

WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

BYLAWS

WORCESTER POLYTECHNIC INSTITUTE
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

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TABLE OF CONTENTS OF THE BYLAWS

TITLE 1. – COMMITTEE ON POLICIES, PROCEDURES AND ELECTIONS.....		6
ARTICLE I.	PURPOSE	6
ARTICLE II.	MEMBERSHIP	6
Section 1.	<i>Minimum Number of Members</i>	6
Section 2.	<i>Chairpersonship</i>	6
Section 3.	<i>Quorum</i>	6
Section 4.	<i>Member Status</i>	6
ARTICLE III.	RESPONSIBILITIES	6
Section 1.	<i>Constitutional Interpretation</i>	6
Section 2.	<i>Amendments</i>	6
Section 3.	<i>Internal Policy</i>	6
Section 4.	<i>Elections</i>	6
Section 5.	<i>Notification of Elections</i>	7
Section 6.	<i>Appointed Representatives</i>	7
ARTICLE IV.	POWERS	7
Section 1.	<i>Review of Passed Legislation</i>	7
Section 2.	<i>Recruitment</i>	7
TITLE 2. – COMMITTEE ON ACADEMIC ISSUES		8
ARTICLE I.	PURPOSE	8
ARTICLE II.	MEMBERSHIP	8
Section 1.	<i>Minimum Number of Members</i>	8
Section 2.	<i>Chairpersonship</i>	8
Section 3.	<i>Quorum</i>	8
Section 4.	<i>Member Status</i>	8
ARTICLE III.	RESPONSIBILITIES	8
Section 1.	<i>Research and Investigation</i>	8
Section 2.	<i>Distribution of Recommendations</i>	8
Section 3.	<i>Recommendations to the Senate</i>	8
Section 4.	<i>Appointed Representatives</i>	8
ARTICLE IV.	POWERS	9
Section 1.	<i>Meetings with WPI Community Members</i>	9
TITLE 3. – COMMITTEE ON PUBLIC RELATIONS.....		10
ARTICLE I.	PURPOSE	10
ARTICLE II.	MEMBERSHIP	10
Section 1.	<i>Minimum Number of Members</i>	10
Section 2.	<i>Chairpersonship</i>	10
Section 3.	<i>Quorum</i>	10
Section 4.	<i>Member Status</i>	10
ARTICLE III.	RESPONSIBILITIES	10
Section 1.	<i>Undergraduate Student Government Association Displays</i>	10
Section 2.	<i>Campus Wide Events</i>	10
Section 3.	<i>Information Gathering</i>	10
Section 4.	<i>Appointed Representatives</i>	10
TITLE 4. – COMMITTEE ON STUDENT LIFE ISSUES		11

