



## **The Student Government Association (SGA) Bylaws**

Current: June 9th, 2022

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### **ARTICLE I. LEGISLATIVE BRANCH**

#### **Section 1 – Legislative Districts and Elected Representative Seats**

1. Undergraduates at the University of Maryland, College Park shall be eligible for election in their legislative districts.



2. The legislative districts are as follows:

a. Residential:

- i. **Cambridge Community:** Consisting of Bel Air, Cambridge, Centreville, Chestertown, and Cumberland halls
- ii. **Courtyards Community:** Consisting of The Courtyards
- iii. **Denton Community:** Consisting of Denton, Easton, Elkton, and Oakland halls
- iv. **Ellicott Community:** Consisting of Ellicott, Hagerstown, and La Plata halls
- v. **Greek Residential:** Consisting of the fourteen University-owned Greek houses on Fraternity Row and the seven University-owned houses on the Graham Cracker
- i. **Heritage Community:** Consisting of Pyon-Chen and Johnson-Whittle halls
- vi. **Leonardtwn Community:** Consisting of New Leonardtown
- vii. **North Hill Community:** Consisting of Anne Arundel, Caroline, Carroll, Dorchester, Prince Frederick, Queen Anne's, Somerset, St. Mary's, Wicomico, and Worcester halls
- viii. **Off-Campus – Neighboring:** Consisting of all non-University-owned student residences within the 20740 U.S. Postal Service Zip Code
- ix. **Off-Campus – Outlying:** Consisting of all non-University-owned student residences not within the 20740 U.S. Postal Service Zip Code
- x. **South Campus Commons Community:** Consisting of all South Campus Commons buildings
- xi. **South Hill Community:** Consisting of Allegany, Baltimore, Calvert, Cecil, Charles, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, Talbot, and Washington halls

b. Academic:

- i. **College of Agriculture and Natural Resources:** Consisting of all degree programs within the College of Agriculture and Natural Resources
- ii. **School of Architecture:** Consisting of all degree programs within the School of Architecture
- iii. **College of Arts and Humanities:** Consisting of all degree programs within the College of Arts and Humanities
- iv. **College of Behavioral and Social Sciences:** Consisting of all degree programs within the College of Behavioral and Social Sciences
- v. **Robert H. Smith School of Business:** Consisting of all degree programs within the Robert H. Smith School of Business
- vi. **College of Computer, Mathematical, and Natural Sciences:** Consisting of all degree programs within the College of Computer, Mathematical, and Natural Sciences
- vii. **College of Education:** Consisting of all degree programs within the



College of Education

- viii. **A. James Clark School of Engineering:** Consisting of all degree programs within the A. James Clark School of Engineering
- ix. **Philip Merrill College of Journalism:** Consisting of all degree programs within the Philip Merrill College of Journalism
- x. **School of Public Health:** Consisting of all degree programs within the School of Public Health
- xi. **Undergraduate Studies:** Consisting of all Individual Studies Program and Letters and Sciences classifications within the Office of Undergraduate Studies
- xii. **School of Public Policy:** Consisting of all degree programs within the School of Public Policy
- xiii. **College of Information Studies:** Consisting of all degree programs within the College of Information Studies
- xiv. **Freshmen Connection:** Consisting of students enrolled in the Freshmen Connection Program through the Office of Extended Studies
  - To be eligible for appointment in the fall, a candidate must be a current member of the Freshman Connection program.
  - To be eligible for appointment in the spring, a candidate must have been in the Freshmen Connection program in the previous semester.

- 3. The apportionment of representation for legislative districts shall:
  - a. Be reasonably based upon a ratio of 1 representative per 1,800 undergraduate students or at least one per academic college if that threshold is not met.
- 4. Legislative Leadership may establish a pool of legislative staff to assist legislators and committees with initiatives.
  - a. Responsibilities and duties of legislative staff are at the discretion of Legislative Leadership.

