in Article III, Section 2 of this title, the Senate shall oversee all issues concerning funding.

Section 2. The Classes

- A. Class I.
 1. Those organizations open to all Worcester Polytechnic Institute undergraduate students which focus on a specific area of interest and do not receive a yearly operation budget from an international, national, regional, state, or local organization shall be members of Class I.
 2. Hobby-related, ethnic, religious, political, social and academic/professional organizations shall be considered to focus on specific areas of interest.
 3. Class I organizations shall be entitled to apply for a yearly budget and special funding as outlined within the Undergraduate Student Government Association Bylaws.
 4. All budgets awarded to Class I organizations will be allocated out of the funds collected through the undergraduate Social Fee. These moneys allocated shall not go toward paying personal dues to international, national, regional, state, or local organizations.
- B. Class II.
 1. Those organizations open to all Worcester Polytechnic Institute undergraduate students and classified as club sports by the university shall be members of Class II.
 2. Class II organizations which are not funded by the Athletic Department shall be entitled to apply for a yearly budget and special funding as outlined within the Undergraduate Student Government Association Bylaws.
 3. All budgets awarded to Class II organizations will be allocated out of the funds collected through the undergraduate Social Fee.
- C. Class III.
 1. Those organizations open to all Worcester Polytechnic Institute undergraduate students, unaffiliated with and not receiving a yearly operational budget from an international, national, regional, state, or local organization and whose primary purpose is to provide programming, publications, and/or services open and available to the entire undergraduate student body shall be members of Class III.
 2. Programming for the entire undergraduate student body shall be defined as programs which educate, entertain, and/or expose students to the arts.
 3. Class III organizations shall be entitled to apply for a yearly budget and special funding as outlined with the Undergraduate Student Government Association Bylaws.
 4. All budgets awarded to Class III organizations will be allocated out of the funds collected through the undergraduate Social Fee.

- D. Class IV.
 - 1. Those organizations open only to certain segments of the Worcester Polytechnic Institute student body shall be members of Class IV. These organizations shall include, but are not limited to honor societies, Greek organizations not falling under the classification of a class V organization below, and exclusive professional societies.
 - 2. Class IV organizations shall be entitled to approach the Senate for funding for specific programming needs provided no other funding source exists and the activity or program is open to the entire undergraduate student body.
 - 3. Class IV organizations will be eligible to apply for special funding as outlined by the Undergraduate Student Government Association Bylaws.
- E. Class V.
 - 1. All social fraternities and sororities shall be members of Class V. A social fraternity or sorority is defined as a social group of persons united under Greek letters for a common purpose with a nationally affiliated organization.
 - 2. Any student organization wanting to be Class V must be externally incorporated and have a federal tax identification number.
 - 3. Only Class V organizations are allowed to hold bank accounts outside of The University's Accounting Office.
 - 4. Class V organizations shall be entitled to approach the Senate for funding for specific programming needs provided no other funding source exists and the activity or program is open to the entire undergraduate student body.
 - 5. Class V organizations will be eligible to apply for special funding as outlined by the Undergraduate Student Government Association Bylaws.
- F. Class VI.
 - 1. All organizations recognized by the SOC who have not yet applied for reclassification shall be classified as a Class VI organization.
 - 2. Organizations in this class may apply for reclassification between twelve (12) and eighteen (18) months from the date of recognition by the SOC.
 - 3. If after eighteen (18) months there has been no application for reclassification of the organization submitted to the Financial Board, then the organization will become once again unrecognized. The Treasurer will make it known to the Senate at the next available meeting.
 - 4. Any Class VI organization looking to reclassify must submit a completed Reclassification section of the "General Request Form" to the Undergraduate Student Government Association. The organization looking to reclassify must appear before Financial Board to present their case for reclassification. The organization will be able to request money as specified in Title 7 of the Undergraduate Student Government Association bylaws following their Senate approved reclassification status.
 - 5. Class VI organizations shall be entitled to approach the Senate for funding for specific programming needs provided no other funding source exists and the activity or program is open to the entire undergraduate student body.

Article II. Organizational Class Finance Committees (OCFCs)

Section 1. Membership

- A. There shall exist three (3) Organizational Class Finance Committees, herein referred to as Organizational Class Finance Committees, one designated for Class I, one for Class II and one for Class III. Class I and II Organizational Class Finance Committees shall be presided over by the designated Class Treasurer, as defined in Article III of Title 5, and shall consist of eight (8) undergraduate representatives from organizations within the corresponding class. The Class III, Organizational Class Finance Committee shall be presided over by the designated Class Treasurer, as defined in Article III of Title 5 and shall consist of a representative from each Class III organization.
- B. Election of Organizational Class Finance Committee Representatives.
 - 1. Nominations for Organizational Class Finance Committee representatives will occur no later than the fourth (4th) week of B-term.
 - 2. Each organization within a particular class may nominate one (1) member of that organization as an Organizational Class Finance Committee representative for that class.
 - 3. Neither the Undergraduate Student Government Association Treasurer nor any of the four (4) Class Treasurers may serve as an Organizational Class Finance Committee representative.

4. The names of nominees will be collected and a lottery conducted by the SGA Treasurer to determine the Organizational Class Finance Committee representatives in each class no later than the fifth (5th) week of B-term.
 5. In the event that less than eight (8) names are submitted for Class I and Class II Organizational Class Finance Committees, each organization will be asked to submit a second (2nd) name and a second (2nd) lottery will be conducted to bring the number of representatives to eight (8).
- C. An Organizational Class Finance Committee representative who fails to attend any meetings of the committee will have five percent (5%) subtracted from every line item of their budget request immediately, unless it is determined by the SGA Treasurer that an extenuated circumstance was present. This penalty shall, in no way, affect the budgeting process and any potential subsequent budget cuts.

Section 2. Duties of Organizational Class Finance Committee Representatives

- A. Attend all meetings and training sessions of the appropriate Organizational Class Finance Committee.
- B. Serve as a voting member of the appropriate Organizational Class Finance Committee.
- C. Be familiar with the Fiscal Structure and Policy outlined herein.

Section 3. Duties of the Organizational Class Finance Committee

- A. Review budget proposals from organizations within the appropriate class.
- B. Recommend to the Committee on Appropriations a budget for each organization within the class.