ARTICLE I.	PURPOSE	11
ARTICLE II.	MEMBERSHIP	11
Section 1.	<i>Minimum Number of Members</i>	11
Section 2.	<i>Chairpersonship</i>	11
Section 3.	<i>Quorum</i>	11
Section 4.	<i>Member Status</i>	11
ARTICLE III.	RESPONSIBILITIES	11
Section 1.	<i>Research and Investigation</i>	11
Section 2.	<i>Solicitation of Student Opinion</i>	11
Section 3.	<i>Dining Services Advisory Committee (DSAC)</i>	11
Section 4.	<i>Distribution of Recommendations</i>	11
Section 5.	<i>Recommendations to the Senate</i>	12
Section 6.	<i>Appointed Representatives</i>	12
ARTICLE IV.	POWERS	12
Section 1.	<i>Meetings with WPI Community Members</i>	12
TITLE 5. – COMMITTEE ON APPROPRIATIONS		13
ARTICLE I.	PURPOSE	13
ARTICLE II.	MEMBERSHIP	13
Section 1.	<i>Members</i>	13
Section 2.	<i>Chairpersonship</i>	13
Section 3.	<i>Appointment of Class Treasurers</i>	13
Section 4.	<i>Quorum</i>	13
Section 5.	<i>Removal</i>	13
ARTICLE III.	RESPONSIBILITIES OF THE CLASS TREASURERS.....	13
ARTICLE IV.	RESPONSIBILITIES	14
Section 1.	<i>Fiscal Responsibilities</i>	14
Section 2.	<i>Appointed Representatives</i>	14
ARTICLE V.	POWERS	15
Section 1.	<i>Powers</i>	14
TITLE 6. – COMMITTEE ON FISCAL RESPONSIBILITY AND ASSISTANCE		15
ARTICLE I.	PURPOSE	15
ARTICLE II.	MEMBERSHIP	15
Section 1.	<i>Minimum Number of Members</i>	15
Section 2.	<i>Chairpersonship</i>	15
Section 3.	<i>Quorum</i>	15
Section 4.	<i>Member Status</i>	15
ARTICLE III.	RESPONSIBILITIES	15
Section 1.	<i>Budgets</i>	15
Section 2.	<i>Special Funding Requests and the SGA Sponsorship Fund</i>	15
Section 3.	<i>Financial Records</i>	15
Section 4.	<i>Assistance</i>	16
ARTICLE IV.	POWERS	16
Section 1.	<i>Budgetary violations</i>	16
Section 2.	<i>Special Funding Requests and SGA Sponsorship Fund Requests</i>	16
Section 3.	<i>Reviewing Club & Organization Expenditures</i>	16
TITLE 7. – FISCAL STRUCTURE AND POLICY		17

ARTICLE I.	CLASSIFICATION OF STUDENT ORGANIZATIONS.....	17
Section 1.	<i>The Classification Structure and Purpose</i>	17
Section 2.	<i>The Classes</i>	17
ARTICLE II.	ORGANIZATIONAL CLASS FINANCE COMMITTEES (OCFCs).....	18
Section 1.	<i>Membership</i>	18
Section 2.	<i>Duties of Organizational Class Finance Committee Representatives</i>	18
Section 3.	<i>Duties of the Organizational Class Finance Committee</i>	19
ARTICLE III.	BUDGETARY POLICY.....	19
Section 1.	<i>Fiscal Year</i>	19
Section 2.	<i>Budgets</i>	19
Section 3.	<i>Budget Hearing and Review</i>	19
ARTICLE IV.	FISCAL POLICY.....	20
Section 1.	<i>Appropriate Use of Undergraduate Student Government Association Funds</i>	20
Section 2.	<i>Expenditures</i>	20
Section 3.	<i>Fund-raising</i>	20
Section 4.	<i>Deposits</i>	20
Section 5.	<i>Student Government Reserve (SGR)</i>	20
Section 6.	<i>Special Funding</i>	21
ARTICLE V.	POLICY INFRACTIONS.....	22
Section 1.	<i>Types of violations</i>	22
Section 2.	<i>Penalties</i>	22
ARTICLE VI.	COLLECTION AND DISTRIBUTION OF USGA FUNDS.....	22
Section 1.	<i>The Student Life budget apportioned for the support of student activities</i>	22
Section 2.	<i>The Undergraduate Social Fee</i>	23
Section 3.	<i>Distribution of the Undergraduate Social Fee</i>	23
Section 4.	<i>Surplus Budgeting</i>	23
Section 5.	<i>SGA Sponsorship</i>	23
ARTICLE VII.	AMENDMENTS TO THIS TITLE.....	24
Section 1.	<i>Policy Changes</i>	23
TITLE 8 – ELECTION CODE.....		26
ARTICLE I.	ORDER OF ELECTIONS.....	26
Section 1.	<i>Executive Branch Elections</i>	26
Section 2.	<i>Senate Elections</i>	26
Section 3.	<i>Campus Hearing Board Elections</i>	26
ARTICLE II.	ELECTION PROCEDURES.....	26
Section 1.	<i>Eligibility</i>	26
Section 2.	<i>Nominations</i>	26
Section 3.	<i>Nomination and Election Announcements</i>	26
Section 4.	<i>Campaign Regulations</i>	27
Section 5.	<i>Voting Procedure</i>	27
ARTICLE III.	VACANCIES.....	28
Section 1.	<i>Appointment of a Senator</i>	28
Section 2.	<i>Appointment of an Executive</i>	28
Section 3.	<i>Appointment of an Interim Senator</i>	28
Section 4.	<i>Appointment of an Interim Executive</i>	28
ARTICLE IV.	WARRANT OF A NEW ELECTION.....	28
Section 1.	<i>Invalidation of Election due to Inconsistency</i>	28
Section 2.	<i>Request for a New Election</i>	29