## Section 2 – Other Representative Seats

- 1. a. There shall be additional Representatives for the following constituencies:
  - i. One First-Year Representative
    - Only students considered first years for purposes of University Admissions shall be eligible for appointment to a First-Year Representative position
  - ii. Two Transfer Representatives
    - Only students considered transfers for purposes of University Admissions shall be eligible for appointment to the Transfer Representative positions.
  - iii. One International Student Representative



- Only students considered international students for purposes of University Admissions shall be eligible for appointment to an International Student Representative position.
- iv. Freshman Connection Representative/Spring Admitted First-Year
  - Only students considered first-time students admitted in the Fall Semester and not in the Freshman connection program shall be eligible for appointment to a Spring Admitted First Year Representative.
- 2. Representatives for First Year Representative, Transfer Representative, and International Student Representative positions shall be appointed by the first legislative meeting in October in the Fall semester of each legislative term.
- 3. The Representative for the Spring Admitted First-Year Representative may be appointed at or after the first legislative meeting of the Spring semester of each legislative term.

### **Section 3 – Representative Duties and Responsibilities**

1. Representatives are expected and obligated to conduct the following activities, within reason and in accordance with University standards.
  - a. Attend:
    - i. All legislative meetings
    - ii. All legislative work sessions
    - iii. All applicable training sessions and retreats are to be completed by the first legislative meeting in October of the fall semester of each legislative term.

These training sessions should at least include the following:

      - Finance Training
      - Communications Training
      - Diversity and Inclusion Training
      - Sexual Misconduct Prevention Training
      - Alcohol and Substance Abuse Training
      - Student Groups Training
    - iv. All regular meetings of the committees of which they are members
    - v. At least one SGA governmental lobbying effort
    - vi. One Budget Training Workshop
    - vii. At least one hour of Finance Committee deliberations per semester
  - b. Fulfill at least one of the following:
    - i. Sponsor at least one piece of legislation per semester and provide regular updates on the legislation's action plan.
    - ii. Provide written documentation on at least one long-term project that has not led to legislation.
  - c. Hold at least two office hours per week in the SGA Office or another location approved by the Speaker Pro Tempore (times to be set upon appointment or



through another SGA initiative approved by the Executive Vice President ).

- i. At least one of the two office hours must be consistent in time and location, and it must be made public on the website.
  - i. One office hour per week can be substituted with attending a student group event, providing updates, and receiving feedback from the said student group.
  - d. Maintain regular dialogue with the following, based on the legislative district:
    - i. Applicable RHA hall/area councils
    - ii. The Office of Transfer and Off-Campus Student Life
    - iii. The Office of Global Maryland
    - iv. The Department of Fraternity and Sorority Life
    - v. An administrative contact within their respective colleges
    - vi. Their respective colleges' Dean's Student Advisory Councils, or equivalent body, if applicable
    - vii. Counterparts in the University Senate
2. A Representative cannot:
- a. Concurrently serve in an appointed Executive, or Judicial Branch role, except as a member of the Office of President.
  - b. Laterally shift to a different Representative position without proceeding through the standard appointment process.

#### **Section 4 – Representative Committee Membership**

1. Representatives shall serve on a minimum of two SGA committees.
  - a. Legislators serving on the Committee on Financial Affairs are exempt from this requirement.
2. Academic Representatives and the Freshmen Connection Representative shall serve on the Academic Affairs Committee.
3. Residential Representatives, the First Year Representative, the Transfer Representatives, and the International Student Representative shall serve on the Student Affairs Committee.
4. Each committee, except specialized committees, must contain at least three Representatives. It is the responsibility of the Speaker Pro Tempore to maintain this number.
5. The Executive Vice President or Speaker Pro Tempore may grant exceptions for committee membership.

