Standing Rules of the 29th Senate of the Undergraduate Student Government Association

Worcester Polytechnic Institute
Undergraduate Student Government Association

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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:
   A. 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.
   B. In the case of a committee or project 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 or project meeting.
   C. 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.
   Academic Term – The phrase “Academic Term” shall refer to terms A, B, C, and D.
   Cabinet - The term "Cabinet" shall refer to the executive board, the Parliamentarian, and the appointed Chairs not including faculty, institute and special committee Chairs.
   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 29th Senate session shall begin on January 1, 2019 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. Senators must be excused from committee and project meetings by the respective chair pursuant to section V of this rule.
II. Senators are required to stay at Senate meetings for until the meeting is adjourned or recessed, or at the discretion of the Secretary.
III. Financial Board members must be excused from a Financial Board meeting by the Student Government Association Treasurer.
IV. 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.
RULE 4. – COMMITTEES AND PROJECT WORK

I. Senators must work actively on at least one (1) chair led project.

II. Any undergraduate student can serve on committees or work on projects, and must be appointed in accordance with the Constitution.

III. People not appointed to a committee can still attend said committee meetings, unless otherwise specified by the committee.

IV. Only appointed members of committees or project teams may vote at committee or project meetings.

RULE 5. – SENATOR RESPONSIBILITIES

I. Senators, including the Tech Coordinator, shall complete all the senator responsibilities as listed in items II. Executives are not required to perform senator responsibilities. Senators and Executives may serve any additional senator responsibility they desire.

II. The following responsibilities are mandatory and shall be completed by all senators. The responsibilities include:
   A. Attend all senate meetings.
   B. Attend their weekly assigned committee or project meeting.
   C. Attend and assist at all mandatory SGA events. (i.e. Relay for Life BBQ, Pep Rally, etc.)
   D. Attend the winter and fall retreats.
   E. Meet with each of their assigned constituent clubs’ execs at least once (1).
   F. Help with at least two (2) PR events per semester (Activities fair, table-sitting, superfan shirt giveaways, etc.)

III. Only elected-officials, or honorary Senators serving as Interims, need to serve senator responsibilities.

RULE 6. – SENATE MEETINGS

I. Senators will swipe in with the Tech Coordinator at the beginning of the meeting.

II. The President shall have the power to recognize anyone in attendance of the meeting to speak on the floor of the Senate. The president also may turn over this power to any senator, chair, or executive during the meeting. However, any senator, chair or executive other then the president may have this power revoked by the president at any given time during the meeting.
III. The Secretary shall not read the minutes of the previous week’s meeting unless requested by an elected official to do so.

RULE 7. -- MINUTES
I. The minutes shall be entitled "The Minutes of the Worcester Polytechnic Institute Undergraduate Student Government Association". After this title shall be the designation "Unofficial" until such time that they are approved by the Senate. At such time the designation "Official" shall be adopted.
II. In the minutes, elected officials shall be referred to pursuant to Rule 8.

RULE 8. -- WRITTEN DOCUMENTS
I. In all written documents and communications, the executives shall be referred to as “President,” “Vice-President,” “Secretary,” “Treasurer,” or “Parliamentarian” followed by his or her last name. All Senators shall be referred to as "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. Chairs shall sign all letters sent from their respective committees or project groups.

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. 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
I. 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 or emailed 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".

RULE 13. -- FUNDING REQUEST APPEALS

I. Each organization has the right to appeal the decision made by the Financial Board, the Executive Board, or the Senate regarding a Funding Request.

II. To appeal the decision of a Funding Request, an executive officer of the club sponsoring the funding request must email the Undergraduate Student Government Association Treasurer within twenty-four (24) hours of the appropriate minutes being made available. This email must include the reason for the appeal.

III. The Undergraduate Student Government Association Treasurer has the discretion to determine whether or not to hear the appeal. The Treasurer must inform Senate about any appeal at the next Senate meeting after the appeal has been lodged. This decision can be overturned by a two-thirds (2/3) vote of the Senate. If the appeal will be heard, the course of action will be as follows, and must be passed by a two-thirds (2/3) vote:

   A. If the decision regarding the Funding Request was made by the Executive Board, the appeal will be heard by the Senate.

   B. If the decision regarding the Funding Request was made by the Financial Board, the appeal will be heard by the Senate, unless the appeal is time sensitive (as determined by the Undergraduate Student Government Association Treasurer). In this case, the Executive Board will hear the appeal.

   C. If the decision regarding the Funding Request was made by the Senate, the appeal will be heard by the Cabinet.

IV. All appeals decisions are final.
<table>
<thead>
<tr>
<th>Date</th>
<th>Introduced</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-February-19</td>
<td>Parliamentarian Giulio Cataldo and Treasurer Ryan Candy</td>
<td>Updating all rules, inclusion of process for Funding Request Appeals</td>
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<tr>
<td>2014-September-16</td>
<td>Sec. Miralda</td>
<td>Updated Senator Responsibilities</td>
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<tr>
<td>2013-November-26</td>
<td>Sec. Tina Dutra</td>
<td>Change Rule 5 to Senator Responsibilities</td>
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<tr>
<td>2013-September-24</td>
<td>Sec. Tina Dutra</td>
<td>Attendance Policy Change, formatting</td>
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<tr>
<td>2013-February-12</td>
<td>Sec. Tina Dutra</td>
<td>Committee Name Change from PPE to CIA</td>
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<tr>
<td>2012-December-4</td>
<td>Sec. Sarah Triplett</td>
<td>Updating Rule 5</td>
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<tr>
<td>2010-January-14</td>
<td>Parliamentarian Daniel DeCiero</td>
<td>Formatting for all Rules</td>
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<tr>
<td>2008-April-4</td>
<td>Sec. Ashleigh Smeal</td>
<td>Necessary Notification Amendment</td>
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<tr>
<td>2008-February-6</td>
<td>Sec. Ashleigh Smeal</td>
<td>Updated Amend Dates</td>
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<td>2008-January-31</td>
<td>Sec. Ashleigh Smeal</td>
<td>Financial Board Mandatory Attendance; Office Hours</td>
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<td>2006-February-14</td>
<td>Sen. Syed Ali</td>
<td>Alphabetizing Definitions, Updating Rules 3,4,5,6,8,9,10</td>
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<td>2005-October-25</td>
<td>Sen. Sean Sears</td>
<td>Updating Rule 6</td>
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<td>2005-October-25</td>
<td>Sen. Sean Sears</td>
<td>Creating a definition of Cabinet</td>
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<td>2004-March-2</td>
<td>Sen. Mary Schubert</td>
<td>Updated Senate Meeting Time</td>
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<td>2004-February-24</td>
<td>Sen. Mary Schubert</td>
<td>Updated Written Documents and Senate Meeting Time</td>
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<tr>
<td>2002-January-22</td>
<td>Sen. Brandon Lord</td>
<td>Added Webmaster Office Hour to Rule 5</td>
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<td>2000-April-4</td>
<td>Sen. Toni Colongnesi</td>
<td>Eliminated annual standing rules passage</td>
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<td>2000-February-15</td>
<td>Sen. Christopher O’Malley</td>
<td>Fixed “two meeting miss” loophole</td>
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