

16TH SENATE
YEAR 2006



WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION



RULES

WORCESTER POLYTECHNIC INSTITUTE UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

INSTITUTED ON
THE 18TH DAY OF JANUARY IN THE YEAR 2000

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RULE 1. -- GENERAL PROVISIONS.

- I. This document shall constitute the rules of operation for the Worcester Polytechnic Institute (WPI) Undergraduate Student Government Association (SGA).
- II. Definitions:
 - Absence – The term “Absence” shall be defined as:
 1. In the case of a regular or special Senate meeting, a Senator shall be considered absent if he is listed on the roll as being absent.
 2. In the case of a committee meeting, a Senator shall be considered absent if the Committee chairperson communicates to the Undergraduate Student Government Association Secretary that the Senator has missed a committee meeting.
 3. In the case of a Financial Board meeting, a Senator shall be considered absent if the Undergraduate Student Government Association Treasurer communicates to the Undergraduate Student Government Association Secretary that a Board member has missed a Financial Board meeting.
 4. Committee chairperson communicates that a Board member has missed a Financial Board meeting.
 5. In the case of office duty, a Senator shall be considered absent if he is not present during his designated hour or fails to inform the Secretary of his performance of said office duty, via means so designated by the Secretary.
 - Academic Term – The phrase “Academic Term” shall refer to terms A, B, C, and D.
 - Bill – The term “Bill” means any legislation of the Senate.
 - Cabinet - The term "Cabinet" shall refer to the executive board, the Parliamentarian, and the Chairs of all the standing committees
 - Chair – The term “Chair” means the presiding officer of any meeting.
 - Elected officials of Undergraduate Student Government Association -- The term "elected-officials of Undergraduate Student Government Association" means all elected or appointed senators, also referring to the Treasurer, Secretary, Vice-President, and President.
- III. The terms he, his, and him shall refer to both male and female.
- IV. Any elected official who fails to comply with these rules shall be considered negligent in his duties.

RULE 2. -- SESSIONS OF THE SENATE.

- I. The 10th Senate session shall begin on January 1, 2000 and each session thereafter shall be orderly numbered.
- II. All legislation not passed at the end of a Senate session shall be considered dead.

RULE 3. -- ATTENDANCE POLICIES.

- I. Committee members must be excused from committee meetings by the respective committee chair pursuant to section IV of this rule.
- II. Senators may not miss any office duty unless excused by the Secretary pursuant to section IV of this rule.
- III. Senators are required to stay at Senate meetings for at least one (1) and a half (1/2) hours or until the meeting is adjourned or recessed. Senators are free to leave at their discretion at any time passed the required one (1) and a half (1/2) hours.
- IV. Financial Board members must be excused from a Financial Board meeting by the Student Government Association Treasurer.
- V. An absence shall be considered excused if the absence is due to any of the following:
 - (a). The Senator is suffering from serious illness, or is quarantined.
 - (b). Uncontrollable academic commitment. This shall not include regularly scheduled project or group meetings.
 - (c). Religious observance.
 - (d). Family emergency.
 - (e). Jury duty.
 - (f). A state of emergency is in effect.
 - (g). Varsity Sports.

1 (h). Club Sports

2 Other absences may be excused at the discretion of the Undergraduate Student Government
3 Association President in the case of Senate meetings and office duty, and the committee chair in the
4 case of committee meetings. Special circumstances must exist for an absence to be excused.

5 VI. Senators are required to report any anticipated absence to the appropriate Chair or Executive at least
6 twenty-four hours in advance. Any failure to report an absence, including those cases listed in Part V
7 of this Rule, will result in an unexcused absence. The President still retains the authority to excuse all
8 absences

9 **RULE 4. -- COMMITTEES.**

- 10 I. Senators must serve actively on at least one (1) of the following committees: Committee on
- 11 Appropriations, Committee on Academic Issues, Committee on Student Life Issues, Committee on
- 12 Public Relations, Committee on Policies, Procedures and Elections or Committee on Fiscal
- 13 Responsibility and Assistance. Active participation is left to the discretion of the committee chair.
- 14 II. Any undergraduate student can serve on committees, and must be appointed in accordance with the
- 15 Constitution.
- 16 III. People not considered as elected officials of Undergraduate Student Government Association cannot
- 17 serve as committee chairs.
- 18 IV. People not appointed to a committee can still attend said committee meetings, unless otherwise
- 19 specified by the committee.
- 20 V. Only appointed members of committees may vote at committee meetings.
- 21 VI. People that are not appointed committee members must be recognized by an appointed member to
- 22 speak during any formal meeting.

23 **RULE 5. -- OFFICE DUTY.**

- 24 I. Senators must serve their designated two (2) hours of office duty a week. Committee chairs and the
- 25 Webmaster, who are senators, must serve their one (1) hour of designated office duty a week.
- 26 Executives are not required to perform office duty. Senators and Executives may serve any additional
- 27 office duty they desire.
- 28 II. Hours for office duty shall be 9:00 AM to 5:00 PM unless otherwise designated by the Executive board.
- 29 III. Only elected-officials may serve office duty.
- 30 IV. Senators must sign up for office duty by the first (1st) regular Senate meeting of each academic term.
- 31 V. The Secretary may assign Senators who have not signed up for office duty by the first (1st) regular
- 32 Senate meeting of the term to vacant time slots. The Secretary may rearrange office hour schedules if
- 33 conflicts arise.