<i>Section 3. Invalidation of Election due to Fraud</i>	29
TITLE 9. – APPOINTED COMMITTEE REPRESENTATIVES	30
ARTICLE I. DESIGNATION OF REPRESENTATIVES	30
ARTICLE II. DUTIES.....	30
<i>Section 1. Parliamentarian</i>	30
<i>Section 2. Webmaster</i>	30
ARTICLE III. REMOVAL	30
APPENDIX A – CLASSIFICATION OF STUDENT ORGANIZATIONS	31
APPENDIX B – REVISION HISTORY	33

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 seven (7) 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 seven (7) 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

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

- A. The committee shall consist of a chair, four (4) Undergraduate Student Government Association Class Treasurers (voting members), and one (1) additional Senators (voting members) 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.”

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

Section 5. Removal

- A. 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 fund-raisers held by the organizations within the class and report any infractions of the fund-raising 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 at the first (1st) 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.

Section 2. Appointed Representatives

- A. 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. 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.”

Section 3. Quorum

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

Section 4. Member Status

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

Article III. Responsibilities

Section 1. Budgets

- A. 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

- A. 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

- A. The Committee shall provide assistance to all recognized student organizations in the processing of financial paperwork, regardless of the organization's funding source.

Section 5. Appointed Representatives

- A. 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.

Article IV. Powers

Section 1. Budgetary violations

- A. 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

- A. 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.

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 Committee on Appropriations with approval of the Senate.
- 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 one (1) year after the date of official recognition.
- D. 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.
- E. In order to receive funding from the Undergraduate Student Government Association, an organization must have fulfilled the requirements of the Student Organization Council (SOC) and Student Activities Office (SAO).
- F. The requirements for SOC recognition shall be determined by the SOC.
- G. The requirements for SAO recognition shall be determined by the SAO.
- H. 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 unaffiliated with international, national, regional, state, or local organizations and open to all Worcester Polytechnic Institute undergraduate students 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.
- E. Class V.
1. All fraternities and sororities shall be members of Class V. A fraternity or sorority is defined as a nationally affiliated organization with an incorporated housing corporation.
 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 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 Senate, then the organization will become once again unrecognized. The Treasurer will make it known to the Senate at the next available meeting.

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 Classes 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 number of undergraduate representatives determined yearly by the Committee on Appropriations.
- 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. 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 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.
- 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. 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. 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 pervious 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 IV. 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. No Undergraduate Student Government Association budgeted organization may have a negative balance in their account at the end of the fiscal year.

Section 2. Expenditures

- A. If there is a request for reimbursement for personal expenditures related to an organization in excess of fifty dollars (\$50.00), a reimbursement form must be signed and approved by the SGA Treasurer before being processed.
- B. Transportation expenses will be reimbursed on a per mile basis from organizational funds at the rate established by the University.
- C. For any convention or conference, Undergraduate Student Government Association funds may only be used to pay for official transportation costs, registration fees, and accommodations.

Section 3. Fund-raising

- A. Organizations in Classes I, II, IV and VI shall abide by the fund-raising policies outlined in this section.
- B. Organizations are encouraged to hold fund-raisers 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. After the completion of each fund-raiser, organizations must submit a final report to the Committee on Appropriations no later than two (2) weeks following the end of the fund raiser.