Article III. Five Percent Appeals Board

Section 1. Purpose

- A. The Five Percent Appeals Board shall exist for the adjudication of all appeals resulting from or relating to the “5% Rule.”
- B. Any organization whose requested budget totals more than 105% of the previous fiscal year’s appropriated budget shall be required to appear before the Five Percent Appeals Board.
- C. Budget Packets from those organizations as defined in Article III, Section 1, Part B., shall be provided to the Chair of the Committee on Appropriations no later than the fourth (4th) week of B-term by the respective organization requesting such increase.
- D. The Five Percent Appeals Board shall hear in committee in the fifth (5th) week of B-term the appeal of the Organization in question and shall issue a determination by majority vote to approve or deny said appeal.
- E. All decisions made within the scope of the Committee’s purpose shall be final and not subject to further appeal.

Section 2. Membership

- A. The Five Percent Appeals Board membership shall consist of the Undergraduate Student Government Association Treasurer, the Committee on Appropriations, the Committee on Fiscal Responsibility and Assistance and one representative each from Class I, II, & III.
- B. Appointment of the Five Percent Appeals Board Representatives:
 1. The Chair of the Committee on Appropriations shall chose one representative each from Class I, II, & III.
 2. Those eligible to be nominated shall be chosen from the members of the respective Organizational Class Finance Committee.
 3. Five Percent Appeals Board Representatives cannot be the selected Organizational Class Finance Committee Representative from any organization appearing before the Five Percent Appeals Board.
 4. Neither the Undergraduate Student Government Association Treasurer, nor any member of the Committee on Appropriations, or the Committee on Fiscal Responsibility and Assistance may serve as a Five Percent Appeals Board Member from the Class I, II or III organizations.

Section 3. Attendance Requirement

- A. A Five Percent Appeals Board Member who shall fail to attend any properly called meetings of the Board will have five percent (5%) subjected from every line item of their respective organization's budget request immediately.
- B. If the representative failed to attend due to an extenuating circumstance as determined by the Undergraduate Student Government Association Treasurer then Section 3, Part A shall not apply.

Article IV. Budgetary Policy

Section 1. Fiscal Year

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

Section 2. Budgets

- A. Budget packets will be distributed to student organizations during the second (2nd) week of B-term.
- B. Completed budget packets are to be returned to the Undergraduate Student Government Association Office on or before the designated due date, before the final day of B-term. Budget requests submitted after this time will not be considered under any circumstances.
- C. Organizations requesting budgets shall provide the following along with the completed packet:
 - 1. A fiscal proposal for the upcoming academic year,
 - 2. A detailed explanation of funds requested for each budget line,
 - 3. A current list of active undergraduate members, where active membership is defined in the packet.
- D. Officers of student organizations should check with the Club Sports Office (Class II) or the Student Activities Office (Classes I & III) to ensure that a list of capital equipment owned by the group (any items worth more than one hundred dollars (\$100.00) and a current copy of the organization's constitution are on file in one (1) of those offices if specifically requested by SGA or SAO.
- E. The Student Activities Office must have all documents readily on file in accordance with Article I, Section 1 of this title.
- F. Budget hearings with each organization shall take place with the respective Organizational Class Finance Committee during C-term. Organizations will be officially notified of budget hearings at least one (1) week in advance.
- G. Each Organizational Class Finance Committee shall submit its budget recommendations to the Committee on Appropriations by the fifth (5th) week of C-term.
- H. Organizations shall be notified in writing of the Committee on Appropriations recommendation by the sixth (6th) week of C-term.
- I. Appeals of the determinations of the recommendations of the Committee on Appropriations shall be submitted to the Undergraduate Student Government Association Treasurer or the Chair of the Committee on Appropriations or the Chair of the Committee on Fiscal Responsibility and Assistance in writing no less than seventy-two (72) hours prior to the budget approval Senate Meeting.
- J. The Committee on Appropriations shall present the total recommended budget for each class to the Senate for approval no later than the second (2nd) meeting of D-term.

Section 3. Five Percent Appeals Process

See Article III

Section 4. Budget Hearing and Review

- A. The Organizational Class Finance Committee will meet with each organization for the purpose of reviewing the requested budget.
- B. The Organizational Class Finance Committee will decide how each item in the organizations budget fits into the budgeting priorities established by the Committee on Appropriations.
- C. The Organizational Class Finance Committee shall review the organization actual expenses for the last fiscal year and insure that the proposed budget is in line with previous spending.
- D. Upon the completion of all budget hearings, the Organizational Class Finance Committee will propose to the Committee on Appropriations a total class budget which is within the financial constrains established by the Committee on Appropriations.

- E. Budgetary Status. All organizations of Worcester Polytechnic Institute shall be classified as either Budgeted or Non-Budgeted
 - 1. Budgeted Organization – An organization having been SOC recognized, SAO approved and having gone through the budgeting process in accordance with this Title shall be known as having Budgeted Status and is eligible for additional funding if necessary.
 - 2. Non – Budgeted Organization – An organization which receives no annual funding due to not being recognized by SOC, not being approved by SAO or simply receiving a budget of \$0.00 at the budgeting process shall be known as having Non – Budgeted Status. An SOC/SAO recognized organization receiving no annual budget is still eligible for Special Funding pursuant to Article IV Section 6 of this Title.

Article V. Fiscal Policy

Section 1. Appropriate Use of Undergraduate Student Government Association Funds

- A. Funds should be spent out of the most appropriate budget line even if that particular line did not receive a budget.
- B. Undergraduate Student Government Association funds may not be used to purchase alcohol or any illegal substances.
- C. Any unused funds budgeted to student organizations through the Undergraduate Student Government Association will be returned to the Undergraduate Student Government Association Treasury at the end of the fiscal year.
- D. All Undergraduate organizations recognized by SOC and the Senate must maintain all financial accounts within the Worcester Polytechnic accounting system except those organizations classified as members of Class V, who may maintain accounts outside of Worcester Polytechnic Institute accounting system.
- E. Class IV and V organizations, upon requesting funding through the Student Government Association, must submit, upon request, a copy of their current fiscal-year's budget.
- F. No Undergraduate Student Government Association budgeted organization may have a negative balance in their account at the end of the fiscal year.
- G. The Undergraduate Student Government Association may not hear funding requests for any events, purchases, or expenditures which have already occurred.

Section 2. Expenditures

- A. Transportation expenses will be reimbursed on a per mile basis from organizational funds at the rate established by the University.
- B. For any convention or conference, Undergraduate Student Government Association funds may only be used to pay for official transportation costs, registration fees, and accommodations.
- C. The Worcester Polytechnic Institute Undergraduate Student Government will not fund any reimbursements of any kind.

Section 3. Fundraising

- A. Organizations in Classes I, II, III, IV and VI shall abide by the fundraising policies outlined in this section.
- B. Organizations are encouraged to hold fundraisers whenever possible.
- C. Organizations wishing to hold a raffle or casino night must first obtain permission and the necessary forms from the Student Activities Office.
- D. All fundraised monies shall be reported to the Student Government Association on a semester basis. Fundraising is to be declared on the Student Government Association Semester Report Form.