34 **RULE 6. -- SENATE MEETINGS.**

- 35 I. The Secretary shall call the roll at the beginning of the meeting.
- 36 II. The President shall have the power to recognize anyone in attendance of the meeting to speak on the
- 37 floor of the Senate. The president also may turn over this power to any senator, chair, or executive
- 38 during the meeting. However, any senator, chair or executive other than the president may have this
- 39 power revoked by the president at any given time during the meeting.
- 40 III. The Secretary shall not read the minutes of the previous week's meeting unless requested by an elected
- 41 official to do so.

42 **RULE 7. -- MINUTES.**

- 43 I. The minutes shall be entitled "The Minutes of the Worcester Polytechnic Institute Undergraduate
- 44 Student Government Association". After this title shall be the designation "Unofficial" until such time
- 45 that they are approved by the Senate. At such time the designation "Official" shall be adopted.
- 46 II. In the minutes, elected officials shall be referred to pursuant to Rule 8.

47 **RULE 8. -- WRITTEN DOCUMENTS.**

- 48 I. In all written documents and communications, the executives shall be referred to as "President", "Vice-
- 49 President", "Secretary", or "Treasurer" followed by his last name. All Senators shall be referred to as

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"Senator" followed by his last name with further designation as required. All Committee Chairpersons shall be referred to as "Chair" followed by his last name.

- II. The Undergraduate Student Government Association Secretary shall sign all written documents and communications relating to the affairs of Undergraduate Student Government Association in accordance with the Constitution with the exception of the following:
 - (a). The Undergraduate Student Government Association Treasurer shall sign all communications related to appropriations.
 - (b). The Undergraduate Student Government Association President shall sign all legislation passed by the Senate.
 - (c). Committee chairs shall sign all letters sent from their respective committees.

RULE 9. -- LEGISLATION.

- I. Each bill shall be assigned a unique number consisting of an "S." followed by the number of the bill within the current session. This number shall identify the bill in all formal Undergraduate Student Government Association correspondence and shall be used to identify the bill on the Senate floor.
- II. Before discussion has begun on any bill, the Sponsor shall read the bill a first time before the Senate. When discussion has been closed, the Undergraduate Student Government Association Secretary shall read the bill a second time in full if any amendments were made or if any Senator requests that it be read, before any vote is taken. Any Senator may request a reading of the full text of the bill at any time during discussion.
- III. All legislation passed by the Senate shall be considered permanent unless rescinded, replaced by new legislation, or the legislation itself contains a specific date of termination.

RULE 10. -- ROSTER OF ELECTED OFFICIALS.

The Secretary shall keep a current list of all elected officials. This list shall be updated after any change in the membership of the Senate before the next Senate meeting.

RULE 11. -- SENATE MEETING TIME.

The Senate shall meet every Tuesday at 6:00 p.m., with the following exceptions:

- I. A regular Senate meeting shall not occur on any day in which classes are not scheduled.
- II. A regular Senate meeting shall not occur during E-Term.
- III. A regular Senate meeting shall not be required during the last week of each term.

RULE 12. -- VOTES.

- I. A proxy must be in writing. It shall designate the person who is to execute the proxy authorization. It shall be limited to a specific measure or matter and any amendments or motions pertaining to the measure or matter. The proxy shall be written in accordance with Form 1 of these rules and shall be signed by the senator who is casting the proxy and the senator whose proxy is being cast. A proxy may not be counted for quorum.
- II. The vote to break a tie must be either "Aye ", or "Nay".

FORM 13. -- PROXY VOTES.

I, [Senator's Name] delegate [Senator's Name] as my proxy on [Motion/Bill Number]."

APPENDIX A. -- REVISION HISTORY.

Date	Introduced	Description
2008-April-4	Sec. Ashleigh Smeal	Necessary Notification Amendment
2008- February-6	Sec. Ashleigh Smeal	Updated Amend Dates
2008-January-31	Sec. Ashleigh Smeal	Financial Board Mandatory Attendance; Office Hours
2006-February-14	Sen. Syed Ali	Alphabetizing Definitions, Updating Rules 3,4,5,6,8,9,10
2005-October-25	Sen. Sean Sears	Updating Rule 6
2005-October-25	Sen. Sean Sears	Creating a definition of Cabinet
2004-March-2	Sen. Mary Schubert	Updated Senate Meeting Time
2004-February-24	Sen. Mary Schubert	Updated Written Documents and Senate Meeting Time
2000-April-4	Sen. Toni Colognesi	Eliminated annual standing rules passage
2000-February-15	Sen. Christopher O'Malley	Fixed "two meeting miss" loophole
2002-January-22	Sen. Brandon Lord	Added Webmaster Office Hour to Rule 5

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