Bylaws of the Undergraduate Student Government Association

Worcester Polytechnic Institute
Undergraduate Student Government Association

Amended:

3 October 2017
# Table of Contents

## Table of Contents

**TITLE 1. COMMITTEE ON ACADEMIC IMPROVEMENTS** ......................................................... 7  
**ARTICLE I. PURPOSE** ............................................................................................................ 7  
**ARTICLE II. MEMBERSHIP** .................................................................................................... 7  
  **SECTION 1. MINIMUM NUMBER OF MEMBERS** ................................................................. 7  
  **SECTION 2. CHAIRPERSONSHIP** ......................................................................................... 7  
  **SECTION 3. QUORUM** ......................................................................................................... 7  
  **SECTION 4. MEMBER STATUS** ........................................................................................... 7  
**ARTICLE III. RESPONSIBILITIES** .......................................................................................... 7  
  **SECTION 1. RESEARCH & INVESTIGATION** ........................................................................ 7  
  **SECTION 2. DISTRIBUTION OF RECOMMENDATIONS** ..................................................... 7  
  **SECTION 3. RECOMMENDATIONS TO THE SENATE** ........................................................ 8  
  **SECTION 4. APPOINTED REPRESENTATIVES** ................................................................... 8  
**ARTICLE IV. POWERS** .......................................................................................................... 8  
  **SECTION 1. MEETING WITH WPI COMMUNITY MEMBERS** ............................................. 8  
**TITLE 2. COMMITTEE ON STUDENT LIFE IMPROVEMENTS** .............................................. 9  
**ARTICLE I. PURPOSE** .......................................................................................................... 9  
**ARTICLE II. MEMBERSHIP** .................................................................................................. 9  
  **SECTION 1. MINIMUM NUMBER OF MEMBERS** ............................................................... 9  
  **SECTION 2. CHAIRPERSONSHIP** ...................................................................................... 9  
  **SECTION 3. QUORUM** .................................................................................................... 9  
  **SECTION 4. MEMBER STATUS** ......................................................................................... 9  
**ARTICLE III. RESPONSIBILITIES** ....................................................................................... 9  
  **SECTION 1. RESEARCH & INVESTIGATION** ...................................................................... 9  
  **SECTION 2. SOLICITATION OF STUDENT OPINION** .................................................... 9  
  **SECTION 3. DISTRIBUTION OF RECOMMENDATIONS** .................................................. 10  
  **SECTION 4. RECOMMENDATIONS TO THE SENATE** ..................................................... 10  
  **SECTION 5. APPOINTED REPRESENTATIVES** ................................................................. 10  
**ARTICLE IV. POWERS** ........................................................................................................ 10  
  **SECTION 1. MEETING WITH WPI COMMUNITY MEMBERS** ........................................... 10  
**TITLE 2. COMMITTEE ON INTERNAL AFFAIRS** ................................................................. 11
SECTION 3. QUORUM ........................................................................................................ 15
SECTION 4. MEMBER STATUS .......................................................................................... 16
ARTICLE III. RESPONSIBILITIES ..................................................................................... 16
SECTION 1. UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION BUDGET .... 16
SECTION 2. CLUB & ORGANIZATION CLASSIFICATIONS .................................................. 16
SECTION 3. BUDGETING INFORMATION ........................................................................... 16
SECTION 4. FINANCIAL BOARD ........................................................................................ 16
SECTION 5. FINANCIAL RECORDS .................................................................................... 16
SECTION 6. APPOINTED REPRESENTATIVES .................................................................... 16
ARTICLE IV. POWERS ....................................................................................................... 17
SECTION 1. FISCAL POLICIES .......................................................................................... 17
SECTION 2. FINANCIAL REQUESTS .................................................................................. 17
TITLE 6. COMMITTEE ON FISCAL RESPONSIBILITY AND ASSISTANCE ......................... 18
ARTICLE I. PURPOSE ......................................................................................................... 18
ARTICLE II. MEMBERSHIP ............................................................................................... 18
SECTION 1. MINIMUM NUMBER OF MEMBERS ................................................................ 18
SECTION 2. CHAIRPERSONSHIP ....................................................................................... 18
SECTION 3. QUORUM ......................................................................................................... 18
SECTION 4. MEMBER STATUS .......................................................................................... 19
ARTICLE III. RESPONSIBILITIES ...................................................................................... 19
SECTION 1. BUDGETS ........................................................................................................ 19
SECTION 2. FINANCIAL BOARD ....................................................................................... 19
SECTION 3. AUDITING ....................................................................................................... 19
SECTION 4. FINANCIAL RECORDS .................................................................................... 20
SECTION 5. ASSISTANCE .................................................................................................. 21
SECTION 6. APPOINTED REPRESENTATIVES ................................................................... 21
SECTION 7. STUDENT GOVERNMENT ASSOCIATION INTERNAL AUDIT ....................... 21
ARTICLE IV. POWERS ....................................................................................................... 21
SECTION 1. BUDGETARY VIOLATIONS ............................................................................. 21
SECTION 2. FUNDING REQUESTS ...................................................................................... 21
SECTION 3. REVIEWING CLUB & ORGANIZATION EXPENDITURES ................................. 21
TITLE 7. FISCAL STRUCTURE AND POLICY .................................................................... 23
ARTICLE I. CLASSIFICATIONS OF STUDENT ORGANIZATIONS ................................. 23
ARTICLE VII.

ARTICLE VI.

ARTICLE III.

SECTION 1. THE CLASSIFICATION STRUCTURE AND PURPOSE ........................................... 23

SECTION 2. THE CLASSES ................................................................................................. 24

A. Class I – Special Interest ............................................................................................... 24

B. Class II – Club Sports .................................................................................................... 25

C. Class III – Campus Wide ............................................................................................... 27

D. Class IV – Selective Membership .................................................................................. 28

E. Class V – Greek Life ...................................................................................................... 29

F. Class VI – Provisional .................................................................................................... 30

ARTICLE II. BUDGETARY POLICY ....................................................................................... 30

SECTION 1. FISCAL YEAR ................................................................................................. 30

SECTION 2. BUDGETS ........................................................................................................ 31

SECTION 3. BUDGETARY STATUS ..................................................................................... 32

SECTION 4. BUDGET REVIEW ............................................................................................ 33

SECTION 5. BUDGET APPEALS ......................................................................................... 33

ARTICLE III. FISCAL POLICY ................................................................................................ 34

SECTION 1. APPROPRIATE USE OF UNDERGRADUATE STUDENT GOVERNMENT
ASSOCIATION FUNDS .................................................................................................. 34

SECTION 2. EXPENDITURES ............................................................................................ 35

SECTION 3. FUNDRAISING ............................................................................................... 36

SECTION 4. DEPOSITS ....................................................................................................... 36

SECTION 5. STUDENT GOVERNMENT RESERVE (SGR) .................................................. 37

SECTION 6. FUNDING REQUESTS ..................................................................................... 37

ARTICLE IV. POLICY INFRACTIONS ................................................................................ 39

SECTION 1. TYPES OF VIOLATIONS .............................................................................. 39

SECTION 2. PENALTIES .................................................................................................... 40

ARTICLE V. COLLECTION AND DISTRIBUTION OF SGA FUNDS ........................................ 41

SECTION 1. THE STUDENT LIFE BUDGET APPORTIONED FOR THE SUPPORT OF
STUDENT ACTIVITIES ..................................................................................................... 41

SECTION 2. THE UNDERGRADUATE STUDENT LIFE FEE .......................................... 42

SECTION 3. DISTRIBUTION OF THE UNDERGRADUATE STUDENT LIFE FEE .......... 42

ARTICLE VI. REPORTING USAGE OF SGA FUNDS ............................................................ 43

SECTION 1. FUNDING REQUEST REPORT FORMS ......................................................... 43

ARTICLE VII. FINANCIAL BOARD ...................................................................................... 43

SECTION 1. PURPOSE AND COMPOSITION .................................................................... 43
SECTION 2. OPERATION ................................................................. 44
SECTION 3. EXECUTIVE VETO ......................................................... 45
ARTICLE VIII. AMENDMENTS TO THIS TITLE .................................. 45
SECTION 1. POLICY CHANGES ....................................................... 45

TITLE 8. ELECTIONS CODE .................................................................. 47
ARTICLE I. ORDER OF ELECTIONS ...................................................... 47
SECTION 1. EXECUTIVE BRANCH ELECTIONS ..................................... 47
SECTION 2. SENATE ELECTIONS ........................................................ 47
SECTION 3. CAMPUS HEARING BOARD ELECTIONS ............................... 47
ARTICLE II. ELECTION PROCEDURES ............................................... 47
SECTION 1. ELIGIBILITY ..................................................................... 47
SECTION 2. CANDIDACY & NOMINATIONS FOR EXECUTIVE ELECTIONS .... 48
SECTION 3. CANDIDACY & NOMINATIONS FOR SENATE ELECTIONS ......... 50
SECTION 4. NOMINATION AND ELECTION ANNOUNCEMENTS ................ 51
SECTION 5. CAMPAIGN REGULATIONS ............................................. 51
SECTION 6. ELECTIONS COMMITTEE ................................................ 51
SECTION 7. VOTING PROCEDURE ..................................................... 52
ARTICLE II. VACANCIES .................................................................... 53
SECTION 1. APPOINTMENT OF A SENATOR ......................................... 53
SECTION 2. APPOINTMENT OF AN EXECUTIVE ................................... 53
SECTION 3. APPOINTMENT OF AN INTERIM SENATOR ............................ 53
SECTION 4. APPOINTMENT OF AN INTERIM EXECUTIVE ......................... 53
ARTICLE III. WARRANT OF A NEW ELECTION ..................................... 54
SECTION 1. INVALIDATION OF ELECTION DUE TO INCONSISTENCY ......... 54
SECTION 2. REQUEST FOR NEW ELECTION ......................................... 54
SECTION 3. INVALIDATION OF ELECTION DUE TO FRAUD ....................... 54