Section 4. Deposits

- A. All of an organization's fund-raised moneys must be deposited in the fund-raising budget line of the organization's Worcester Polytechnic Institute account within three days of the activity. Fundraised moneys are those moneys collected by an organization after a fundraising event that are over and above the costs incurred in producing the event.
- B. Organizations which wish to keep a petty cash box may do so only with prior approval of the Student Activities Office. Organizations may not keep a petty cash box in the Student Activities Office. Petty cash accounts will be established by filling out a check request for petty cash and will not exceed one

hundred dollars (\$100.00). All receipts from petty cash purchases shall be kept in the box and be turned in with a check request to replenish the petty cash. This policy shall be in line with the Worcester Polytechnic Institute policy on petty cash.

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

Section 5. Student Government Reserve (SGR)

There shall exist a reserve designated as the Student Government Reserve. Moneys deposited in the SGR shall be any surplus of funds from the moneys used to budget Student Government member organizations and any unused funds which have been reclaimed at the end of each fiscal year. The moneys in the SGR shall be available for allocation by the Senate at the direction of the Financial Board. All funds awarded in accordance with Section 6 of this article shall be drawn from the SGR. Any allocation out of the SGR which exceeds five thousand dollars (\$5,000.00) shall require a two-thirds (2/3) vote for passage.

Section 6. Special Funding

A. Types of Special Funding

1. Supplemental Funding - If an Undergraduate Student Government Association-budgeted organization finds that during the course of the fiscal year it has insufficient funds to carry out its planned activities and/or its constitutional obligations, or if it has need to acquire, repair or replace equipment or materials, then that organization may approach the Undergraduate Student Government Association for supplemental funding. Supplemental funding will be limited to five thousand dollars (\$5,000.00).
2. Emergency Funding - If an Undergraduate Student Government Association-budgeted organization is faced with a situation in which it can no longer operate due to lack of funds, that organization may approach the Undergraduate Student Government Association for emergency funding. Emergency funding is an allocation of funds to an organization to allow it to resume proper operation. Emergency funding shall be limited to only those funds that permit an organization to operate at a base level.
3. Program Funding - Any recognized organization planning an event or program open to the entire Worcester Polytechnic Institute undergraduate student body may approach the Undergraduate Student Government Association for program funding in an amount exceeding that available from any other funding source. Requests may be made to cover contract costs, publicity costs, custodial or support services (sound and lights, campus police, &c.) costs.
4. Capital Funding - If an Undergraduate Student Government Association-budgeted organization has the need to purchase articles with a value which exceeds an organization's ability to purchase within the budget of one fiscal year and/or the level set on supplemental funding, that organization may approach the Undergraduate Student Government Association for capital funding. Capital funding requests will be accepted in accordance with the timeline established by the Committee on Appropriations.

B. Procedure for Special Funding.

1. Organizations requesting Special Funding must fill out and submit to the Undergraduate Student Government Association Chair of the Committee on Appropriations the Special Funding Request section of the "General Request Form." Included with this form must be a complete breakdown of the request.
2. At the next regular meeting of the Financial Board, a hearing will be conducted with representatives of the organization. The Financial Board will determine if the proposal constitutes program, supplementary, emergency or capital funding. See Article VII on Financial Board Operations.
3. The Financial Board shall have the right to negotiate the requested amount with the organization but may change the requested amount if the organizational representatives concur or if the Financial Board does so by a majority vote. If the request comes before the Senate the Financial Board amended amount shall be the amount voted on upon the Senate floor.
4. Members of the Committee on Appropriations shall be responsible for taking notes during the Financial Board discussion that pertain to any Special Funding Request. They shall submit their notes to the Chair of the Committee on Appropriations, who will then distribute them to the Senate no later than twenty-four (24) hours after the discussion has taken place.

5. At the Senate meeting, prior to any vote, , the Undergraduate Student Government Association Chair of the Committee on Appropriations shall report the recommendation of the Financial Board and the Undergraduate Student Government Association Treasurer shall report the current available balance of the Student Government Reserve.
6. Any Special Funding Request in excess of five-thousand dollars (\$5,000.00) that is heard on the Senate floor shall require a two-thirds (2/3) majority vote of the Senate for passage. All other allocations shall only require a majority vote of the Senate.
7. Moneys awarded in the special funding process are subject to the review of the Committee on Fiscal Responsibility and Assistance.
8. Denied requests may not be resubmitted in part or in whole by either the original organization or another organization. They may also not be resubmitted as part of the SGA Sponsorship Funding process. Either of these rules may be waived by a majority vote of the Senate.
9. The organization requesting special funding shall have the right to withdraw the Special Funding Request at any time during this process.

Section 7. SGA Sponsorship

- A. The Undergraduate Student Government Association may sponsor events or services which benefit the WPI Undergraduate Student Body.
- B. Recommendations and requests for SGA Sponsorship may be generated by any member of the WPI Community.
- C. A portion of the social fee shall be placed into an account known as the SGA Sponsorship Fund (SSF). The amount to be allocated shall be determined yearly by the undergraduate Student Government Association at the time SGA votes to approve mandatory transfers for the following fiscal year.
- D. By sponsoring an event or service, SGA can choose to obtain space on campus for the event or service, provided space is requested before the SGA votes on the sponsorship. The person(s) requesting sponsorship shall sign a waiver stating they are responsible for any misconduct that occurs in said space.
- E. Money from the SSF shall be prohibited from paying any and all fees for services, products, programs, conferences or dues to international, national, state, or local organizations.
- F. The procedure for gaining SGA sponsorship shall be as follows
 1. The person or people requesting SGA sponsorship must solicit a sponsor for their request who is a voting member of the WPI Undergraduate Student Government Association. Members of the WPI community requesting SGA Sponsorship must fill out and submit to the Undergraduate Student Government Association Chair of the Committee on Appropriations the SGA Sponsorship Request section of the "General Request Form.". Included with this form must be a complete breakdown of the request.
 2. At the next regular meeting of the Financial Board, a hearing will be conducted with representatives of the request. See Article VII on Financial Board Operations.
 3. The Financial Board shall have the right to negotiate the requested amount with the organization but may change the requested amount if the representatives concur or by majority vote of the Financial Board. If the request comes before the Senate the Financial Board amended amount will be the amount voted on upon the Senate floor.
 4. If the SGA Sponsorship Request comes before the Senate, prior to any vote, the Undergraduate Student Government Association Chair of the Committee on Appropriations shall report the recommendation of the Financial Board and the Undergraduate Student Government Association Treasurer shall report the current available balance of the SGA Sponsorship Fund account. The WPI Undergraduate Student Government shall vote on the SGA Sponsorship Request, where a passing vote means the request is sponsored in the amount stated, while a failing vote means the Student Government Association chooses not to sponsor the request.
 5. In the case that a SGA Sponsorship Request exceeds five-thousand dollars (\$5,000.00) in requested funding, funds will be awarded upon the passage of a two-thirds (2/3) vote of the Senate. All other allocations shall only require a majority vote of the Senate.
 6. Moneys awarded in the SGA Sponsorship process are subject to the review of the Committee on Fiscal Responsibility and Assistance.
 7. Denied requests may not be resubmitted in part or in whole by either the original representative or any other representative requesting the same item. This rule may be waived by a majority vote of the Senate.

