

WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION

WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

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PREAMBLE.

In order to more fully participate in the educational process of Worcester Polytechnic Institute, to encourage wider and more effective communication among the various segments of the campus community, and to help foster an environment of student concern and achievement, we the undergraduates of Worcester Polytechnic Institute do hereby adopt the following Constitution.

MEMBERSHIP.

All full or part-time undergraduate students of Worcester Polytechnic Institute are eligible members of the Undergraduate Student Government Association (SGA) and are eligible to vote in campus-wide elections and referendums. All members who are in good academic standing, as determined by the Institute regulations, may hold elected or appointed offices.

STRUCTURE.

The Undergraduate Student Government Association shall be divided into two branches: the Executive and the Legislative. Neither branch shall exercise the powers herein granted to the other.

Article I. Executive Branch.

Section 1. Executive Powers.

All executive powers shall be vested in the Executive Branch of the Undergraduate Student Government Association.

Section 2. Executive Branch Members.

The members of the Executive Branch shall include:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 3. Executive Branch Elections.

- A. All members of the Executive Branch shall be elected during B-term in accordance with the Undergraduate Student Government Association Election Code. In the event that any office, other than that of the President, becomes vacant, the Executive Branch will nominate a candidate(s) and the Senate will elect a replacement.
- B. Each Executive Branch member shall serve a term from the first regular Senate meeting of C-Term following their election through the first Senate meeting of the following C-Term.
- C. After elections in B-term until the executive term begins a newly elected executive shall be designated as executive-elect (i.e. President-elect, Vice President-elect, Secretary-elect, Treasurer-elect) and his/her responsibilities shall be to:
 1. assist with or assume the duties of his/her executive counterpart in the presence of said counterpart with the permission of the executive board;
 2. participate in all orientation programs;
 3. attend all meetings (executive and senate);
 4. as the Treasurer-elect, assist the Treasurer with the preparation for the budgeting process.
- D. Failure to comply with these outlined responsibilities, by the passage of a two-thirds (2/3) vote of the sitting Executive Branch shall result in removal of the right to assume the office and replacement by the provisions provided in part A of this section.

Section 4. Duties of the Executive Branch.

The Undergraduate Student Government Association President shall:

1. Call and preside over all Undergraduate Student Government Association and Executive Board meetings.
 2. Vote in the Senate and Executive Branch only in the case of a tie.
 3. Represent, or appoint a designee to represent, the Undergraduate Student Government Association at all public occasions, as he/she so determines.
 4. Appoint members to all Faculty Governance committees, Undergraduate Student Government Association standing committees, and other Institute committees as they arise.
 5. Review the necessity of the elected and appointed positions of the Undergraduate Student Government Association and make recommendations as necessary to the Senate.
 6. Serve as ex-officio member of all Institute committees requiring student representation.
 7. Fill, with ratification of the Undergraduate Student Government Association Senate, any vacancies among the Undergraduate Student Government Association Senate.
 8. Appoint a Parliamentarian.
 9. Assist in the indoctrination of the newly Elected Undergraduate Student Government Association President.
 10. Appoint committee chairpersons for each of the six (6) standing committees, with the approval of the senate by a majority vote.
 11. Select the annual recipient of the Goat's Head Award.
- B. The Undergraduate Student Government Association Vice President Shall:
1. Assume the duties of the President in his/her absence.
 2. Become the President in the event of the President's inability to perform his/her duties.
 3. Assist the President as necessary.
 4. Formulate *ad-hoc* committees and appoint the chairpersons to such committees.
 5. Serve as an ex-officio member of all non-financial Undergraduate Student Government Association committees.