TITLE 9. APPOINTED REPRESENTATIVES ......................................... 55
ARTICLE I. INSTITUTE COMMITTEES ............................................... 55
SECTION 1. DESIGNATION OF REPRESENTATIVES ............................... 55
SECTION 2. DUTIES .......................................................................... 56
ARTICLE II. APPOINTED SENATE POSITIONS ..................................... 56
SECTION 1. PARLIAMENTARIAN ....................................................... 56
SECTION 2. TECHNOLOGY COORDINATOR ....................................... 57
TITLE 10. STUDENT GOVERNMENT ADVISORY BOARD ................................................................. 59
ARTICLE I. PURPOSE .................................................................................................................. 59
ARTICLE II. COMPOSITION ..................................................................................................... 59
ARTICLE III. PROCEEDINGS ................................................................................................. 59

TITLE 11. - SPECIAL COMMITTEES ..................................................................................... 60
ARTICLE I. FORMATION .......................................................................................................... 60
ARTICLE II. LIFESPAN ........................................................................................................... 60
ARTICLE III. OPERATING PROCEDURES ............................................................................. 60
 SECTION 1. DEFINITION ....................................................................................................... 60
 SECTION 2. DISTRIBUTION .................................................................................................. 60
 SECTION 3. AMENDMENTS .................................................................................................. 60

APPENDIX .............................................................................................................................. 61
TITLE 1. COMMITTEE ON ACADEMIC IMPROVEMENTS

ARTICLE I. PURPOSE
It shall be the duty of the Undergraduate Student Government Association’s Committee on Academic Improvements to improve the content and quality of the academic program as a whole at Worcester Polytechnic Institute by engaging in projects that reflect the academic-related concerns of the student body, serving as a liaison between students and faculty, and supporting Worcester Polytechnic Institute’s initiatives and resources that benefit the student body.

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(s).

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
Fifty percent (50%) of the appointed 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. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

ARTICLE III. RESPONSIBILITIES

SECTION 1. RESEARCH & INVESTIGATION
The Committee on Academic Improvements shall research new academic initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed by the Senate

SECTION 2. DISTRIBUTION OF RECOMMENDATIONS
The Committee on Academic Improvements 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(s) of the Committee on Academic Improvements 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 improvements for the adoption of Senate.

SECTION 4. APPOINTED REPRESENTATIVES
It shall be the responsibility of the Chairperson(s) of the Committee on Academic Improvements to report to the Executive Board any appointed representative who is neglecting their duties as defined in the Undergraduate Student Government Association Constitution.

ARTICLE IV. POWERS

SECTION 1. MEETING WITH WPI COMMUNITY MEMBERS
The Committee on Academic Improvements shall have the power to call meetings with any Worcester Polytechnic Institute faculty, staff, administration, and students as necessary to investigate and resolve issues concerning the quality of academics.
TITLE 2. COMMITTEE ON STUDENT LIFE IMPROVEMENTS

ARTICLE I. PURPOSE
It shall be the duty of the Undergraduate Student Government Association’s Committee on Student Life Improvements (CSLI) to improve the content and quality of student life as a whole at Worcester Polytechnic Institute by investigating issues concerning the quality and well-being of the students of Worcester Polytechnic Institute.

ARTICLE II. MEMBERSHIP

SECTION 1. MINIMUM NUMBER OF MEMBERS
A minimum number of six (6) members shall be required for the committee to operate, including the Committee Chairperson.

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

SECTION 3. QUORUM
Fifty percent (50%) of the appointed 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. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

ARTICLE III. RESPONSIBILITIES

SECTION 1. RESEARCH & INVESTIGATION
The Committee on Student Life Improvements shall research new student life initiatives as they emerge within the Worcester Polytechnic Institute community or as deemed by the Senate.

SECTION 2. SOLICITATION OF STUDENT OPINION
The Committee on Student Life Improvements shall solicit the opinions of the community members and report them to the Senate.
SECTION 3. DISTRIBUTION OF RECOMMENDATIONS
The Committee on Student Life Improvements shall distribute all adopted recommendations to the appropriate and interested members of the Worcester Polytechnic Institute community.

SECTION 4. RECOMMENDATIONS TO THE SENATE
The committee shall form recommendations regarding improvements to student life for the adoption of Senate.

SECTION 5. APPOINTED REPRESENTATIVES
It shall be the responsibility of the Chairperson(s) of the Committee on Student Life Improvements to report to the Executive Board any appointed representative who is neglecting their duties as defined in the Undergraduate Student Government Association Constitution.

ARTICLE III. POWERS

SECTION 1. MEETING WITH WPI COMMUNITY MEMBERS
The Committee on Student Life Improvements 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 2. COMMITTEE ON INTERNAL AFFAIRS

ARTICLE I. PURPOSE
It shall be the duty of the Undergraduate Student Government Association’s Committee on Internal Affairs (CIA) to ensure that various campus elections are conducted in an appropriate fashion, and to interpret, maintain, and make recommendations to the governing documents of the Undergraduate Student Government Association.

ARTICLE II. MEMBERSHIP

SECTION 1. MINIMUM NUMBER OF MEMBERS
A minimum number of three (3) members shall be required for the committee to operate, including the Committee Chairperson.

SECTION 2. CHAIRPERSONSHIP
There shall be one (1) Chairperson for this committee, to be determined by the President of the Undergraduate Student Government Association.

SECTION 3. QUORUM
Fifty percent (50%) of the appointed 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. The Committee Chairperson shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson.

ARTICLE III. RESPONSIBILITIES

SECTION 1. CONSTITUTIONAL INTERPRETATION
The Committee on Internal Affairs shall be responsible for interpreting all governing documents of the Undergraduate Student Government Association.

SECTION 2. AMENDMENTS
The Committee on Internal Affairs 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 Internal Affairs 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 Internal Affairs 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 Elections Chairperson shall be responsible for notifying the student body of all Undergraduate Student Government Association offices of nomination and election deadlines. The Committee on Internal Affairs shall 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 Chairperson of the Committee on Internal Affairs to report to the Executive Board any appointed representative who is neglecting their duties as defined in the Undergraduate Student Government Association Constitution.

ARTICLE IV. POWERS

SECTION 1. REVIEW OF PASSED LEGISLATION
The Committee on Internal Affairs 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.

SECTION 2. RECRUITMENT
The Committee on Internal Affairs 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 4. COMMITTEE ON PUBLIC RELATIONS

ARTICLE I. PURPOSE
It shall be the duty of the Undergraduate Student Government Association’s Committee on Public Relations (PR) to serve as an information conduit between the Undergraduate Student Government Association and the Worcester Polytechnic Institute community, and act 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, including the Committee Chairperson(s), shall be required for the committee to operate.

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
Fifty percent (50%) of the appointed 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. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson(s).

ARTICLE III. RESPONSIBILITIES

SECTION 1. 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 Chairperson(s) will share the authority of the undergraduate email alias with the Undergraduate Student Government Association President.

SECTION 4. APPOINTED REPRESENTATIVES
It shall be the responsibility of the Chairperson(s) of the Committee on Public Relations to report to the Executive Board any appointed representative who is neglecting their duties as defined in the Undergraduate Student Government Association Constitution.
TITLE 5. COMMITTEE ON APPROPRIATIONS

ARTICLE I. PURPOSE
It shall be the duty of the Undergraduate Student Government Association’s Committee on Appropriations to 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 Association financial committee.

ARTICLE II. MEMBERSHIP

SECTION 1. MINIMUM NUMBER OF MEMBERS
A minimum number of six (6) members, including the Committee Chairperson, shall be required for the committee to operate. Members of the committee shall be 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 appointed by the President of the Undergraduate Student Government Association upon the recommendation of the Treasurer of the Undergraduate Student Government Association. The Chairperson shall only vote in the case of a tie.

B. The Chairperson of the Committee on Appropriations shall be further designated as an “Assistant Treasurer.”

C. The Chairperson of the Committee on Appropriations shall act as the Chairperson of the Financial Board in the absence of the Treasurer.

SECTION 3. QUORUM
Fifty percent (50%) of the appointed 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. The Committee Chairperson(s) shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson.

ARTICLE III. RESPONSIBILITIES

SECTION 1. UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION BUDGET
Aide the Undergraduate Student Government Association Treasurer with the preparation and submission of the Undergraduate Student Government Association budget for the upcoming fiscal year. This budget shall be presented to the Senate by the second (2nd) meeting of D-term. 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.

SECTION 2. CLUB & ORGANIZATION CLASSIFICATIONS
Report to the Senate classifications of new student organizations upon their recognition by the University or reclassification of existing organizations as changes occur.

SECTION 3. BUDGETING INFORMATION
Compile and distribute budgeting information to all eligible student organizations.