#### **Section 5 – Representative Appointments**

1. Representatives are eligible for appointment in their legislative districts or constituencies.
2. Vacant Representative seats shall be filled by a reasonably qualified candidate within four academic weeks after the seat has been vacated, according to the following:
  - a. If there was one runner-up in the election for the seat, that candidate shall be offered the



- position.
- b. If there was more than one runner-up in the election for the seat, all candidates shall undergo an interview and selection process in the fashion described in the next clause.
3. Vacant Representative seats shall be filled through the following process:
    - a. The Coordinator of Recruitment and Retention establishes an application deadline and collects applications consistent with a timeline that allows for selected candidates to be appointed by the third calendar week of the semester and after the First Look Fair in the fall semester and Stamp Fest in the spring semester.
    - b. The President, Executive Vice President, Speaker Pro Tempore, and Coordinator of Recruitment and Retention interview all candidates.
      - The Coordinator of Recruitment and Retention will put together an interview schedule at least one week prior to the start of interviews, which must be agreed upon by the other members of the interview committee.
      - Two of three of the above members must be present for each interview.
      - If a member cannot attend, they must submit a written excuse to the Coordinator of Recruitment and Retention and find a proxy to represent them at least 24 hours prior to the interview(s) they will be missing.
      - The above members select and nominate candidates through a two-thirds vote.
    - c. The Coordinator of Recruitment and Retention will present the nominees for appointment to the Legislature.
    - d. The appointees face confirmation by the Legislature.

### **Section 6 - Regular Legislative Meetings**

1. Regular legislative meetings will be held weekly on Wednesdays at 6 PM.
2. Meetings shall be conducted according to the SGA Standing Rules of Order.
3. At the discretion of the Executive Vice President or by the petition of at least one-half of the Legislature, there may be a general body work session following adjournment of a regular legislative meeting.
  - a. Work sessions will be off the record and held between all appointed and elected members of the legislature, executive branch, and others at the discretion of the Executive Vice President.
  - b. Work sessions will not be subject to parliamentary procedure.
  - c. Work sessions will be an appropriate time for all members to discuss:
    - i. Potential initiatives.
    - ii. Progress on current initiatives.
    - iii. Suggestions for SGA members from prior experience.
    - iv. Events pertaining to undergraduate students.
    - v. Any other relevant topic presented by the Executive Vice President.



## **Section 7 – Legislative Leadership**

### **Subsection A – The Speaker of the Legislature**

1. Duties and responsibilities of the Speaker are:
  - a. To serve as:
    - i. Voting member of the SGA/SEE Working Group.
  - b. When an elected legislator becomes the Speaker, they shall instantly resign from their legislative seat and the legislative seat shall remain vacant until appointment.
  - c. To represent the Legislature on the Executive Board.
  - d. To participate in all interviews concerning legislative appointments.
  - e. To notify all SGA members of meeting purposes, dates, times, and locations.
  - f. To organize and conduct an educational retreat and training session in conjunction with the President, SGA Advisor, Executive Vice President, Speaker Pro Tempore, and Coordinator of Recruitment and Retention.
  - g. To maintain, in conjunction with the Speaker Pro Tempore, Parliamentarian, Executive Vice President and Legislative Secretary accurate and detailed archives of legislative meetings.
  - h. To submit Legislation on behalf of the Administration when asked to do so by the President or the  $\frac{2}{3}$  of the Executive board.
  - i. To reserve rooms for General Body Meetings of the following legislative session.
4. The selection process for the Speaker of the Legislature shall occur as follows:
  - a. The Speaker of the Legislature shall be a Representative elected by simple majority vote during the first meeting of each term.
  - b. The President of the prior administration shall co-chair the meeting prior to the election of the new Speaker.
  - c. Should the prior Speaker be seeking an elected Legislative Leadership position in the new administration, the meeting shall be chaired by the former President or their designee.
  - d. An election for Speaker may be held at any time; however, a motion to call a new election requires a two-thirds majority vote of the Legislature.
5. In the event that the Speaker vacates the office, the Speaker Pro Tempore shall assume the Speakership for the election.
  - a. If the Speaker Pro Tempore seeks the position of Speaker, the Student Body President shall serve as Presiding Officer.