6. Coordinate orientation workshops for new senators.
 7. Vote in the Senate and Executive Branch.
 8. Serve as the chief SGA liaison with the Graduate Student Government Association (GSG).
 9. Serve as the Chair of the Organizations and Clubs Council.
 10. Serve as the chief SGA liaison to all recognized Clubs and Organizations on all non-financial matters
 11. Assign each senator a list of constituents and clubs/organizations that he/she shall be responsible for helping represent.
 12. Assist in the indoctrination of the newly elected Undergraduate Student Government Association Vice President.
 13. Maintain a list which details all recognized student organizations according to their classifications.
- C. The Undergraduate Student Government Association Secretary shall:
1. Keep all minutes of the Senate and the Executive Branch.
 2. Prepare and make available to the Senate members a copy of the agenda at the Senate meeting.
 3. Make the minutes of the Senate meetings available to the Institute community within five (5) calendar days of the meeting.
 4. Maintain attendance records for all Senate meetings and handle correspondence concerning absentee warnings, after any combination of two (2) unexcused absences.
 5. Maintain an active file of all Undergraduate Student Government Association correspondence.
 6. Be responsible for writing any correspondence whose author is not individually specified by the Senate.
 7. Keep a revised copy of this constitution, reflecting all amendments. Said copy shall be brought to all Executive Branch and Senate meetings.
 8. Act as the President in the case of the temporary absence, as in an off-campus project not to exceed one (1) term, of the President and Vice President until their return. In the case of permanent absence, as in resignation or more than one (1) academic term of absence in one (1) calendar year, the Secretary will act as the President until further action can be taken by the Executive Branch.
 9. Vote in the Senate and Executive Branch.
 10. Review office proceedings and serve as office manager.
 11. Be responsible for the preparation of Senate meetings and serve as the meeting manager.
 12. Assist in the indoctrination of the newly elected Undergraduate Student Government Association Secretary.
- D. The Undergraduate Student Government Association Treasurer shall:
1. Be responsible for all moneys collected in the Undergraduate Student Government Association Treasury.
 2. Make all disbursements approved by the Senate.
 3. Make a report of the financial conditions of the treasury as requested by the Executive Branch or the Senate.
 4. Consider recommendations of the Committee on Fiscal Responsibility and Assistance, enforce all rules and policies defined in Title 7 of the Bylaws, reporting to the Senate all action taken relating to said violations.
 5. Serve as the chief SGA liaison to all recognized Clubs and Organizations on all financial matters
 6. Serve as an ex-officio member of all financial Undergraduate Student Government Association committees.
 7. Vote in the Senate and Executive Branch.
 8. Assist in the indoctrination of the newly elected Undergraduate Student Government Association Treasurer.
- E. Executive Branch Procedures
1. The Executive Branch shall meet at least bi-weekly with additional meetings as deemed necessary by the Undergraduate Student Government Association President.
 2. When matters arise that warrant immediate attention, and the Senate cannot be assembled, the Executive Branch shall be empowered to act on behalf of the Senate. The Executive Branch shall not act on any matters related to Constitutional amendments.
 3. A majority of the Executive Branch shall constitute a quorum to do business.

Article II. Legislative Branch.

Section 1. Legislative Powers.

All Legislative powers shall be vested in the Senate of the Undergraduate Student Government Association.

Section 2. Membership of the Senate.

The membership of the Senate shall include:

- A. One (1) senator for every Eighty (80) undergraduate students living on campus as determined by the Office of Housing and Residential Life in A-term.
- B. One (1) senator for every Eighty (80) undergraduate students living off campus as determined by the Registrar's Office in A-term.

Section 3. Election of Senators:

- A. On and off campus Senators for the current academic year shall be elected during B-term of that year. All senators shall be eligible for re-election. Senatorial elections shall be run, and vacancies filled in accordance with Undergraduate Student Government Association Election Code.
- B. All elected senators shall serve a term from 1 January after their election through 31 December of the same year.
- C. After elections in B-term, until the senate term begins, a newly elected senator shall be designated as senator-elect and his/her responsibilities shall be to attend all senate meetings in B-term.

Section 4. Senators' Powers.

Undergraduate Student Government Association Senators shall have the power:

- A. To propose and review requested increases and decreases of all student fees.
- B. To review expenditures of all undergraduate clubs and organizations.
- C. To make all appropriations it deems to be in the best interest of the student body.
- D. To confirm all appointments made by the President.
- E. To investigate and act upon all policies and procedures which affect the student body.
- F. To act upon all proposed legislation.

Section 5. Duties of Senators.

The Duties of the Senators shall be:

- A. To have a working knowledge of the Undergraduate Student Government Association Constitution and the proper procedures of the Senate.
- B. To attend the meetings of the Senate.
- C. To serve office duties as specified in the Standing Rules.
- D. To serve on at least one (1) Undergraduate Student Government Association committee per term of office.
- E. To be responsible for contacting their constituents at least twice (2) a semester.
- F. To be responsible for contacting the clubs/organizations that he/she represents as assigned at least twice (2) a semester. He/She shall also be responsible for attending at least one (1) meeting a term of each club/organization upon the request of the club/organization.
- G. To not miss more than any combination of three (3) senatorial obligations per semester which shall include: office hours, senate meetings, committee meetings, Financial Board meetings, contacting his/her constituents, contacting his/her clubs/organizations, and attending requested meetings of his/her clubs/organizations. Each shall be considered unexcused without the express permission of the overseeing Executive, unless excused pursuant to the Standing Rules, or in the case of committee meetings, the committee chairperson.
- H. To notify the Undergraduate Student Government Association President before the first Senate meeting of the term for which he is requesting a leave of absence. Failure to do so, at the President's discretion, will result in either three (3) unexcused absences to be counted towards the semester in which said Senator returns or be eligible for removal pursuant to Article III, Section 2, Part A of this document.
- I. To review the policies of the Senate by way of amending the Governing Documents when deemed necessary.
- J. Senators not on the ballot for the respective election shall serve no less than two (2) hours of service at the Undergraduate Student Government Association voting booths during the executive and senatorial elections, unless otherwise designated by the Committee on Policies, Procedures and Elections.