SECTION 4. FINANCIAL BOARD
Serve on the Financial Board. See Standing Rules for more detailed information.

SECTION 5. FINANCIAL RECORDS
The Committee on Appropriations (with the aid of The Committee on Fiscal Responsibility and Assistance along with the Undergraduate Student Government Association Treasurer) shall maintain a record of the financial activities of all clubs and organizations. This information can be used as a reference material during Financial Board and the budgeting process.

SECTION 6. APPOINTED REPRESENTATIVES
It shall be the responsibility of the Chairperson of the Committee on Appropriations to report to the Executive Board any appointed representative who is neglecting their duties as defined in the Undergraduate Student Government Constitution.
ARTICLE IV.    POWERS

SECTION 1. FISCAL POLICIES
Review and propose, to the Senate, any and all changes to the fiscal policies contained in Title 7 along with The Committee on Fiscal Responsibility and Assistance.

SECTION 2. FINANCIAL REQUESTS
A. The Committee on Appropriations may consider funding requests, as deemed appropriate by the Undergraduate Student Government Association Treasurer, prior to the meeting of Financial Board. The Committee will vote on the request and recommend the outcome of the decision to Financial Board prior to the commencement of the Financial Board requests. At this time Financial Board will hear the recommendations and vote whether to accept or deny the decisions. If Financial Board fails to pass the recommendations of The Committee on Appropriations, the requests will be fully reconsidered by the entirety of Financial Board who will vote again on the requests and make the final decision.

B. The numbering system used for said requests will be grouped starting with A.1 and will continue in sequence throughout the fiscal year. The individual requests, however, will fall under the “A.” with the same numbering system as all requests heard by Financial Board are as deemed fit in the Fiscal Structure of the Undergraduate Student Government Association Bylaws.
TITLE 6. COMMITTEE ON FISCAL RESPONSIBILITY AND ASSISTANCE

ARTICLE I. PURPOSE
It shall be the duty of the Undergraduate Student Government Association’s 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 Association financial committee.

ARTICLE II. MEMBERSHIP

SECTION 1. MINIMUM NUMBER OF MEMBERS
A minimum number of six (6) members, including the Committee Chairperson, shall be required for the committee to operate.

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 chairperson shall only vote in the case of a tie.

B. The Chairperson of the Committee on Fiscal Responsibility and Assistance shall be further designated as an “Assistant Treasurer.”

C. The Chairperson of the Committee on Fiscal Responsibility and Assistance shall act as the Chairperson of the Financial Board in the absence of the Treasurer and the Chairperson of the Committee on Appropriations.

SECTION 3. QUORUM
Fifty percent (50%) of the appointed 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. The Committee Chairperson shall only vote in the case of a tie. Any other student who wishes to serve on the committee shall not have voting status unless granted by the Committee Chairperson.

ARTICLE III. RESPONSIBILITIES

SECTION 1. BUDGETS
The Committee on Fiscal Responsibility and Assistance shall be responsible for ensuring that all organizations that receive budgets from the Undergraduate Student Government Association spend their money as approved.

SECTION 2. FINANCIAL BOARD
Serve on the Financial Board. See Standing Rules for more detailed information.

SECTION 3. AUDITING
Conduct Audits and Financial Reviews on clubs that are recommended by Senators, show signs of deliberate or accidental failure to follow the financial bylaws, or request a review to be performed.

A. Audit and Review Process

1. Members of the Committee on Fiscal Responsibility and Assistance shall contact organizations for Audits and Financial Reviews.

2. Any organization that fails to respond to contact attempts by CFRA members shall be referred to the Treasurer after 2 weeks.

3. The reasoning and objective for which Audits and Financial Reviews are conducted and the procedure to be followed at these sessions are left to the discretion of the CFRA Chairperson.

4. Organizations which undergo an Audit or Financial Review shall have a status assigned to them by the Chairperson after their Audit or Financial Review has been completed.
i. An organization shall be considered Status I if the Review identifies minor issues regarding procedures, finances, and/or leadership.

ii. An organization shall be considered Status II if the Review identifies moderate issues regarding procedures, finances, and/or leadership.

iii. An organization shall be considered Status III if the Review identifies substantial issues regarding procedures, finances, and/or leadership.

5. Organizations that have completed an Audit or Financial Review shall be contacted by the CFRA senators that conducted their Audit or Financial Review depending on their status.

i. Status I organizations shall be informed of the issues identified and given suggestions to improve those issues.

ii. Status II organizations shall be informed of the issues identified and given suggestions to improve those issues. Additionally, these organizations shall be required to meet with members of CFRA monthly to re-evaluate their status.

iii. Status III organizations shall be informed of the issues identified and given suggestions to improve those issues. Additionally, these organizations shall be required to meet bi-weekly with members of CFRA to devise a comprehensive approach to solve the issues identified.

6. An organization’s status shall be subject to change at the discretion of CFRA based on their improvement.

SECTION 4. FINANCIAL RECORDS
The Committee on Fiscal Responsibility and Assistance (with the aid of the Committee on Appropriations along with the Undergraduate Student Government Association Treasurer) shall
maintain a record of the financial activities of all clubs and organizations. This information can be used as a reference material during Financial Board and the budgeting process.

SECTION 5. ASSISTANCE
The Committee shall provide assistance to all recognized student organizations in the processing of financial paperwork, regardless of the organization’s funding source, if they are asked to do so by the organization. The Committee will provide organizations with assistance in keeping records, reaching goals, and providing programming for the undergraduate student body.

SECTION 6. APPOINTED REPRESENTATIVES
It shall be the responsibility of the Chairperson of the Committee on Fiscal Responsibility and Assistance to report to the Executive Board any appointed representative who is neglecting their duties as defined in the Undergraduate Student Government Association Constitution.

SECTION 7. STUDENT GOVERNMENT ASSOCIATION INTERNAL AUDIT
It shall be the responsibility of the Committee on Fiscal Responsibility and Assistance to conduct a Student Government Association Annual Report every B-Term for the previous calendar year. The internal audit shall be presented to the entirety of the Student Government Association at the end of B-Term.

ARTICLE IV. POWERS

SECTION 1. BUDGETARY VIOLATIONS
The Committee on Fiscal Responsibility and Assistance shall recommend sanctions to the Treasurer of the Undergraduate Student Government Association when it determines that a budget violation has occurred.

SECTION 2. FUNDING REQUESTS
The Committee on Fiscal Responsibility and Assistance shall have the power to review and recommend that the Treasurer act upon violations of all necessary Funding 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 that SGA-funded organizations account for expenditures in accordance with procedures developed by the Committee on Fiscal Responsibility and Assistance and approved by the Treasurer of the Undergraduate Student Government Association.

D. Collect and maintain a record of Funding Request Report Forms.
ARTICLE I. CLASSIFICATIONS OF STUDENT ORGANIZATIONS

SECTION 1. THE CLASSIFICATION STRUCTURE AND PURPOSE

A. There shall exist six (6) organizational classes into which each recognized undergraduate student organization, with the exception of the Undergraduate Student Government Association, shall be classified.

B. Each recognized student organization shall be classified by the Financial Board. Financial Board may reclassify any recognized student organization if the purpose and mission of the organization does not align with current classification requirements. A reclassification by Financial Board must initially be proposed by either the chairperson of the Committee on Appropriations or the chairperson of the Committee on Fiscal Responsibility and Assistance. The motion will then be subsequently tabled until the following Financial Board Meeting, where the motion will be heard. Respective club officers must be notified of the motion within twenty-four (24) hours of its proposal and will be given an opportunity to prepare and present an appeal during the following Financial Board Meeting. Organizations may still apply for reclassification by submitting the appropriate form to the Undergraduate Student Government Association.

C. All organizations recognized by the Worcester Polytechnic Institute shall be considered Undergraduate Student Government Association member organizations, eligible to apply for Undergraduate Student Government Association funding after the date of official recognition.

D. In order to receive official recognition, an organization must have fulfilled the requirements of the Student Organization Council (SOC) and the Student Activities Office (SAO) and been approved by both.

E. Organizations shall abide by all fiscal regulations as outlined in this Title of the Student Government Association Bylaws.

F. The Undergraduate Student Government Association is responsible for creating and maintaining this fiscal structure.
G. The requirements for SOC recognition shall be determined by the SOC.

H. The requirements for SAO recognition shall be determined by the SAO.

I. Upon completion of these requirements and those concerning budgetary processes outlined in Article II of this title, the Senate shall oversee all issues concerning funding.

SECTION 2. THE CLASSES

A. Class I – Special Interest

1. These organizations shall be open to all Worcester Polytechnic Institute undergraduate students.

2. All organizations of this class shall be entitled to apply for a yearly operating budget and funding requests (FR) as outlined within the Bylaws.

3. Those organizations that receive a yearly operating budget from a national, international, regional, state or local organization, shall not receive a yearly operating budget from the Undergraduate Student Government Association.

4. All budgets awarded to Class I organizations will be allocated out of the funds collected through the Undergraduate Student Life Fee.

5. Monies allocated toward the budgets of these organizations shall not go towards paying personal dues to international, national, regional, state, or local organizations.