8. The representative of the SGA Sponsorship Request shall have the right to withdraw the SGA Sponsorship Request at any time during the process.

Article VI. Policy Infractions

Section 1. Types of violations

- A. Major balanced budget violation - Any Undergraduate Student Government Association-budgeted organization which at the end of the fiscal year finds itself in debt to an amount greater than ten percent (10%) of the next year's budget has committed a major balanced budget violation towards the new fiscal year, and shall be subject to penalties as outlined in Section 2 below.
- B. Minor balanced budget violation - Any Undergraduate Student Government Association-budgeted organization which at the end of the fiscal year finds itself in debt to an amount less than or equal to ten percent (10%) of the next year's budget has committed a minor balanced budget violation towards the new fiscal year, and shall be subject to penalties as outlined in Section 2 below.
- C. Unauthorized account violation - Any Undergraduate Student Government Association-budgeted organization which is found to hold and/or maintain an account outside of the Worcester Polytechnic Institute accounting system has committed an unauthorized account violation, and shall be subject to penalties as outlined in Section 2 below.
- D. Petty cash violation - Any Undergraduate Student Government Association-budgeted organization which has failed to deposit fundraised moneys with the three day period and/or is found to be keeping an unauthorized petty cash box and/or possesses petty cash exceeding one-hundred dollars (\$100.00) has committed a petty cash violation, and shall be subject to penalties as outlined in Section 2 below.
- E. Fundraising violation - Any Undergraduate Student Government Association-member organization which violates any of the Undergraduate Student Government Association fundraising policies outlined in Article IV, Section 3 of this Title has committed a fundraising violation, and shall be subject to penalties as outlined in Section 2 below.
- F. Fiscal policy violation - Any Undergraduate Student Government Association-budgeted organization which violates any of the other policies contained in Title 7 has committed a fiscal policy violation, and shall be subject to penalties as outlined in Section 2 below.

Section 2. Penalties

- A. Upon committing a violation, the organization will be notified by the Undergraduate Student Government Association Treasurer or the Chair of the Committee on Appropriations or the Chair of the Committee on Fiscal Responsibility and Assistance.
- B. Any organization committing a major balanced budget violation or minor balanced budget violation will have its budget suspended until a representative from the organization meets with representatives of the Financial Committees to establish a method of debt repayment.
- C. Any organization committing an unauthorized account violation shall have its Worcester Polytechnic Institute account suspended until all funds are transferred into it from the outside account and that account is closed out.
- D. Any organization committing a fundraising violation shall have its account frozen until such time as all fundraised moneys and petty cash have been documented and deposited.
- E. Any organization committing a Fiscal policy violation shall be subject to penalties deemed appropriate by the Undergraduate Student Government Association Treasurer, until such time as the violations have been resolved. In the event of particularly severe violations, the Worcester Polytechnic Institute Administration may become involved upon the request of the Undergraduate Student Government Association Treasurer.
- F. Any organization committing any two (2) violations in one (1) fiscal year will have its budget suspended until a representative from the organization meets with the Financial Committees and the financial policies are reviewed.
- G. The Senate may appeal any decision made by the Financial Committees regarding policy infractions by a two-thirds (2/3) vote of the Senate.
- H. Any organization that refuses to cooperate with the Financial Committees on matters relating to Fiscal Policy, including Financial Review and Assistance sessions presented by the Committee on Fiscal Responsibility and Assistance, shall be precluded from requesting a budget until the matter is resolved.

Article VII. Collection and Distribution of SGA Funds

Section 1. The Student Life budget apportioned for the support of student activities

- A. The Student Life Office shall transfer the portion of the Student Life budget apportioned for the support of student activities to the Undergraduate Student Government Association Treasury.
- B. In addition, portions of this budget shall be divided as follows and referred to as mandatory transfers:
 1. Assistant Director for Student Activities Salary - The Assistant Director for Student Activities salary is partially paid for by the Social Committee and shall be funded by a direct deposit from the budget apportioned from tuition with any increases as recommended by the Social Committee each year during budgeting.
 2. Class Dues - Each of the graduating classes shall receive dues from the budget apportioned from tuition. Each Class Board shall be appropriated the sum of \$5,000 each fiscal year.
 3. Student Speakers Fund - Each year, five thousand dollars (\$5,000.00) shall be taken directly from the budget apportioned from tuition and transferred to the Student Speakers Fund, which shall be distributed according to the policy adopted by the Student Activities Office. This account shall be capped at twenty thousand dollars (\$20,000.00) with any surplus being transferred to the Student Government Reserve
 4. Projector Service - The Student Activities Office shall maintain a service contract with a professional company to maintain the film projectors in Perrault Hall.
 5. Music Licensing Fees - The Student Activities Office shall pay annual fees to music licensing companies to handle all music copyright charges.
- C. The above mandatory transfers may not represent all the mandatory transfers that occur on an annual basis.
- D. One-half (50%) of the Undergraduate Student Government Association Operating budget shall be taken from this portion of tuition.

Section 2. The Undergraduate Social Fee

- A. The Financial Committees and the Treasurer, with the option to include a representative from Accounting if they so choose, will meet to determine an appropriate value of the social fee.
- B. The Appropriations Committee will present a motion to the Senate to recommend an amount for the Undergraduate social fee at the last meeting before November break. It will be tabled at this meeting. It will be voted on at the following meeting.
- C. Two-thirds (2/3) of the Senate must approve the new amount of the social fee. If the Senate does not approve a value for the social fee by the final meeting of B-term, the social fee shall remain at the same amount as the previous year.
- D. These fees will be collected by the Accounting Office at the beginning of each semester as part of the tuition bill and transferred to the Undergraduate Student Government Association Treasury.