- K. To attend the annual Undergraduate Student Government Association retreats in C and A terms following their election to the Senate.

Section 6. Senate Procedures.

- A. The Senate shall meet a minimum of once (1) a week, with exceptions being term breaks and, at the discretion of the Undergraduate Student Government Association President, the last week of classes each term, during which final exams are being administered.
- B. Special meetings of the Senate may only be called at the direction of the President or his/her designee. The time, place, and business to be taken up at special meetings shall be made public at least one (1) day prior to the meetings.
- C. A majority of the voting members of the Senate shall constitute a quorum to do business.
- D. All Senate meetings shall be open to the Worcester Polytechnic Institute community.
- E. All Undergraduate Student Government Association meetings shall be conducted according to Robert's Rules of Order, Newly Revised unless otherwise voted on by the majority of the Senate.
- F. All legislation shall be submitted to the Secretary, who shall determine the agenda for the next Senate meeting.
- G. For all Senate votes, a majority vote shall be binding unless otherwise provided.
- H. The term 'absence' shall be defined by the Standing Rules.

Article III. Recall of Elected Officials.

Section 1. Petitions of Removal.

- A. In order to remove, for just cause, an elected official from office, a petition, signed by fifteen percent (15%) of the group eligible to elect said officer must be presented to the Senate. The elected official shall only be removed if three-fourths (3/4) of the entire membership of the Senate votes in favor of the removal. The official shall be notified of the action being taken prior to it being placed on the agenda.

Section 2. Removal of Non-Presidential Executives.

- A. The Undergraduate Student Government Association President shall inform the Executive Board when any member of the Executive Board is not adequately performing his duties as stated in Article I, Section 4. Said member shall be notified at least forty-eight (48) hours prior to the next Senate meeting, at which time the Undergraduate Student Government Association President shall inform the Senate that he will entertain a motion to remove said Executive from office. This motion requires a two-thirds (2/3) majority vote of the Senate for passage. Upon passage of the motion, the Executive shall be replaced pursuant to Article I, Section 3, Part A.

Section 3. Removal of Senators.

- A. The Undergraduate Student Government Association Secretary shall inform the Executive Board when any member of the Senate is not in compliance with Article II, Section 5, Part G and H. Said member shall be notified at least forty-eight (48) hours prior to the next Senate meeting, at which time the Undergraduate Student Government Association President shall inform the Senate that he/she will entertain a motion to remove said Senator from office. This motion requires a majority vote of the Senate for passage.
- B. Idle Senators
 1. If a Chair feels that a member of his/her committee is not performing his/her duties adequately, that senator shall be classified as an "idle senator".
 2. Once a Senator is deemed to be idle, the chair of his/her assigned committee and the Vice President of the Student Government Association shall meet with the Senator to discuss his/her performance.
 - a. During this meeting, the Chair and Vice President shall notify the senator where he/she is not performing up to the expectations of a Student Government Association senator. The Chair and Vice President shall also explain ways to improve said Senator's performance.
 - b. Minutes shall also be taken to provide a record that the Senator has been informed of his/her idle status and the steps necessary to improve.
 - c. The Senator then shall have two (2) weeks to improve himself/herself. If the Chair has determined that the Senator has improved, he/she shall be removed from idle status.
 - d. If after two (2) weeks the Senator has not improved or if he/she is placed back onto idle status at any point during the rest of the semester, the Chair shall have the option of informing the Cabinet about the senator's performance.

- e. During the discussion with Cabinet, it shall take a majority vote to bring the Senator to the Senate for removal.
- f. Said Senator shall be notified at least forty-eight (48) hours prior to the next Senate meeting that he/she may be up for removal. If the Cabinet has approved with a majority vote to place said Senator up for removal, the Undergraduate Student Government Association President shall inform the Senate that he/she will entertain a motion to remove said Senator from office. This motion requires a majority vote of the Senate for passage.
- g. After the Senate has discussed the removal of said Senator, it shall take a two-thirds (2/3) vote to remove the Senator from office.
- h. If the motion fails, the Senator's record shall be purged of all absences. If the motion is not made, the Senator's record shall not be purged and the motion shall be entertained by the chair at the next Senate meeting.