6. All organizations within Class I will be placed into the following subcategories based on the following guidelines:
i. **Professional Societies**

   a. These organizations shall be a local chapter of a nationally/internationally recognized professional society.

   b. The general activity of these clubs will be focused on professional development.

ii. **International/Diversity Organizations**

These organizations will be focused on enhancing cultural awareness among its members and campus.

iii. **Hobby Interests**

These organizations shall include all those dedicated to the appreciation and practice of a particular hobby interest.

iv. **Political/Social/Religious Groups**

These organizations shall have core political, social, or religious values as their fundamental purpose. They shall be focused on increasing awareness of their cause and/or providing a forum for political/social/religious ideas to be openly shared.

v. **Community Outreach**

These organizations shall be focused on community outreach and enhancing awareness of this outreach. These organizations shall not be directly affiliated with any national Greek/service-based fraternal organization.

B. **Class II – Club Sports**
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 funding requests as outlined within this Title.

3. All budgets awarded to Class II organizations will be allocated out of the funds collected through the Undergraduate Student Life Fee.

4. Class II organizations must abide by all rules set forth by the Worcester Polytechnic Institute Director of Club Sports.

5. All organizations in Class II shall be placed into the following subcategories according to the following guidelines:

   i. **Competitive**

      a. These organizations compete in scheduled games, matches or contests against outside organizations or teams. They shall be associated with a recognized collegiate league or conference and have a coach approved by the Worcester Polytechnic Institute Director of Club Sports.

      b. A club may not be a member of this subclass if there is an equivalent varsity sport.

   ii. **Instructional**

      a. These organizations exist to provide basic levels of participation and instruction. They must have a coach approved by the Worcester Polytechnic Institute Director of Club Sports.
iii.  *Recreational*

a. These organizations shall have no affiliation to a league or conference and are not permitted to compete with outside organizations or teams. They must have an advisor approved by the Worcester Polytechnic Institute Director of Club Sports.

C.  *Class III – Campus Wide*

1. Those organizations open to all Worcester Polytechnic Institute undergraduate students, unaffiliated with and not receiving a yearly operational budget from an international, national, regional, state, or local organization and whose primary purpose is to provide programming, publications, and/or services open and available to the entire undergraduate student body shall be members of Class III.

2. Programming for the entire undergraduate student body shall be defined as programs which educate, entertain, and/or expose students to the arts.

3. Class III organizations shall be entitled to apply for a yearly budget and funding requests as outlined by this Title.

4. All budgets awarded to Class III organizations will be allocated out of the funds collected through the Undergraduate Student Life Fee.

5. All organizations in Class III shall be placed into the following subcategories according to the following guidelines:

   i.  *Campus Wide Programming*

   a. These organizations shall be focused on providing campus-wide programming open to all WPI students.

   ii.  *Campus Wide Publications/Media/Services*
a. These organizations shall have as their primary purpose at least one (1) of the following activities:

I. Providing print and other communications media for the students of WPI.

II. Providing production-related services for any of the organizations or individuals at WPI.

iii. Performing Arts

a. These organizations will be focused on performing arts, including, but not limited to: music, drama, or comedy.

b. Performances by these organizations shall be open to the entire undergraduate student body.

D. Class IV – Selective Membership

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, as well as Greek organizations not falling under the classification of a Class V organization.

2. Selective membership shall be defined as any organization that may define membership based on, but not limited to a new member education process, an initiation rite, or an academic eligibility requirement.

3. Class IV organizations shall be entitled to approach the Senate for funding for services or programming for the entire undergraduate student body provided no other funding source exists. Programming for the entire undergraduate student body shall be defined as programs which educate, entertain, and/or expose students to the arts. In addition, the activity or program must be open to the entire undergraduate student body.
4. Class IV organizations will be eligible to apply for funding requests as outlined by this Title.

E. Class V – Greek Life

1. Any organization classified as a part of Greek Life by the University’s Office of Greek Life Programs shall be a part of Class V.

2. Only Class V organizations, with the approval of the Office of Greek Life Programs, are allowed to hold bank accounts outside of the University’s Accounting Office.

3. Class V organizations shall be entitled to approach the Senate for funding for services or programming for the entire undergraduate student body provided no other funding sources exist. Programming for the entire undergraduate student body shall be defined as programs which educate, entertain, and/or expose students to the arts. In addition, the activity or program is open to the entire undergraduate student body.

4. Class V organizations will be eligible to apply for funding requests as outlined by this Title.

5. All Class V organizations shall be placed into the following subcategories according to the following guidelines:

   i. Greek Councils
      a. The organizations shall be focused on representing their constituent Greek organizations.
      b. These organizations shall have at least one (1) representative from each of their constituent Greek organizations.

   ii. Greek Chapters
a. These organizations shall be a local chapter of a nationally recognized fraternity or sorority.

F. Class VI – Provisional

1. All organizations recognized by the SOC who have not yet applied for reclassification shall be classified as a Class VI organization.

2. Organizations in this class may apply for reclassification between twelve (12) and eighteen (18) months from the date of recognition by the SOC.

3. If after eighteen (18) months there has been no application for reclassification of the organization submitted to the Financial Board, then the organization will become once again unrecognized. The Treasurer will make it known to the Senate at the next available meeting.

4. Any Class VI organization looking to reclassify must submit a completed Reclassification section of the "General Request Form" to the Undergraduate Student Government Association. The organization looking to reclassify must appear before Financial Board to present their case for reclassification. The organization will be able to request money as specified by this Title following their Senate approved reclassification status.

5. Class VI organizations shall be entitled to approach the Senate for funding for funding requests provided no other funding source exists.

ARTICLE II. BUDGETARY POLICY

SECTION 1. FISCAL YEAR

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. The Techsync Budget Portal will be open to student organizations on the first day of C-term.

B. SGA sponsored budget workshops will take place in C-term. Each organization applying for a budget must have a representative attend one workshop. If an organization is unable to have a representative attend a workshop, their constituent senator may work on an individual basis with the organization.

C. Completed budgets are to be submitted to the Undergraduate Student Government Association Office via Techsync on or before the designated due date, two weeks prior to the end of C-term. Budgets must be submitted with the club treasurer, advisor, and constituent Senator signatures. Budget requests submitted after this time will not be considered under any circumstances.

D. Organizations requesting budgets may be required to provide the following along with the completed Techsync form:

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. Active membership is defined on Techsync.

E. Officers of student organizations must 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 of those offices if specifically requested by SGA or SAO.

F. The Student Activities Office must have all documents readily on file in accordance with Article I, Section 1 of this title.
G. Budget reviews with each organization shall take place with the club’s respective Senator approximately half way through C-term. Organizations will be officially notified of budget reviews at least one (1) week in advance.

H. Each constituent senator shall approve a budget recommendation for the organization they are representing to the Committee on Appropriations by the sixth (6th) meeting of C-term.

I. Organizations shall be notified in writing of the Committee on Appropriations recommendation by the first (1st) week of D-term.

J. The Committee on Appropriations shall present the total recommended budget for each class to the Senate for approval no later than the fourth (4th) meeting of D-term.

K. For a new line item (one not included in the current or previous fiscal year’s budget) to be eligible for inclusion in a budget, it must have been approved as a funding request in the current or previous fiscal year. This also applies for line items not budgeted in the previous fiscal year but budgeted in the past by the club. This does not apply to food meetings and office supplies. Specific line items may be determined eligible by the discretion of the Treasurer.

SECTION 3. BUDGETARY STATUS

A. All organizations of Worcester Polytechnic Institute shall be classified as either Budgeted or Non-budgeted.

1. Budgeted Organization
   
   i. 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
i. An organization which receives no annual funding due to not being recognized by the 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 funding pursuant to Article IV Section 6 of this Title.

SECTION 4. BUDGET REVIEW
A. The Committee on Appropriations and the Committee on Fiscal Responsibility and Assistance will review all submitted budgets in accordance with the financial constraints established by the Committee on Appropriations.

B. After the budget review process is complete, budget proposals will be returned to their respective club.

SECTION 5. BUDGET APPEALS
A. Appeals of the determinations of the recommendations of the Committee on Appropriations shall be submitted to the Undergraduate Student Government Association’s Treasurer by the date specified.

B. In order to be considered for a budget appeal, organizations must submit the Budget Appeal Form on TechSync within two weeks of budgets being released.

C. Appeals can only be made to items that were removed from the budget submitted through the Techsync portal.

D. The Budget Appeals Board shall be comprised of SGA’s Financial Board and ten (10) additional representatives from Class I, II, and III Organizations.

E. The Budget Appeals Board shall convene the week that budget appeals are due.

F. The decisions made by the Appeals Board are final.
ARTICLE III.  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 Reserve at the end of the fiscal year.

D. All Undergraduate organizations recognized by SOC and the Undergraduate Student Government Association must maintain all financial accounts within the Worcester Polytechnic Institute accounting system except those organizations classified as members of Class V, who may maintain accounts outside of the Worcester Polytechnic Institute accounting system.

E. Class IV and V organizations, upon requesting funding through the Student Government Association, must submit, upon request, a copy of their current fiscal-year’s budget.

F. No Undergraduate Student Government Association budgeted organization may have a negative balance in their account at the end of the fiscal year.

G. The Undergraduate Student Government Association may not hear funding requests for any events, purchases, or expenditures which have already occurred or requests where the organization has entered into a contractual agreement with a third party.

H. Undergraduate Student Government Association funds may only be used for the benefit of the Undergraduate Student Body.
I. All activities and items sponsored by the Undergraduate Student Government Association by means of a funding request and budgeted events must be free of charge for all WPI undergraduate students. Exceptions include:

1. All income must be used to offset a portion or the entirety of the overall cost for the request but must not exceed the approved request amount.