Section 3. Distribution of the Undergraduate Social Fee

- A. The undergraduate Social Fee shall be used to budget all Class I, II and III organizations.
- B. One-half (50%) of the Undergraduate Student Government Association Operating budget shall be taken from the undergraduate Social Fee.
- C. Upon recommendation by the Committee on Appropriations, the Senate may change the amounts of these fees and costs, with the exception of the Assistant Director for Student Activities Salary, prior to the start of the budgeting period each year by a two-thirds (2/3) vote.

Section 4. Surplus Budgeting

Of the total revenue collected in accordance with Section 1 and 2 of this Article, the Financial Committees and the Undergraduate Student Government Association Treasurer shall designate no less than two percent (2%) directly to the Student Government Reserve. These funds shall be used to increase the Student Government Reserve and provide moneys for special funding throughout the year.

Article VIII. Reporting Usage of SGA Funds

Section 1. Special Funding Requests and SGA Sponsorship Fund Report Forms

- A. Those receiving funding from the Student Government Association in the form of Special Funding Requests and Student Government Association Sponsorship Funding Requests shall submit to the Committee on Fiscal Responsibility and Assistance a detailed report on the expenditures.
- B. Special Funding Request Report Form Procedure
 - 1. The OCFC shall be given an organization's report forms pertaining to newly budgeted events previously SFR'd for during the budgeting process.
 - 2. If the report form is not submitted, the club or organization shall not be permitted to apply for an additional Special Funding Request until completion of the report form.
- C. Student Government Association Sponsorship Fund Report Form Procedure
 - 1. If the report form is not submitted, the individual shall not be permitted to apply for an additional SGA Sponsorship Funding Request until completion of the report form.
 - 2. In the event that an organization receives funding from a Student Government Association Sponsorship Funding Request, that organization may not request additional funds until the appropriate report form is filed or arrangements are made with the Chair of the Committee on Fiscal Responsibility and Assistance.
- D. Special Circumstances
 - 1. Any special circumstances will be handled on a case by case basis by contacting the Chair of the Committee on Fiscal Responsibility.
- E. Budgetary Implications
 - 1. Any expenditure that is not appropriately reported will not be allowed into an organization's budget for the following fiscal year.

Article IX. Financial Board

Section 1. Purpose and Composition

- A. The purpose of this board is to make financial decisions regarding Special Funding Requests and Student Government Association Sponsorship Funding requests and Reclassification Requests.
- B. This board shall be chaired by the Treasurer (non-voting) and consist of the members of the Committee on Fiscal Responsibility and Assistance and the Committee on Appropriations.
- C. A quorum shall consist of eighty (80) percent of the voting members. If there is no quorum at the Financial Board meeting, the Treasurer shall have the option to:
 - a. Postpone all requests until the next Board meeting.
 - b. Have the requests come before the Senate. The Board will hear all scheduled requests and will make recommendations to the Senate.
 - c. Summon an appropriate amount of elected officials to meet quorum who satisfy one of the following requirements: Student Government Association Vice President; Student Government Association Secretary; one who has previously served on the Financial Board; or one who is currently serving on at least their third Senate.

Section 2. Operation

- A. The Financial Board will meet weekly to hear Special Funding Requests and Student Government Association Sponsorship Funding requests and Reclassification Requests.
- B. All Special Funding Requests, Student Government Association Sponsorship Funding Requests and Reclassification Requests shall come before this board. The Undergraduate Student Government Association Treasurer may waive this hearing requirement in favor of either Executive Board action or a full Senate hearing.
- C. At the weekly meeting of this board, the representative requesting funding will present their case. Following the presentation, the Financial Board has the discretion to either postpone the request for a future meeting or move to have the request come before the Senate or vote immediately by secret ballot to approve or deny the request.
- D. Decisions on financial matters require a 2/3 majority vote. Failing a 2/3 majority, the request shall be brought before the Senate for a decision.
- E. If the request comes before the Senate whether by the Board's recommendation or a failure to achieve a 2/3 majority, the Board shall present to the Senate all relevant discussion and information regarding the request.

- F. Following any decisions made by the Financial Board, the Chair of the Committee on Appropriations shall make public the Financial Board's Minutes no later than twenty-four (24) hours after the decision.
- G. The Financial Board shall run according to Robert's Rules of Order Newly Revised.

Section 3. Executive Veto

- A. After learning of the Financial Board's decisions, any member of the Undergraduate Student Government Association Senate has the privilege to approach a member of the Executive Board and request an Executive Board veto.
- B. The Executive Board of the Undergraduate Student Government Association has the authority, by two-thirds (2/3) vote, to veto the Financial Board's decisions and forward the funding request to the Senate for final action.
- C. An Executive Board veto of the Financial Board's decisions shall be made at least twenty-four (24) hours prior the following Senate Meeting.

Article X. Amendments to This Title

Section 1. Policy Changes

- A. Changes in these financial policies and procedures will be recommended by the Committee on Appropriations or the Committee on Fiscal Responsibility and Assistance to the Committee on Policies, Procedures and Elections and must be approved by two-thirds (2/3) of the Senate.
- B. All affected organizations must be officially notified no less than seven (7) days before any changes approved by the Senate shall go into effect.

Title 8 – Election Code

Article I. Order of Elections

Section 1. Executive Branch Elections

Executive Branch elections shall take place during the first (1st) week of B-Term.

Section 2. Senate Elections

On-campus and off-campus Senator elections shall take place during the third (3rd) week of B-term.

Section 3. Campus Hearing Board Elections

Campus Hearing Board Elections shall take place during the fifth (5th) week of D-term

Article II. Election Procedures

Section 1. Eligibility

- A. Any undergraduate student seeking an Executive or Legislative office must be enrolled at Worcester Polytechnic Institute at the time of elections.
- B. Undergraduate students seeking on-campus senator positions must reside in Worcester Polytechnic Institute Housing administered by the Office of Residential Services. Undergraduate students seeking off-campus Senator positions must not reside in housing administered by the Office of Residential Services.
- C. All students seeking Executive Branch or Senate positions must be planning to fulfill their entire term of office as a Worcester Polytechnic Institute undergraduate.
- D. No member of the Undergraduate Student Government Association shall hold more than one (1) Executive and/or Legislative office at a time, with the exception of those offices designated in the Constitution as "-elect".
- E. Undergraduate students seeking an Undergraduate Student Government Association office or a position on the Campus Hearing Board must be in good academic standing as determined by Worcester Polytechnic Institute regulations.
- F. Questions concerning the eligibility of students remaining in or running for Undergraduate Student Government Association office along academic or behavioral guidelines will be answered by the Elections Chairperson according to the Worcester Polytechnic Institute Campus Code of Conduct.