### **Subsection B – The Speaker Pro Tempore**

1. Duties and responsibilities of the Speaker Pro Tempore are:
  - a. To maintain all responsibilities as a Representative.
  - b. To assume the duties of the Chair of the General Body Meetings in the temporary absence of the Executive Vice President or at the Executive Vice President's request.
  - c. To serve as:





- i. Main contact for all questions and concerns relating to committees.
    - d. To perform other duties assigned by the Executive Vice President.
    - e. To ensure the addition of pronoun markers on the legislative placards.
    - f. To do the following with respect to committee appointments:
      - i. Determine which committees fulfill Representative requirements.
      - ii. Appoint all Representatives to two committees.
      - iii. Appoint three to six Representatives to the Committee on Financial Affairs in conjunction with the Vice President of Financial Affairs, subject to confirmation by the Legislature.
    - g. To collaborate with the chair of the Student Groups committee to assign the total number of student groups per legislator to ensure the recognition of student groups.
    - h. To distribute the agenda for each regularly scheduled legislative meeting by 11:59 pm the Monday prior to each regularly scheduled legislative meeting.
    - i. To notify all SGA members of meeting purposes, dates, times, and locations.
2. The selection process for the Speaker Pro Tempore shall occur as follows:
  - a. The Speaker Pro Tempore shall be a Representative elected by a simple majority vote during the first meeting of each term.
  - b. An election for Speaker Pro Tempore can be held at any time; however, a motion to call a new election requires a two-thirds majority vote of the Legislature.
  - c. In the event of a vacancy in the position of Speaker Pro Tempore, a new Speaker Pro Tempore shall be elected by a simple majority vote.

### **Subsection C – Coordinator of Recruitment and Retention**

1. Duties and responsibilities of the Coordinator of Recruitment and Retention are:
  - a. To maintain all responsibilities as a Representative.
  - b. To organize and conduct an educational retreat and training session in conjunction with the Student Body President and the SGA Advisor.
  - a. To coordinate with the Director of Communications to plan and execute all SGA open houses, welcome programs, and other recruitment events including:
    - i. Orientation tabling
    - ii. First Look Fair
    - iii. Second Look Fair
    - iv. End of Year Banquet and Inauguration
  - c. To actively recruit new members to SGA committees and vacant positions.
  - d. To create an application process timeline that allows for selected candidates to be appointed in a timely manner.
  - e. To coordinate the year-end celebration and at least one primary major retention event per semester, in addition to optional monthly retention events.
  - f. To coordinate with the Student Body President, Vice President of Financial Affairs, Parliamentarian, and Speaker to organize training sessions for representatives, including but not limited to: finance training, parliamentary procedure, alcohol and substance





training, communications training, diversity and inclusion training, and sexual misconduct prevention training.

- g. To perform other duties assigned by the Executive Vice President.
  - h. To ensure each representative seat has a placard including that representative's title and a space for the representative to affix or insert a marker showing their preferred pronouns.
2. The selection process for the Coordinator of Recruitment and Retention shall occur as follows:
- a. The Coordinator shall be a Representative elected by a simple majority vote during the first meeting of each term.
  - b. An election for Coordinator may be held at any time, however, a motion to call a new election requires a two-thirds majority vote of the Legislature.
  - c. In the event of a vacancy in the position of Coordinator, a new Coordinator shall be elected by a simple majority vote.

#### **Subsection D – Parliamentarian**

1. Duties and responsibilities of the Parliamentarian are:
- a. To serve as:
    - i. Chair of the Committee on Constitution and Bylaws
    - ii. Vice-Chair and ex-officio, non-voting member of the Committee on Accountability and Ethics
  - b. To advise the Executive Vice President and members of SGA regarding matters pertaining to SGA Governing Documents and parliamentary procedure.
  - c. To work with the Coordinator of Recruitment and Retention to ensure that new members are trained in areas of SGA Governing Documents and parliamentary procedure.
  - d. To update and maintain SGA Governing Documents upon amendment.
  - e. To attend all legislative meetings.
  - f. To perform other duties assigned by the Executive Vice President.