2. Income may be used to pay for products and/or services provided by a 3rd party vendor.

J. By submitting a funding request for an activity which anticipates generating revenue, the submitting organization accepts responsibility that any difference between anticipated income and actual income will fall upon the organization to cover; the Student Government Association bears no responsibility in providing additional funding to cover deficits.

K. Funding requests that generate income must be approved by Financial Board for two consecutive years prior to being added to a club/organization’s budget.

SECTION 2. EXPENDITURES

A. Trips & Conferences

1. Undergraduate Student Government Association funds may be used to pay for official transportation costs, registration fees, and accommodations. SGA will not fund airfare or food costs while at the event. The Student Activities Office must approve travel arrangements for trips further than 120 miles from the WPI campus.

   i. Previously approved transportation expenses will be reimbursed on a per mile basis from organizational funds at the rate established by the University.

2. The Undergraduate Student Government Association will provide the full amount of official transportation costs, and up to sixty six percent (66%) of the remaining cost of the event.

   i. If a conference is determined by financial board to be integral to fulfilling the mission of the club, and there is no alternative, the conference may be fully funded within the bounds set by Section A.1.
B. Apparel
   1. The maximum amount that SGA may provide in funding for the apparel of organization members will be up to fifty percent (50%) of the cost, up to twenty-five dollars ($25) per apparel item.

      i. Funding/Budget requests for apparel can only be requested once per semester. This can include multiple apparel items.

         a. This rule does not apply to apparel that will be kept within the club, i.e. uniforms.

C. Banquets
   1. Class III organizations are the only organizations that are eligible to receive funding for banquets. Funding will be provided at a rate of twenty dollars ($20) per person with a maximum total of eight-hundred dollars ($800) for the event in its entirety.

D. Food Meetings
   1. The Undergraduate Student Government Association may provide funding for food meetings in the following manner:

      i. A minimum of ten dollars ($10), plus four dollars ($4.00) per undergraduate attending the general body meeting up to two hundred dollars ($200) per a semester.

SECTION 3. FUNDRAISING

A. Organizations in Classes I, II, III, IV, and VI shall abide by the fundraising policies outlined in this section.

B. Organizations are encouraged to hold fundraisers whenever possible.

C. Organization wishing to hold a raffle or casino night must first obtain permission and the necessary forms from the Student Activities Office.

SECTION 4. DEPOSITS

A. All of an organization’s fund-raised monies must be deposited in the fundraising budget line of the organization’s Worcester Polytechnic Institute account within three days of the activity. Fundraised monies are those monies collected by an organization after a fundraising event that are over and above the costs incurred in producing the event.

B. Organizations that wish to keep a petty cash box may do so only with prior approval of the Student Activities Office. Organizations may not keep a petty cash box in the Student Activities Office. Petty cash accounts will be established by filling out a check request for petty cash and will not exceed one hundred
dollars ($100.00). All receipts from petty cash purchases shall be kept in the box and be turned in with a check request to replenish the petty cash. This policy shall be in line with the Worcester Polytechnic Institute policy on petty cash.

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

SECTION 5. STUDENT GOVERNMENT RESERVE (SGR)
There shall exist a reserve designated as the Student Government Reserve. Monies deposited in the SGR shall be any surplus of funds from the monies used to budget Student Government member organizations and any unused funds, which have been reclaimed at the end of each fiscal year. The monies in the SGR shall be available for allocation by the Senate if needed.

SECTION 6. FUNDING REQUESTS
A. Procedure

1. Organizations that wish to submit a Funding Request must do so under the Student Government Association TechSync portal. In order to successfully submit the request, the organization must complete the entirety of the form and submit a line-item cost breakdown of the request (an Excel document is recommended). When the Funding Request is fully submitted, the Treasurer will review the submission and will decide when the request will be heard. The Treasurer will use his/her discretion the method in scheduling that is the most effective.

2. Upon the completion of reviewing the requests, The Treasurer will contact the submitting organization with information about which financial meeting their request will be heard at. The submitting organization will be invited to said meeting at which time they will present their proposal to the Financial Board in a manner in which both the organization and the SGA Treasurer feels is acceptable.

3. After hearing the request, the Financial Board will determine if the proposal will be passed for the full amount, an amended amount, or if it will be denied. These decisions will be made at the discretion of the Board according to Article VII.
4. The Financial Board shall have the right to negotiate the requested amount with the organization but may change the requested amount if the organizational representatives concur or if the Financial Board does so by a two-thirds (⅔) vote. If the request comes before the Senate, the Financial Board amended amount shall be the amount voted on upon the Senate floor.

5. Members of the Committee on Appropriations shall be responsible for taking minutes during Financial Board. They shall submit their notes to the Chairperson of the Committee on Appropriations, who will then distribute them to the Senate no later than twenty-four (24) hours after the discussion has taken place.

6. Any Funding Request, regardless of amount, can be heard in Financial Board or in Senate at the discretion of the Undergraduate Student Government Association Treasurer.

7. Monies awarded in the funding process are subject to the review of the Committee on Fiscal Responsibility and Assistance.

8. Repeated or denied requests and line items within the same fiscal year may be heard again at the discretion of the Undergraduate Student Government Association Treasurer. The Undergraduate Student Government Association Treasurer’s decision may be overturned by a two-thirds (⅔) vote of the Senate.

9. The organization requesting funding shall have the right to withdraw the Funding Request at any time during this process.

B. The Undergraduate Student Government Association may provide funding to and/or sponsors events or services that benefit the WPI Undergraduate Student Body.

C. Recommendations and requests for SGA funding may be generated by a member of the WPI Community, so long as an individual is collaborating with a SAO recognized organization.
ARTICLE IV. POLICY INFRACTIONS

SECTION 1. TYPES OF VIOLATIONS

A. Major Balanced Budget Violation

1. 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

1. 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

1. 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

1. Any organization (that has received funding from the Undergraduate Student Government Association) which has failed to deposit fundraised monies with the three day period and/or is found to be keeping an unauthorized petty cash box and/or possesses petty cash exceeding one-hundred dollars ($100.00) has committed a petty cash violation, and shall be subject to penalties as outlined in Section 2 below.
E. Fundraising Violation

1. Any organization which violates any of the Undergraduate Student Government Association fundraising policies outlined in Article III, Section 3 of this Title has committed a fundraising violation, and shall be subject to penalties as outlined in Section 2 below.

F. Fiscal Policy Violation

1. Any organization which violates any of the other policies contained in Title 7 has committed a fiscal policy violation, and shall be subject to penalties as outlined in Section 2 below.

SECTION 2. PENALTIES

A. Upon committing a violation, the organization will be notified by the Undergraduate Student Government Association Treasurer or the Chairperson of the Committee on Appropriations or the Chairperson of the Committee on Fiscal Responsibility and Assistance.

B. Any organization committing a Major Balanced Budget Violation or Minor Balanced Budget Violation will have its budget suspended until a representative from the organization meets with representatives of the Financial Committees to establish a method of debt repayment.

C. Any organization committing an Unauthorized Account Violation shall have its Worcester Polytechnic Institute account suspended until all funds are transferred into it from the outside account.

D. Any organization committing a Fundraising Violation shall have its account frozen until such time as all fundraised monies and petty cash have been documented and deposited.

E. Any organization committing a Fiscal Policy Violation shall be subject to penalties deemed appropriate by the Undergraduate Student Government Association Treasurer, until such time as the violations have been resolved. In the event of
particularly severe violations, the Worcester Polytechnic Institute Administration may become involved upon the request of the Undergraduate Student Government Association Treasurer.

F. Any organization committing any two (2) violations in one (1) fiscal year will have its budget suspended until a representative from the organization meets with the Financial Committees and the SGA Fiscal Policies are reviewed.

G. The Senate may appeal any decision made by the Financial Committees regarding policy infractions by a two-thirds (2/3) vote of the Senate.

H. Any organization that refuses to cooperate with the Financial Committees on matters relating to Fiscal Policy, including Financial Review and Assistance sessions presented by the Committee on Fiscal Responsibility and Assistance, shall be precluded from requesting a budget until the matter is resolved.

ARTICLE V. COLLECTION AND DISTRIBUTION OF SGA FUNDS

SECTION 1. THE STUDENT LIFE BUDGET APPORTIONED FOR THE SUPPORT OF STUDENT ACTIVITIES

A. The Student Activities Office shall transfer the portion of the Student Life fee budget for the support of student activities to the Undergraduate Student Government Association Treasury.

B. In addition, a portion of this budget shall be divided as “Mandatory Transfers”.

C. The amount to be allocated into the SGA Operating Account shall be determined yearly by the Undergraduate Student Government Association by the recommendation of the SGA Treasurer. The amount shall be voted upon at the same time the Senate votes on Mandatory Transfers for the following Fiscal Year.

D. The Undergraduate Student Government Association will allocate the remainder of funds to the Sponsorship Account to be used for Club Budgets and Funding Requests.
SECTION 2. THE UNDERGRADUATE STUDENT LIFE FEE

A. The Financial Committees and the Treasurer; with the option to include a representative from Accounting, if they so choose; will meet to determine an appropriate value of the Undergraduate Student Life Fee.

B. The Appropriations Committee will present a motion to the Senate to recommend an amount for the Undergraduate Student Life Fee at the last meeting before November break. This motion will be tabled at this meeting, and be voted on at the following meeting.