Section 2. Nominations

- A. Nominations shall be made by the candidate him/herself. This nomination must be made in writing and submitted to the Elections Chairperson. Nomination forms for all elections must include signatures of at least sixty (60) but no more than eighty (80) undergraduate students of Worcester Polytechnic Institute. All signatures shall be numbered and legible. Nomination forms shall read as follows: "We, the undersigned, hereby nominate (name) for the office of (office)."
- B. The Election Chairperson shall have the power to prevent the name of any candidate from appearing on the ballot for failure to meet the above requirements.
- C. Nominations shall be open for not less than four (4) days, nor shall they exceed two (2) weeks.

Section 3. Nomination and Election Announcements

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

Section 4. Campaign Regulations

- A. Any person actively campaigning (e.g.: handing out leaflets, talking to voters, etc.) may not be within twenty (20) feet of a public voting table, except to vote. This includes any person wearing visible campaign material on their body and next to anyone voting electronically.
- B. Candidates should make every effort not to be in the same room as anyone who is voting.
- C. All candidates will make a reasonable effort to avoid the second level of the Campus Center during polling times.
- D. Candidates will make every effort to clean up or remove all of their campaign materials within three business days after the end of the election.
- E. All candidates will be respectful of other candidates. Negative Campaigning is strictly forbidden.
- F. Abide by any other regulation set forth by the Elections Chair and approved by the Committee on Policies, Procedures, and Elections.
- G. Any sanctions for the violation of these regulations shall be determined by a committee comprised of the Student Government Association Advisor, the Director of the Campus Center and Student Activities, the Associate Director of Student Activities, the Assistant Director of Student Activities, and the Elections Chairperson, who will be a non-voting member.

Section 5. Voting Procedure

- A. Voting.
 - 1. Elections may take place over a maximum of seven (7) consecutive days.
 - 2. Electronic balloting is the official polling method used in elections conducted by the Undergraduate Student Government Association. In the event that the electronic voting system is deemed invalid by the Elections Chair, paper balloting will become the official polling method.
 - 3. On any polling day the polls shall be open at a minimum, from 9AM until 4PM.
 - 4. Official polling is constituted by either paper balloting or the use of a computer program on the Worcester Polytechnic Institute College Computer Center computer network as designated by the Committee on Policies, Procedures and Elections.
 - 5. Members of the Committee on Policies, Procedures and Elections and or senators not currently seeking office shall staff all hours of paper balloting.
 - 6. To vote electronically the student must have not suppressed his/her on-line information through the registrar, and must possess a current Worcester Polytechnic Institute College Computer Center computer account.
 - 7. Paper ballots shall be placed in a locked box by the voter upon the presentation of a valid Worcester Polytechnic Institute picture ID.
 - 8. The Committee on Policies, Procedures and Elections Chairperson(s) or his/her designee shall be the only person with a key to the box.
 - 9. Only the Committee on Policies Procedures and Elections Chairperson(s) or his/her designee shall have access to the computer election program's total information.
- B. Tabulations.
 - 1. Ballots shall be tabulated by the Undergraduate Student Government Association Committee on Policies, Procedures and Elections. The appropriateness of any member of the Committee on Policies Procedures and Elections to be involved in the handling or counting of ballots may be challenged. Such challenges must be submitted in writing to the Elections Chairperson(s) twenty-four (24) hours before the start of voting. The Elections Chairperson(s) shall rule on the legitimacy of the challenge. The President of the Undergraduate Student Government Association shall be responsible for locating a suitable replacement.
 - 2. Tabulation shall begin immediately after the closing of the polls.
 - 3. No one other than the Undergraduate Student Government Association Committee on Policies, Procedures and Elections as shall be present during vote counting. A member of the Student Life Office is required to be present during the whole tabulation process.
 - 4. In the absence of an election petition, fifteen (15) write-in votes shall be required to be considered as a candidate.
 - 5. Each candidate shall be notified of the results within twenty-four (24) hours.
 - 6. The results shall be posted in the Undergraduate Student Government Association office and submitted to the various campus media only after best efforts have been made to notify all candidates.

7. All ballots shall be kept for at least ten (10) academic days after the election.
8. Those candidates within a five percent (5%) margin of the winning candidates who desire a recount must request one in writing to the Committee on Policies, Procedures and Elections chairperson within three (3) academic days of the election. This recount must take place within five (5) academic days of the request.

C. Ties.

1. In the event of one or more ties between candidates for senatorial positions, a list shall be composed of all candidates, called the "Candidate Roster." This list shall be ordered according to votes received by each candidate, with the greatest recipient of votes being listed first (1st). The Candidate Roster shall also be numbered beginning at one (1) and ending at the number of open Undergraduate Student Government Association seats. If the number of candidates exceeds the number of Undergraduate Student Government Association seats available, then those remaining candidates will not be given a number. Only ties between candidates with numbers beside their names will be addressed.
2. If a tie occurs between two (2) or more candidates who are not tied for the last seat, then both candidates shall receive a seat on the Senate.
3. If a tie occurs between two (2) candidates who are tied for the last position on the Undergraduate Student Government Association, the student body shall vote to decide to whom the Undergraduate Student Government Association seat is given. A simple majority in favor of one (1) of the candidates will give that candidate a seat on the Undergraduate Student Government Association.
4. In the event of one (1) or more ties between candidates for Executive Board, the current Senate shall vote to decide to whom the Executive Board position is given. A two-thirds (2/3) vote in favor of one (1) candidate is required to give the candidate the contended position. Those candidates who are members of the current Senate may vote.
5. If neither candidate receives the required two-thirds (2/3) majority vote then the two (2) candidates who received the most votes from the Senate will participate in a second (2nd) undergraduate election to be conducted during the same week as senatorial elections.
6. If any of the two (2) runoff candidates also wish to run for a senate seat they may do so, with the understanding that they must promptly resign any captured senate seat upon winning the undergraduate executive runoff race.

Article III. Vacancies

Section 1. Appointment of a Senator

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

Section 2. Appointment of an Executive

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

Section 3. Appointment of an Interim Senator

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

Section 4. Appointment of an Interim Executive

If an executive office is vacated for a known finite amount of time not to be less than one (1) school term and not to exceed two school terms (excluding E-term) an interim executive shall be nominated by the Undergraduate Student Government Association President. A two-thirds (2/3) vote of the senate is needed

to approve the appointment. Their term in office shall be relinquished at the time of the return of the executive whose seat was vacated. All nominees shall be either a member of the current senate who have served one (1) or more full terms of a past senate. Two (2) weeks notice of departure to the Undergraduate Student Government Association President is required.