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. Fund-raised 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. 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 Committee on Appropriations. 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 of the Senate 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 a "Special Funding Requisition 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 request amount with the organization but may only change the request amount if the organizational representatives concur. If the request comes before the Senate the Financial Board shall also have the right to recommend an amended amount to the Senate, but if the organizational representatives do not concur, such an amendment must be formally voted on upon the Senate floor.
 4. At the Senate meeting, the Special Funding Bill shall be moved by the appropriate Assistant Treasurer. Prior to any vote, the Undergraduate Student Government Association Treasurer shall report the recommendation/discussion of the Financial Board and the current available balance of the Student Government Reserve.
 5. In the case that a special funding request exceeds five-thousand dollars (\$5,000.00), 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 special funding 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 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.
- C. Supplemental and emergency funding requests relating to the operation of the Undergraduate Student Government Association shall be taken from Student Government Reserve upon approval of the Senate per the recommendation of the Committee on Appropriations.

Article V. 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 fund-raised 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. Fund-raising violation - Any Undergraduate Student Government Association-member organization which violates any of the Undergraduate Student Government Association fund-raising policies outlined in Article IV, Section 3 of this Title has committed a fund-raising 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 any violation, an organization will be notified by the Undergraduate Student Government Association Treasurer.
- 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 the Committee on Appropriations and a method of debt repayment is established.
- 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 fund-raising violation shall have its account frozen until such time as all fund-raised 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 Committee on Appropriations and the financial policies are reviewed.
- G. The Senate may appeal any decision made by the Committee on Appropriations regarding policy infractions by a two-thirds (2/3) vote of the Senate.

Article VI. 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. The rate per student is a set amount determined by the Student Government Association.
 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. Class Treasurers 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 Committee on Appropriations 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.

Section 5. 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 shall be determined yearly by the undergraduate Student Government Association at the time SGA sets the following year's Social Fee.

- 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 not be available to go towards paying individual fees 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 find a voting member of the WPI Undergraduate Student Government Association to sponsor their request. 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 a "SGA Sponsorship 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 request amount with the organization but may only change the request amount if the representatives concur. If the request comes before the Senate the Financial Board shall also have the right to recommend an amended amount to the Senate, but if the organizational representatives do not concur, such an amendment must be formally voted on upon the Senate floor.
 - 4. If the SGA Sponsorship Request comes before the Senate, at the meeting, the SGA Sponsorship Request shall be moved by the Senator sponsoring the request. Prior to any vote, the Undergraduate Student Government Association Treasurer shall report the recommendation of the Financial Board and 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 VII. 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.
- 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 either postpone all requests until the next Board meeting or have the requests come before the Senate. If the latter, the Board will hear all scheduled requests and will make recommendations to the Senate.

Section 2. Operation

- A. The Financial Board will meet weekly to hear Special Funding Requests and Student Government Association Sponsorship Funding requests.
- B. All Special Funding Requests and Student Government Association Sponsorship Funding requests shall come before this board.
- C. At the weekly meeting of this board, the representative requesting funding will present their case. Following the presentation, the Financial Board has the power to either, make a recommendation to the representative and ask that they return for a following Board hearing; move to have the request come before the Senate or vote immediately by secret ballot to approve or deny the request.

- D. It requires a 2/3 majority to either approve or deny a request. 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 Board, the Chair of the Committee on Appropriations shall make public the Board's decisions and discussions no later than twenty-four (24) hours after the decision.
- G. The Financial Board shall run according to Robert's Rules of Order.

Section 3. Executive Veto

- A. After learning of the Board's decisions, any member of the Undergraduate Student Government Association Senate has the power to approach a member of the Executive Board and request to have the decision vetoed and brought before the Senate.
- B. The Executive Board of the Undergraduate Student Government Association then has the power to, with a 2/3 vote, veto the Board's decision and have the funding request brought before the Senate for a vote.

Article VIII. Amendments to This Title

Section 1. Policy Changes

- A. Changes in these financial policies and procedures will be recommended by the Committee on Appropriations 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 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, &c.) may not be within twenty (20) feet of the voting table, except to vote. This includes any person wearing visible campaign material on their body and next to anyone voting electronically.