C. Two-thirds (2/3) of the Senate must approve the new amount of the Undergraduate Student Life Fee. If the Senate does not approve a value for the Undergraduate Student Life Fee by the final meeting of B-term, the Undergraduate Student Life 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 STUDENT LIFE FEE

A. The Undergraduate Student Life Fee shall be used to budget all Class I, II and III organizations.

B. Upon recommendation by the Committee on Appropriations and the SGA Treasurer, 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.
ARTICLE VI. REPORTING USAGE OF SGA FUNDS

SECTION 1. FUNDING REQUEST REPORT FORMS

A. Those receiving funding from the Undergraduate Student Government Association in the form of Funding Requests, shall submit a detailed report on the expenditures to the Committee on Fiscal Responsibility and Assistance on Techsync.

B. Special Circumstances

Any special circumstances will be handled on a case by case basis by contacting the Chairperson of the Committee on Fiscal Responsibility and the SGA Treasurer.

C. Budgetary Implications

Any expenditure that is not reported will not be allowed into an organization’s budget for the following fiscal year.

ARTICLE VII. FINANCIAL BOARD

SECTION 1. PURPOSE AND COMPOSITION

A. The purpose of this board is to make financial decisions regarding Funding Requests and Reclassification Requests.

B. This board shall be chaired by the Treasurer (non-voting) and consist of the members of the Committee on Fiscal Responsibility and Assistance and the Committee on Appropriations.

C. A quorum shall consist of two-thirds ($\frac{2}{3}$) of the voting members. If there is no quorum at the Financial Board meeting, the Treasurer shall have the option to:
1. Postpone all requests until the next Board meeting.

2. Have the requests come before the Senate. The Board will hear all scheduled requests and will make recommendations to the Senate.

3. Summon an appropriate amount of elected officials to meet quorum who satisfy at least one of the following requirements:
   
i. Undergraduate Student Government Association Vice President

   ii. Undergraduate Student Government Association Secretary

   iii. A voting Senator who has previously served on the Financial Board

   iv. A voting Senator who is currently serving on at least their third Senate

SECTION 2. OPERATION

A. The Financial Board will meet weekly to hear Funding Requests and Reclassification Requests.

B. All Funding Requests and Reclassification Requests shall come before this Board. The Undergraduate Student Government Association Treasurer may waive this hearing requirement in favor of either Executive Board action or a full Senate hearing.

C. At the weekly meeting of this board, the representative requesting funding will present their case if requested. Following the presentation, the Financial Board has the discretion to either table the request for a future meeting, move to have the request come before the Senate, or vote immediately by secret ballot to approve, deny or amend the request.
D. Decisions on financial matters require a two-thirds (2/3) vote. Failing a two-thirds (2/3) vote, 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 two-thirds (2/3) vote, the Board shall present to the Senate all relevant discussion and information regarding the request. The requesting organization will re-present their case to the entire Senate at the discretion of the SGA Treasurer.

F. Following any decisions made by the Financial Board, the Chairperson of the Committee on Appropriations shall make public the Financial Board’s minutes no later than twenty-four (24) hours after the decision.

G. The Financial Board shall run according to the Undergraduate Student Government Association Constitution.

SECTION 3. EXECUTIVE VETO

A. After learning of the Financial Board’s decisions, any member of the Undergraduate Student Government Association Senate has the right to approach a member of the Executive Board to request an Executive Board veto. This must be done no more than twenty-four (24) hours after the Financial Board minutes are made available.

B. The Executive Board of the Undergraduate Student Government Association has the authority, by two-thirds (⅔) vote, to veto the Financial Board’s decision(s) and forward the Funding Request(s) to the Senate.

C. An Executive Board veto of the Financial Board’s decisions shall be made at least twenty-four (24) hours prior to the following Senate Meeting.

ARTICLE VIII. AMENDMENTS TO THIS TITLE

SECTION 1. POLICY CHANGES
All affected organizations must be officially notified no less than seven (7) days before any changes that are approved by the Senate go into effect.
TITLE 8. ELECTIONS CODE

ARTICLE I. ORDER OF ELECTIONS

SECTION 1. EXECUTIVE BRANCH ELECTIONS
A. Executive Branch elections shall begin on the first (1st) Monday of B-Term and continue until the following Friday at 6 PM.
B. The outlined election period may be limited or extended by a two-thirds (2/3) vote of the current Executive Board.

SECTION 2. SENATE ELECTIONS
A. Senator elections shall begin on the third (3rd) Monday of B-term and continue until the following Friday at 6 PM.
B. If there is an issue with the ballot list (electronic or otherwise), the poll will be taken down within twenty-four (24) hours of the Elections Committee being notified of said issues. It will be reposted the week after Thanksgiving.
C. The outlined election period may be limited or extended by a two-thirds (2/3) vote of the current Executive Board.

SECTION 3. CAMPUS HEARING BOARD ELECTIONS
A. Campus Hearing Board Elections shall begin on the fifth (5th) Monday of D-term and continue until the following Friday at 6 PM.
B. The outlined election period may be limited or extended by a two-thirds (2/3) vote of the current Executive Board.

ARTICLE II. ELECTION PROCEDURES

SECTION 1. ELIGIBILITY
A. An undergraduate student seeking an Executive or Legislative office must be enrolled at Worcester Polytechnic Institute at the time of elections.
B. All students seeking Executive Branch or Senate positions must be planning to fulfill their entire term of office as a Worcester Polytechnic Institute undergraduate.
C. 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”.

47
D. 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.

E. Inactive Terms
1. Undergraduate Senator in Legislative office who are unable to attend a majority of the regularly scheduled Senate meetings during an academic term will be deemed Inactive.
   i. Prior to any given academic term, if a Senator knows they will miss a majority of Senate or appointed Committee Meetings due to a recurring conflict, said Senator must do the following in order to be deemed “Half Inactive”:
      a. Meet with the President to discuss expectations and responsibilities for that term
      b. Complete said expectations and responsibilities by the end of the term and report their completion to the Secretary
   ii. During this situation, an Interim Senator will be appointed by the President and said “Half Inactive” Senator will have no voting power.
2. Senators shall only be given one (1) Inactive term or two (2) “Half Inactive” terms during their elected office.
3. During an Inactive term, an Interim Senator shall be appointed by the President. Inactive Senators of the Undergraduate Student Government Association shall have no voting power.
4. 
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 Code of Conduct.

SECTION 2. CANDIDACY & NOMINATIONS FOR EXECUTIVE ELECTIONS
A. Nomination, or slating, of candidates for the election of the Executive Branch of the Undergraduate Student Government Association, shall be made by the Slating Committee.
1. The membership of the Slating Committee shall be made up of any voting members during the duration of the slating process.
   i. The Slating Committee shall consist of one-fifth (1/5) of the voting Senators of the Undergraduate Student Government Association.
   ii. There shall be a minimum of two (2) representatives from each of the sophomore, junior, and senior academic classes. Exceptions shall be made at the discretion of the Parliamentarian and Elections Chairperson.
   iii. The Elections Chairperson will serve on the Slating Committee to ensure the elections process is run properly. The Elections Chairperson will have a voice but no vote.
   iv. The Slating Committee shall be moderated by the Parliamentarian of the
Undergraduate Student Government Association.

a. In a case in which the current Parliamentarian is seeking to run for Executive office, the Vice-President shall assume the role of moderator for the committee.

b. The progression shall follow the order of executive power in the case that more than one executive officer is seeking nomination for an executive position.

d. The President of the Undergraduate Student Government Association shall sit on the Slating Committee for the duration of the slating process.

2. Candidates wishing to run for a seat on the Slating Committee must submit an application to the Parliamentarian, the Elections Chairperson, and the Advisor of the Undergraduate Student Government Association.

i. All applicants are required to attend a training session hosted by the Elections Chairperson and the Parliamentarian. In order to prepare the Slating Committee, each executive will hold a reflection of their position at the training.

ii. The Parliamentarian and the Elections Chairperson, with the support of the Advisor, will choose Slating Committee members and two (2) alternates based on applications and the results obtained from the aforementioned survey.

iii. The Parliamentarian will notify the applicants that are chosen prior to the convening of the Slating Committee.

3. The Slating Committee shall be convened over the weekend prior to the final Senate meeting of A term unless otherwise decided by the Elections Chair.

4. All orders of business involving a vote within the Slating Committee shall be decided by a two-thirds (2/3) vote of approval of all members of the committee. Voting on which candidates shall be slated to Executive Positions shall be tallied by the moderator chair of the meeting.

B. Candidates wishing to run for Executive office must submit an application to the Slating Committee ranking their preferences with regards to each of the Executive Offices.

C. It shall be the task of the Slating Committee to interview all candidates for all Executive offices consecutively. Upon completion of said interviews, the committee shall deliberate and choose no more than two (2) candidates whom shall be nominated to run for each of the Executive Offices. In the event that the Slating Committee feels there may only be one candidate suitable for an Executive Office, it shall require a unanimous vote of the Slating Committee to nominate a single candidate to run for office unopposed. No candidate may be slated for nomination to run for more than one (1) Executive Office. No candidate may be slated for a position they did not rank as a preference without their consent.

D. During the convening of Slating Committee, minutes shall be taken by the Elections Chairperson. These minutes shall include points for and against each candidate. There shall be no mention of names of the members of the Slating Committee in the
minutes taken during this meeting.