Article IV. Warrant of a New Election

Section 1. Invalidation of Election due to Inconsistency

The Undergraduate Student Government Association Committee on Policies, Procedures and Elections shall have the power to invalidate an election if there is a five percent (5%) or greater inconsistency between the number of ballots cast and the number of people voting.

Section 2. Request for a New Election

Only a losing candidate may request a new election. He/she may only do so for the election in which he/she was a candidate. This request for a new election must be made in writing within five (5) academic days of the election, and will be handled by the Undergraduate Student Government Association Committee on Policies, Procedures and Elections.

Section 3. Invalidation of Election due to Fraud

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

Title 9. – Appointed Committee Representatives

Article I. Designation of Representatives

All appointed representatives shall be designated to a Student Government committee as follows:

1. The Committee on Academic Operations representatives shall report to the Committee on Academic Issues.
2. The Committee on Academic Policy representatives shall report to the Committee on Academic Issues.
3. The Committee on Student Advising representatives shall report to the Committee on Student Life Issues.
4. All Ad-hoc Institute committee representatives shall report to the Vice President or his/her designee.

Article II. Duties

The duties of those appointed to represent the Undergraduate Student Government Association on any one (1) of the Institute committees shall be:

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

Section 1. Parliamentarian

- A. The Parliamentarian of the Undergraduate Student Government Association shall:
 1. Be familiar with Robert's Rules of Order
 2. Advise the executive branch and senate on proper procedures relating to Robert's Rules of Order
 3. Attend all meetings of the Undergraduate Student Government Association executive branch, cabinet, and senate.
- B. Any Worcester Polytechnic Institute undergraduate student may be appointed as parliamentarian, with the exception of a member of the Undergraduate Student Government Association executive board.
- C. If any of the responsibilities of part A are not fulfilled to the satisfaction of the Undergraduate Student Government Association President then he must appoint a new parliamentarian.

Section 2. Webmaster

- A. The Webmaster, appointed by the President of the Undergraduate Student Government Association, shall serve under the Undergraduate Student Government Association President.
- B. The Webmaster of the Undergraduate Student Government Association shall:
 1. Maintain the website of the Undergraduate Student Government Association.
- C. Any Senator is eligible to become Webmaster of the Undergraduate Student Government Association and, as such, will be exempt from a committee assignment at the discretion of the Undergraduate Student Government Association President.
- D. If any of the responsibilities of part A are not fulfilled to the satisfaction of the Undergraduate Student Government Association President then he/she must appoint a new webmaster.

Article III. Removal

Any representative who fails to perform the duties in Article I can be removed by a two-thirds (2/3) vote of the Senate.

Title 10. – Student Government Advisory Board

Article I. Purpose

The purpose of the Student Government Advisory Board (SGAB) shall be to provide the Executive Board of the Undergraduate Student Government Association with a sense of continuity of the activities of previous Undergraduate Student Government Association Senates and to provide guidance and suggestions to the Executive Board.

Article II. Composition

The Student Government Advisory Board shall consist of six (6) faculty, staff and administrators who have had extensive involvement in student affairs. The Advisory Board shall be determined by the Executive Board of the Undergraduate Student Government Association.

Article III. Proceedings

The Student Government Advisory Board will meet twice (2) in a year, one meeting will occur at the end of D-term and the second meeting will occur at the end of B-term with the inclusion of the Executive Board-elect.

Appendix A – Classification of Student Organizations

Organization Name	Class
Actuarial Club	1
African Percussion and Dance	1
Alpha Chi Rho	5
Alpha Eta Mu Beta	6
Alpha Gamma Delta	5
Alpha Phi Omega	4
Alpha Psi Omega (Drama HS)	4
Alpha Tau Omega	5
Alpha Xi Delta	5
Alpine Ski Team	2
American Institute of Aeronautics and Astronautics	1
American Institute of Chemical Engineers	4
American Nuclear Society	4
American Society for Materials	4
American Society of Civil Engineers	4
American Society of Mechanical Engineers	4
Amnesty International	1
Association for Computing Machinery (ACM)	1
Bacchus GAMMA	4
Ballroom Dance Team	1
Bilaga	1
Biomedical Engineering Society	1
Black Student Union	1
BSA Venture Club 49	6
Cheerleading Club	2
Chemistry Club (Skeptical Chemists)	1
Chess Club	6
Chi Epsilon (Civil Eng. HS)	4
Chinese Student Association	1
Christian Bible Fellowship	1
Club Sports Administration	2
Co-Ed Soccer Club	2
College Democrats	1
Cycling Club	2
Disc Golf Club	6
Engineers Without Borders	1
Epsilon Upsilon Pi (Management HS)	4
Exploradreams	1
Eta Kappa Nu (EE HS)	4
Fencing Club	2
Free Software Association	6
Freestyle Wrestling Club	2
Game Development Club	3
German Club	1
Global Awareness of Environmental Activities	1
Golf Team	2

Habitat for Humanity	1
Hillel	1
Hellenic Student Organization	1
Hispanic and Caribbean Student Association	1
Ice Hockey	2
Indian Student Organization	1
Institute of Electrical and Electronic Engineers	4
Interfraternity Council	4
International Student Council	3
Investment Club	6
Justice	1
Karate Club	2
Korean Student Association	1
Lambda Chi Alpha	5
Legal and Social Issues	1
Mai Tai Club	4
Management Society	4
Men's Club Volleyball	2
Men's Lacrosse	2
Men's Rugby Football Team	2
Motorsports Club	1
Mu Sigma Delta	1
Music Association	3
Muslim Student Association	1
National Residence Hall Honorary (NRHH)	6
National Society of Black Engineers	4
Newman Club	1
Omega Chi Epsilon (Chem Eng. HS)	6
Outing Club	2
Panhellenic Council	4
Peddler	3
Pep Band	1
Pershing Rifles	1
Phi Gamma Delta	5
Phi Kappa Theta	5
Phi Lambda Upsilon (Chemical Eng. HS)	4
Phi Sigma (Biology HS)	4
Phi Sigma Kappa	5
Phi Sigma Sigma	5
Photography Club	1
Pi Mu Epsilon (Math HS)	4
Pi Tau Sigma	4
Raquetball Club	6
Residence Hall Council (RHC)	6
Roller Hockey Club	2
Romanian Student Association (RSA)	1
Rotaract Club	6
Rubix Cube Club	6
Sailing Team	2