Section 5. Voting Procedure

- A. Voting.
 1. Elections may take place over a maximum of seven (7) consecutive days., a minimum of which one (1) is an academic day upon which paper balloting must occur.
 2. On any polling day the polls shall be open at a minimum, from 9AM until 4PM.
 3. 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.
 4. Members of the Committee on Policies, Procedures and Elections and or senators not currently seeking office shall staff all hours of paper balloting.
 5. 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.
 6. Paper ballots shall be placed in a locked box by the voter upon the presentation of a valid Worcester Polytechnic Institute picture ID.
 7. The Committee on Policies, Procedures and Elections Chairperson(s) or his/her designee shall be the only person with a key to the box.
 8. 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 Vice 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 Vice 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.

Appendix A – Classification of Student Organizations

Organization Name	Class
Actuarial Club	1
Alpha Chi Rho	5
Alpha Gamma Delta	5
Alpha Phi Omega	4
Alpha Psi Omega (Drama HS)	4
Alpha Tau Omega	5
American Institute of Aeronautics and Astronautics	4
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
Asian Society	1
Association of Computer Machinery	4
Autocross Club	1
Bacchus	3
Bilaga	1
Bio-Interest Society	1
Black Student Union	1
Bowling, Men's	2
Bowling, Women's	2
Brothers/Sisters	1
Cheerleading Club	2
Chess Club	1
Chi Epsilon (Civil Eng. HS)	4
Chinese Student Association	1
Christian Bible Fellowship	1
Crew, Men's	2
Crew, Women's	2
Cycling Club	2
Dance Club	2
Deutschklub (German Club)	1
Epsilon Upsilon Pi (Management HS)	4
Exposure	1
Eta Kappa Nu (EE HS)	4
Fencing	2
Freestyle Wrestling	2
French Circle	1
Global Affairs Party	1
Global Awareness of Environmental Activity	1
Hillel	1
Hispanic Student Association	1
Hockey Club	2
Indian Student Organization	1
Indoor Soccer Club	2
Institute of Electrical and Electronic Engineers	4

Interfraternity Council	4
International Student Council	4
Japan Association	1
Karate Club	2
Korean Student Association	1
Lacrosse, Men's	2
Lacrosse, Women's	2
Lambda Chi Alpha	5
Lens & Lights	3
Mai Tai Club	4
Management Society	4
Masque	3
Math Club	1
Mu Sigma Delta	1
Music Association	3
Muslim Student Association	1
National Society of Black Engineers	4
Newman Club	1
Newspeak	3
Outing Club	2
Panhellenic Council	4
Pathways	3
Peddler	3
Pep Band	1
Pershing Rifles	4
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
Philosopher's Circle	1
Pi Mu Epsilon (Math HS)	4
Pi Tau Sigma	4
Pre-Law Group	1
Rugby	2
Sailing Club	2
Salisbury Scholars	1
Science Fiction Society	1
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
Skeptical Chemists	1
Ski Club	2
Ski Team	2
Skull (Senior HS)	4
Soccer Club, Men's	2
Social Committee	3

Society of Fire Protection Engineers	4
Society of Hispanic Professional Engineers	4
Society of Manufacturing Engineers	4
Society of Martial Artists	2
Society of Medieval Arts & Sciences	1
Society of Physics Student (Am. Inst. of Physics)	4
Society of Women Engineers	4
Student Alumni Society	4
Student Pugwash	1
Tau Beta Pi (Eng. HS)	4
Tau Kappa Epsilon	5

Theta Chi	5
Ultimate Frisbee Club	2
Upsilon Pi Upsilon (Computer Sci. HS)	4
Vegetarian Society	1
Vietnamese Student Association	1
Volleyball, Men's	2
Water Polo	2
Wine Club	1
Wireless Association	1
WPIR - Campus Radio	3
Zeta Psi	5

Appendix B – Revision History

Date	Bill Number	Introduced	Description
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)