1. Prior to the following Senate meeting, the minutes shall be compiled into a presentation of the entirety of the Slate.

E. Upon completion of the slate, the Slating Committee shall present the nominations for Executive Elections to the Senate for approval at the following senate meeting. The slate must be approved by a two-thirds (2/3) vote of the voting members present of the Undergraduate Student Government Association, any changes to the slate on the Senate floor shall require a two-thirds (2/3) approval of present voting members, provided quorum is achieved.

F. Only the candidates nominated by the Senate approved Slate shall be allowed to run for each of their respective Executive Offices.

G. Any individual who is seeking nomination for an executive position may not hold a position on Slating Committee.

SECTION 3. CANDIDACY & NOMINATIONS FOR SENATE ELECTIONS

A. Undergraduate students not involved in the Undergraduate Student Government Association, but seeking candidacy for Senate Elections must attend one of three (3) informational meetings held by the Committee on Internal Affairs during the semester of the year in which said students seek candidacy. Involvement in the Undergraduate Student Government Association shall be defined for this purpose as having completed at least one entire active term as either an Honorary, Interim, or Elected Senator. Additional informational meetings may be scheduled at the discretion of the Elections Chair.

B. Students who attend at least one (1) of the above meetings shall be provided access to the Undergraduate Student Government Association Senator Candidacy Application for completion.

C. Nominations shall be made by the candidate him/herself, given that said candidate has been or is currently involved in the Undergraduate Student Government Association, or has successfully undergone the processes laid out in Title 8, Section 2, Parts A and B. 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).”

D. Nominations should be completed in full, truthfully, and on time for the candidate to be eligible to participate in the election.

E. The Elections Chairperson shall have the power to prevent the name of any candidate from appearing on the ballot for failure to meet the above requirements.

F. Nominations shall be open for not less than four (4) days, nor shall they exceed two (2) weeks.
SECTION 4. 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 Internal Affairs.
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 5. CAMPAIGN REGULATIONS
A. Candidates should make every effort not to be in the same room as anyone who is voting.
B. Candidates will make every effort to clean up or remove all of their campaign materials within three (3) business days after the end of the election.
C. All candidates will be respectful of other candidates. Negative Campaigning is strictly forbidden.
D. All candidates must abide by any other regulations set forth by the Elections Chairperson and approved by the Elections Committee outlined in Title 8, Section 6.
E. All promotional fliers and posters shall be created by the Undergraduate Student Government Association to promote all candidates for the Executive Election equally.
F. All candidates must have any promotional material they wish to utilize while campaigning approved by the Elections Chair prior to its usage.
G. Candidates are permitted to create social media accounts to promote their campaign.
H. Voters having issues (electronic or otherwise) can visit the Undergraduate Student Government Association Office during business hours to receive help and utilize Campus Center computers.

SECTION 6. ELECTIONS COMMITTEE
A. The Elections Committee shall consist of the Elections Chairperson and members of the Committee on Internal Affairs, excluding any members running for a position in the election. Additional committee members can be appointed to the Elections Committee by the President.
B. The Elections Chairperson shall be the Chair of the Committee on Internal Affairs. In the event that the Chair of the Committee on Internal Affairs is a candidate in the election, the Elections Chairperson shall be appointed by the current President. The Elections Chairperson shall not vote in any committee decisions except in a case of a tie.
C. Any persons aware of a suspected violation of Title 8, Section 5 should notify the
Elections Chairperson immediately. The Elections Chairperson, at their discretion, shall then convene the Elections Committee, who shall investigate the claim.

D. The penalty for violating any of the regulations specified in Title 8, Section 5 shall be sanctioned by the Elections Committee.

SECTION 7. VOTING PROCEDURE

A. Voting
   1. Elections may take place over a maximum of seven (7) consecutive days.
   2. To vote electronically the student must not have suppressed his/her on-line information through the registrar and must possess a current Worcester Polytechnic Institute computer account.
   3. Only the President of the Undergraduate Student Government Association and the Elections Chair or their designee shall have access to the computer election program’s total information.

B. Tabulations
   1. In the absence of an election petition, fifteen (15) write-in votes shall be required to be considered as a candidate for senator elections. No write-ins will be accepted for Executive elections.
   2. Each candidate shall be notified of the results within twenty-four (24) hours.
   3. 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.

C. Ties
   1. Executive Elections
      i. 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.
      ii. If neither candidate receives the required two-thirds (2/3) majority vote, then the two (2) candidates will participate in a second (2nd) undergraduate election to be conducted during the same week as Senatorial Elections.
      iii. 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.
   2. Senatorial Elections
      i. 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.

ii. 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.

iii. 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. The candidate with the greatest number of votes will be given a seat on the Undergraduate Student Government Association.

ARTICLE II. VACANCIES

SECTION 1. APPOINTMENT OF A SENATOR
If any Undergraduate Student Government Association Senate Seat is vacant 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 vacant, 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 (2) 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 III. WARRANT OF A NEW ELECTION

SECTION 1. INVALIDATION OF ELECTION DUE TO INCONSISTENCY
The Undergraduate Student Government Association Elections Chair 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 NEW ELECTION
Only a losing candidate may request a new election. They may only do so for the election in which they were 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 Elections Chair.

SECTION 3. INVALIDATION OF ELECTION DUE TO FRAUD
Given reasonable suspicion of fraud, the Elections Chair may invalidate an election by a four-fifths (4/5) vote if and only if the Elections 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 REPRESENTATIVES

ARTICLE I. INSTITUTE COMMITTEES

SECTION 1. DESIGNATION OF REPRESENTATIVES

A. The Committee on Academic Issues shall include members that are appointed as a representative to the following committees:

1. Committee on Academic Operations (CAO)

2. Committee on Academic Policy (CAP)

B. The Committee on Student Life Issues shall include members that are appointed as a representative to the following committees:

1. Committee on Student Advising (CSA)

2. Committee on Advising and Student Life (CASL)

i. The CSLI Chairperson must be one of the Undergraduate Student Government Association representatives on CASL. If other positions are available on CASL, the President will appoint further representatives at their discretion.

3. Dining Services Advisory Committee (DSAC)

i. The CSLI Chairperson is responsible for scheduling a DSAC meeting once per term. The Chairperson of CSLI and the current Manager of Dining Services at WPI will co-chair the DSAC meetings. The committee shall be composed of WPI faculty,
staff, and Senators. DSAC deals with issues regarding dining services at Worcester Polytechnic Institute.

C. All other committee representatives are to be determined by the discretion of the Undergraduate Student Government Association President and are subject to change.

SECTION 2. DUTIES
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 if relevant.

ARTICLE II. APPOINTED SENATE POSITIONS

SECTION 1. PARLIAMENTARIAN
A. The Parliamentarian, appointed by the President of the Undergraduate Student Government Association, shall serve under the Undergraduate Student Government Association President.

B. The Parliamentarian of the Undergraduate Student Government Association shall:


3. Attend all meetings of the Undergraduate Student Government Association Executive Branch, Cabinet, and Senate.
C. 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.

D. If any of the responsibilities of Part B of this Section are not fulfilled to the satisfaction of the Undergraduate Student Government Association President, then a new Parliamentarian will be appointed.

SECTION 2. TECHNOLOGY COORDINATOR
A. The Technology Coordinator, appointed by the President of the Undergraduate Student Government Association, will be approved by a greater than fifty percent (50%) vote of the Senate. B. Appointment of the Technology Coordinator will occur no later than the first Senate meeting in C-Term.

C. The Technology Coordinator of the Undergraduate Student Government Association shall:

1. Oversee the operations of all technical equipment during Senate meetings. This includes, but is not limited to:
   i. Projection
   ii. Voting System
   iii. All operations of the Undergraduate Student Government Association laptop (presentations, etc.)
   iv. Senate-wide communication platforms

D. The Technology Coordinator must be an elected Senator.
E. If any of the responsibilities of Part A are not fulfilled to the satisfaction of the Undergraduate Student Government Association President then a new Technology Coordinator will be appointed.
TITLE 10. STUDENT GOVERNMENT ADVISORY BOARD

ARTICLE I. PURPOSE

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

ARTICLE II. COMPOSITION

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

ARTICLE III. PROCEEDINGS

The Student Government Advisory Board will meet twice (2) a year. One meeting will occur at the end of D-term and the second meeting will occur at the end of B-term with the inclusion of the Executive Board-Elect.
TITLE 11. - SPECIAL COMMITTEES

ARTICLE I. FORMATION

Special Committees shall be formed at the recommendation of the Vice-President of the Undergraduate Student Government Association and shall require a two-thirds (⅔) approval of the Senate.

ARTICLE II. LIFESPAN

Special Committees shall be dissolved under at least one the following circumstances:

(1) The end of the current Senate year
(2) The completion of their purpose as defined in the Operating Procedures
(3) A two-thirds (⅔) vote of the Senate to dissolve the committee

ARTICLE III. OPERATING PROCEDURES

SECTION 1. DEFINITION
Operating Procedures for each Special Committee shall be clearly defined and presented to the Senate prior to approving the formation of the committee. The Operating Procedures of each Special Committee shall include (but are not limited to) the following sections:

(1) Purpose
(2) Membership
(3) Responsibilities

SECTION 2. DISTRIBUTION
The Vice President of the Undergraduate Student Government Association shall make the Operating Procedures of all active Special Committees available to the WPI community.