Science Fiction Society	3
Scuba Club	2
Sigma Alpha Epsilon	5
Sigma Mu Epsilon (Manufact Eng HS)	4
Sigma Phi Epsilon	5
Sigma Pi	5
Sigma Pi Sigma (Physics HS)	4
Skull (Senior HS)	4
Social Committee Advertising	3
Social Committee Annual Events	3
Social Committee Exec	3
Social Committee Films	3
Social Committee Membership	3
Social Committee Music and Comedy	3
Social Committee Special Events	3
Social Dance Club	1
Society for Industrial and Applied Mathematics (SIAM)	1
Society of Automotive Engineers (SAE)	6
Society of Fire Protection Engineers	4
Society of Hispanic Professional Engineers	4
Society of Manufacturing Engineers	4
Society of Medieval Arts & Sciences	1
Society of Physics Student (Am. Inst. of Physics)	1
Society of Women Engineers	1
SOMA	2
Student Alumni Society	3
Student Comedy Productions	3
Student Pugwash	1
System Dynamics Club	1

Tau Beta Pi (Eng. HS)	4
Tau Kappa Epsilon	5
Tennis Team	2
The Recording Club	6
Theta Chi	5
Toastmasters	6
Towers	3
Turkish Student Association	1
Ultimate Frisbee Club	2
Unitarian Universalist Campus Fellowship (UUCF)	1
Upsilon Pi Upsilon (Computer Sci. HS)	4
Urban Dance Club	6
VOX	6
Water Polo Club	2
Women in Computer Science	1
Women's Club Lacrosse	2
Women's Rugby Club	2
Worcester Music Project	6
WPI Astronomical Society	1
WPI Badminton Club	2
WPI College Republicans	
WPI Dance Team	2
WPI Genius	6
WPI LnL	3
WPI Masque	3
WPI Vietnamese Student Association	1
WPI Wireless Association	1
Writer's Group	1
WWPI - Campus Radio	1
Zeta Psi	5

Appendix B – Revision History

Date	Bill Number	Introduced	Description
2009-March-31	S.23	Chair Mondor and Chair Noble	General Title 7 Amendments
2008-December-06	S.55	Sec. Ashleigh Smeal	Budget Approval Timeframe Amendment
2008-December-06	S.54	Sec. Ashleigh Smeal	Appropriations/CFRA Consultation and Mandatory FRA Amendment
2008-December-06	S.53	Sec. Ashleigh Smeal	Fundraising Declaration Included in Semester Report Form Amendment
2008-December-06	S.52	Sec. Ashleigh Smeal	Appropriations Binder Amendment
2008-December-06	S.51	Sec. Ashleigh Smeal	Audit Amendment
2008-October-01	S.38	Sec. Ashleigh Smeal	Campaign Regulations Amendment
2008- April-22	S.28	Sec. Ashleigh Smeal	Financial Policy Amendments
2008- April-4	2008-	Sec. Ashleigh Smeal	Formatting Correction Title 7
2008-February-6	2008-	Sec. Ashleigh Smeal	Update Appendix A
2008-January-31	2008.S.6	Sec. Ashleigh Smeal	Financial Board Quorum Amendment
2008-January-31	2008.S.4	Sec. Ashleigh Smeal	Webmaster Appointment Amendment
2007-December-11	2007.S.70	Sec. Syed Ali	Changing minimum members of CSLI and CAI from 7 to 6
2007-December-04	2007.S.68	Sec. Syed Ali	Adding Reporting Usage of SGA Funds Article
2007-December-04	2007.S.67	Sen. Andrew Gilday	Adding Responsibilities to CFRA. Collecting and maintaining reports.
2007-December-04	2007.S.66	Sen. Andrew Gilday	Internal Audit Responsibility to CFRA
2007-November-13	2007.S.58	Sec. Syed Ali	Creating Student Government Advisory Board
2007-September-11	2007.S.37	Sen. Andrew Gilday	Removing Mandatory Paper Balloting
2006-December-18	2006.S.86	Sen. Syed Ali	Creating the Financial Board
2006-February-14	2006.S.9	Sen. Syed Ali	Editing typos. Deleting Webmaster from PR.
2005-December-13	2005.S.96	Sen. Sean Sears	Creating the Committee on Fiscal Responsibility and Assistance
2005-December-6	2005.S.91	Sen. Sean Sears	Updating the SSF process
2005-December-6	2005.S.90	Sen. Sean Sears	Combining PnP and Elections
2005-December-6	2005.S.88	Sen. Sean Sears	Revising Class I and IV definitions

2005-November-29	2005.S.85	Sen. Sean Sears	Revising Appropriations and Fiscal Structure
2005-October-25	2005.S.53	Sen. Sean Sears	Changing minimum members of PnP and Elections from 5 to 4
2005-October-25	2005.S.52	Sen. Sean Sears	Addition of a Fiscal Policy Violation
2005-March-22	2005.S.9	Sen. Sean Sears	SGA Sponsorship and SGA Sponsorship Fund creation
2005-February-15	2005.S.8	Sen. Sean Sears	Program SFR change
2004-March-16	2004.S.6	Sen. Mary Schubert	OCFC Class changes
2004-March-2	2004.S.5	Sen. Mary Schubert	Constitution, Standing Rules and By-Law Revisions
2004-February-24	2004.S.4	Sen. Mary Schubert	Grammatical errors
2002-April-23	2002.S.21	Sen. Brandon Lord	
2002-February-19	2002.S.7	Sen. Brandon Lord	Addition to Title 8 outlining a voting procedure in the event of ties
2001-December-4	2002.S.	Sen. Joseph O'Boyle	Standing Committee Revisions
2000-February-8	2000.S.3	Sen. Christopher O'Malley	Added budgetary status categories (Title 8: I.1.E-H, III.2.E, III.3.E)
1999-March-13	99.S.6	Sen. Robert Pantazelos	Added procedure for appointing interim senators and executives (Title 9, Article III & IV)
1996-April-30	96.S.43	Sen. Jeremy P. Olszewski	Assigned Institute Cmte Reps. To USGA Committees. (Title 4: Article I and Article II added sections 4 & 5, Title 6: Article I and Article II added sections 3 & 4, Title 10: Added new Article I, amended Article II and III.)
1996-January-23	96.S.17	Sen. Matthew Freimuth	Restructure Reserves and Capital Funding Procedures (Title 8, Article IV and VI)
1996-January-23	96.S.16	Sen. Matthew Defronzo	Change how Cmte on Appropriations submits Student Government Budget (Title 7, Article II, Section 1)
1995-November-07	96.S.4	Sen. Justin A. Sprague	Additional members added to the Cmte. on Appropriations (Title 7, Article I, Section 1)
1995-October-10	M.19.a.95	Sen. Justin A. Sprague	Structural Revision (Entire Document)
1995-October-10	M.16.a.95	Sen. Amy L. Plack	Financial Revision (Titles 7 & 8)