Article IV. Referendum.

Any act or resolve passed by the Senate is subject to review by the student body within a thirty (30) day period from passage of said act or resolve. Fifteen percent (15%) of the student body must petition the Senate for a referendum ballot in order to vote on said act or resolve. Said act or resolve will be suspended pending the outcome of the referendum ballot. The vote shall take place within ten (10) academic days of the receipt of the petition by the Undergraduate Student Government Association President. The Senate can, with a two-thirds (2/3) vote, place any referendum, binding or non-binding, on an Undergraduate Student Government Association ballot.

Article V. The Bylaws.

In addition to this document, the Senate shall establish Bylaws. Said Bylaws shall define committee structure, legislative process, and any other procedures by which this organization shall operate and shall be amended by the process therein. The Bylaws shall not be in conflict with this document.

Article VI. Standing Rules

In addition to this document and the Bylaws, the Senate shall establish Standing Rules. Said Standing Rules shall define the policies and procedures pertaining to the general management and running of the Student Government Association. The Standing Rules shall not be in conflict with the Bylaws or this document.

Article VII. SOC Enabling Clause.

The Undergraduate Student Government Association agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or Bylaws will follow, in word and spirit, all Worcester Polytechnic Institute policies and all federal, state and local laws.

Article VIII. Amendments.

All amendments to the Undergraduate Student Government Association constitution shall be reviewed by the Undergraduate Student Government Association Committee on Policies, Procedures and Elections within two (2) weeks of the receipt of the proposed amendment by the committee. All proposed amendments shall require two (2) Senate hearings before adoption. The proposed amendments shall be made public at least five (5) calendar days prior to reaching the Senate floor. The proposed amendments shall need a majority vote of the Senate in order to pass and be brought before the Senate for a second hearing. A two-thirds (2/3) vote of the Senate during the second hearing shall be necessary for adoption.

Article IX. Student Government Funds.

The Undergraduate Student Government Association shall have sole executive control over all funds designated for distribution by and among student organizations. These funds shall be distributed through yearly budgets and through other procedures adopted by the Senate. The fiscal year of the Undergraduate Student Government Association and its budgeted organizations shall run from July 1 to June 30 of the subsequent year. Student Government Budgeted Organizations shall be the only groups eligible to receive an annual budget. To obtain the status "Student Government Budgeted Organization", an organization may apply for a charter in accordance with the procedures adopted by the Senate. A charter shall be granted or revoked by the Senate upon the passage of a two-thirds (2/3) vote. Student Government Budgeted Organizations shall comply with all financial and organizational regulations as established by the Senate. Regulations established by the Senate must apply to all organizations. If a Student Government Budgeted Organization does not comply

with said regulations, its funding and charter will be suspended until such time that it is in full compliance with all regulations. Student Government Budgeted Organizations shall adopt the following clause as a preamble to their Constitution: "[The] (*organization name*) is chartered by and eligible to request funding from the Worcester Polytechnic Institute Undergraduate Student Government Association. We hereby accept any financial or organizational regulations established by the Undergraduate Student Government Association. Our membership is open to all Worcester Polytechnic Institute undergraduate students and does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, or disability."

APPENDIX A. -- REVISION HISTORY.

Date	Introduced	Description
2009-March-17	Sen. Nicholas Mondor	Membership Clarification Amendment
2008-December-13	Sec. Ashleigh Smeal	S.50 Electronic Referendum Amendment
2008-December-13	Sec. Ashleigh Smeal	S.49 Executive Transition Amendment
2008- April-4	Sec. Ashleigh Smeal	Formatting
2008- February-12	Sec. Ashleigh Smeal	Oversight Amendment
2008-February-6	Sec. Ashleigh Smeal	Updated Amend Dates
2007-November-13	Sen. Andrew Gilday	Meeting Manager to Secretary Responsibilities
2006-April-4	Sen. Syed Ali	Goat's Head Award Duty
2006-April-4	Sen. Syed Ali	Notification of Leave of Absence Clause
2006-April-4	Sen. Syed Ali	Removal of Non-Presidential Executives
2006-February-14	Sen. Syed Ali	Updating number of Standing Committees
2005-December-6	Sen. Sean Sears	Executive Duties
2005-October-25	Sen. Sean Sears	Idle Senators Clause