SECTION 3. AMENDMENTS
Amendments to the Operating Procedures for each committee shall require a two-thirds (⅔) vote of the Senate unless otherwise stated in the Operating Procedures of that committee.
<table>
<thead>
<tr>
<th>DATE</th>
<th>BILL</th>
<th>INTRODUCED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-10-03</td>
<td>S.22</td>
<td>Treasurer Emily Molstad</td>
<td>Title 7 Rewrite to simplify the complexity of the Title. Formatting of the document. Any reference of “he/she” changed to “they”.</td>
</tr>
<tr>
<td>2017-04-25</td>
<td>S.11</td>
<td>Chair Colette Pellegrini</td>
<td>Title 7 Section 2 - Expenditures</td>
</tr>
<tr>
<td>2017-02-21</td>
<td>S.2</td>
<td>Chair Kelly Carlson</td>
<td>Formatting of the document and spelling mistakes, including hyphenations within document, Added Undergraduate Student Government when not properly placed, Added in the section from the Constitution that was removed to Title 7, Article 9, In Title 8, Article 2, Section 1, Part F, change wording to reflect that we will be following the WPI Code of Conduct because this is the proper title, Change any reference of “he/she” to “they” in the Bylaws, Added Title 11 - Special Committees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sec. Morgan N. Mitchell</td>
<td>Overall Formatting</td>
</tr>
<tr>
<td>2015-03-21</td>
<td>S.34</td>
<td>Sec. Morgan N. Mitchell</td>
<td>Title 7 - Budgetary Amendment</td>
</tr>
<tr>
<td>2014-09-29</td>
<td>S.18</td>
<td>Sec. JP MiraLda</td>
<td>Title 8 - Election Amendment</td>
</tr>
<tr>
<td>2013-11-04</td>
<td>S.56</td>
<td>Sec. Tina Dutra</td>
<td>Name Change Amendment: Social Fee to Student Life Fee</td>
</tr>
<tr>
<td>Date</td>
<td>Number</td>
<td>Author</td>
<td>Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-----------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>2013-09-24</td>
<td>S.46</td>
<td>Sec. Tina Dutra</td>
<td>Title 8 - Election Eligibility Amendment</td>
</tr>
<tr>
<td>2013-03-19</td>
<td>S.19</td>
<td>Sec. Tina Dutra</td>
<td>Title 7 and 8 Amendments</td>
</tr>
<tr>
<td>2013-02-12</td>
<td>S.05</td>
<td>Sec. Tina Dutra</td>
<td>Name Change Amendment: PPE to CIA</td>
</tr>
<tr>
<td>2012-12-4</td>
<td>S.54</td>
<td>Sec. Sarah Triplett</td>
<td>Webmaster Amendment</td>
</tr>
<tr>
<td>2012-11-20</td>
<td>S.47</td>
<td>Sec. Sarah Triplett</td>
<td>Title 7 Revisions and Amendments</td>
</tr>
<tr>
<td>2012-11-13</td>
<td>S.44</td>
<td>Sec. Sarah Triplett</td>
<td>Title 6 Amendments</td>
</tr>
<tr>
<td>2012-09-25</td>
<td>S.33</td>
<td>Sec. Sarah Triplett</td>
<td>Title 7 Revisions and Amendments</td>
</tr>
<tr>
<td>2012-04-3</td>
<td>S.17</td>
<td>Sec. Sarah Triplett</td>
<td>Title 7 Amendments</td>
</tr>
<tr>
<td>2011-10-4</td>
<td>S.32</td>
<td>Sec. Cindy Lin</td>
<td>Title 7 Revisions and Amendments</td>
</tr>
<tr>
<td>2011-03-29</td>
<td>S.14</td>
<td>Sec. Cindy Lin</td>
<td>Elections Code Amendment</td>
</tr>
<tr>
<td>2010-04-13</td>
<td>S.39</td>
<td>Sec. Lauren Ketschke</td>
<td>Financial Subcategories Amendment</td>
</tr>
<tr>
<td>2010-03-30</td>
<td>S.32</td>
<td>Sec. Lauren Ketschke</td>
<td>Parliamentarian and Webmaster Amendment</td>
</tr>
<tr>
<td>2010-02-23</td>
<td>S.13</td>
<td>Sec. Lauren Ketschke</td>
<td>Financial Request Resubmission Amendment</td>
</tr>
<tr>
<td>2010-02-23</td>
<td>S.12</td>
<td>Sec. Lauren Ketschke</td>
<td>Committee Membership Clarification Amendment</td>
</tr>
<tr>
<td>2010-02-2</td>
<td>2010-</td>
<td>Parliamentarian Daniel DeCiero</td>
<td>Grammar and formatting updates.</td>
</tr>
<tr>
<td>Date</td>
<td>Code</td>
<td>Sponsor</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
<td>------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>2010-01-14</td>
<td></td>
<td>Parliamentarian</td>
<td>Formatting Updates to all Titles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daniel DeCiero</td>
<td></td>
</tr>
<tr>
<td>2009-12-8</td>
<td>S.61</td>
<td>Sec. Alyssa Ascare</td>
<td>Unbudgeted Class Reenabling Amendment</td>
</tr>
<tr>
<td>2009-12-8</td>
<td>S.66</td>
<td>Sec. Alyssa Ascare</td>
<td>Elections Committee Amendment</td>
</tr>
<tr>
<td>2009-03-31</td>
<td>S.23</td>
<td>Chair Mondor and</td>
<td>General Title 7 Amendments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chair Noble</td>
<td></td>
</tr>
<tr>
<td>2008-12-06</td>
<td>S.55</td>
<td>Sec. Ashleigh Smeal</td>
<td>Budget Approval Timeframe Amendment</td>
</tr>
<tr>
<td>2008-12-06</td>
<td>S.54</td>
<td>Sec. Ashleigh Smeal</td>
<td>Appropriations/CFRA Consultation and Mandatory FRA Amendment</td>
</tr>
<tr>
<td>2008-12-06</td>
<td>S.53</td>
<td>Sec. Ashleigh Smeal</td>
<td>Fundraising Declaration Included in Semester Report Form Amendment</td>
</tr>
<tr>
<td>2008-12-06</td>
<td>S.52</td>
<td>Sec. Ashleigh Smeal</td>
<td>Appropriations Binder Amendment</td>
</tr>
<tr>
<td>2008-12-06</td>
<td>S.51</td>
<td>Sec. Ashleigh Smeal</td>
<td>Audit Amendment</td>
</tr>
<tr>
<td>2008-10-01</td>
<td>S.38</td>
<td>Sec. Ashleigh Smeal</td>
<td>Campaign Regulations Amendment</td>
</tr>
<tr>
<td>2008-04-4</td>
<td></td>
<td>Sec. Ashleigh Smeal</td>
<td>Formatting Correction Title 7</td>
</tr>
<tr>
<td>Date</td>
<td>Bill Number</td>
<td>Sponsor</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>2008-02-06</td>
<td></td>
<td>Sec. Ashleigh Smeal</td>
<td>Update Appendix A</td>
</tr>
<tr>
<td>2008-01-31</td>
<td>2008.S.4</td>
<td>Sec. Ashleigh Smeal</td>
<td>Webmaster Appointment Amendment</td>
</tr>
<tr>
<td>2007-12-11</td>
<td>2007.S.70</td>
<td>Sec. Syed Ali</td>
<td>Changing minimum members of CSLI and CAI from 7 to 6</td>
</tr>
<tr>
<td>Date</td>
<td>Bill No.</td>
<td>Sponsor</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>--------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>2005-12-6</td>
<td>2005.S.91</td>
<td>Sen. Sean Sears</td>
<td>Updating the SSF process</td>
</tr>
<tr>
<td>2005-12-6</td>
<td>2005.S.88</td>
<td>Sen. Sean Sears</td>
<td>Revising Class I and IV definitions</td>
</tr>
<tr>
<td>Date</td>
<td>Bill</td>
<td>Senator</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2002-02-19</td>
<td>2002.S.7</td>
<td>Sen. Brandon Lord</td>
<td>Addition to Title 8 outlining a voting procedure in the event of ties</td>
</tr>
<tr>
<td>1999-03-13</td>
<td>99.S.6</td>
<td>Sen. Robert Pantazelos</td>
<td>Added procedure for appointing interim senators and executives (Title 9, Article III &amp; IV)</td>
</tr>
<tr>
<td>1996-01-23</td>
<td>96.S.17</td>
<td>Sen. Matthew Freimuth</td>
<td>Restructure Reserves and Capital Funding Procedures (Title 8, Article IV and VI)</td>
</tr>
<tr>
<td>1996-01-23</td>
<td>96.S.16</td>
<td>Sen. Matthew Defronzo</td>
<td>Change how Cmte on Appropriations submits Student Government Budget (Title 7, Article II, Section 1)</td>
</tr>
<tr>
<td>1995-11-07</td>
<td>96.S.4</td>
<td>Sen. Justin A. Sprague</td>
<td>Additional members added to the Cmte. on Appropriations (Title 7, Article I, Section 1)</td>
</tr>
<tr>
<td>1995-10-10</td>
<td>M.19.a.95</td>
<td>Sen. Justin A. Sprague</td>
<td>Structural Revision (Entire Document)</td>
</tr>
</tbody>
</table>