#### **Subsection E – Legislative Secretary**

1. Duties and responsibilities of the Legislative Secretary are:
- a. To record minutes at all legislative meetings.
    - i. Recorded minutes shall include, but are not limited to: guest speakers and directed questions and answers, debate, and cabinet updates.
  - b. To maintain records of reports submitted to the Legislature.
  - c. To provide organizational and administrative support to events and organizations which the SGA partners with and/or sponsors.
  - d. To perform other duties assigned by the Executive Vice President.
  - e. To oversee legislative attendance at student events which legislators have identified as desirable for connecting with the student body as assigned by the Executive Vice President.
  - f. To work with the Research and Data Coordinator on qualitative and quantitative



- methods to better understand the student voice.
- g. To ensure that student concerns are responded to in a prompt and appropriate manner.
  - h. To work with members of the Executive Cabinet as necessary to ensure area-specific outreach is being conducted effectively.

## **ARTICLE II. EXECUTIVE BRANCH**

### **Section 1 – Executives and the Executive Board**

#### **Subsection A – Executives**

1. The following positions, termed "Executives," shall be undergraduate students in good standing at the University of Maryland, College Park elected by the undergraduate student population:
  - a. Student Body President
  - b. Executive Vice President
  - c. Vice President for Financial Affairs
2. An Executive cannot:
  - a. Concurrently serve in a Legislative, Judicial, or an additional Executive Branch role.
  - b. Laterally shift to a different Executive position without proceeding through the standard appointment process.

#### **Subsection B – Executive Board**

1. The Student Body President shall serve as Chair of the Executive Board.
2. The membership is as follows:
  - a. All Executives
  - b. Executive Vice President
  - c. Chief of Staff, non-voting member
  - d. Director of Communications, non-voting member
  - e. Deputy Chief of Staff, Executive Secretary, non-voting member
3. Duties and responsibilities of the Executive Board are:
  - a. To oversee all money allocated from Executive Reserves.
  - b. To select executive projects.
  - c. To resolve issues pertaining to the functioning of the executive branch of SGA.
4. All decisions of the Executive Board shall be decided by majority vote, and any tie shall be decided in favor of the President.

#### **Subsection C - Office of the President**

1. The President may, at their discretion, select individuals to serve in positions not outlined by the bylaws to address the goals of their administrations.
2. May appoint undergraduate members to serve as liaisons for the following, or in other areas



not specified:

- a. College Park City Council
  - b. Information Technology
  - c. Athletics
  - d. Transportation
  - e. RHA, University Senate, and other governing bodies
  - f. Association of Big Ten Students
  - g. Alumni Relations and Traditions
3. The President shall introduce all members of the Office of the President to the legislature at the first meeting after their appointment.

#### **Subsection D – Student Body President (President)**

1. Duties and responsibilities of the President are:
  - a. To act as the official spokesperson for SGA and the undergraduate student body.
  - b. To address the Legislature at least once per term in a formal State of the Campus address.
  - c. To call a special executive meeting at any time they deem necessary, or whenever petitioned by two-thirds of the Executive Board or the Executive Cabinet.
  - d. To appoint:
    - i. A Chief of Staff by the first legislative meeting following inauguration.
  - e. To appoint, subject to confirmation by the Legislature:
    - i. Executive Cabinet Directors
    - ii. Governance Board Justices
    - iii. The Head Election Commissioner and the Deputy Commissioners
  - f. To serve on or appoint undergraduate members to all advisory bodies requiring student input, including, but not limited to:
    - i. Athletic Council
    - ii. Athletics Department Student Advisory Council
    - iii. Campus Recreation Advisory Board
      1. Director of Health and Wellness
    - iv. Campus Transportation Advisory Committee
    - v. Committee for the Review of Student Fees
    - vi. Facilities Advisory Committee
    - vii. IT Council
    - viii. Libraries Student Advisory Board
    - ix. Maryland Higher Education Commission Student Council
    - i. University of Maryland Police Department Student Advisory Council
    - x. SEE Funding Board
    - xi. Stamp Advisory Board
      1. Director of Student Groups
    - xii. Student Advisory Subcommittee of the Facilities Council
    - xiii. Sustainability Council



1. Director of Sustainability
  - xiv. Teaching and Learning Transformation Center (TLTC) Advisory Committee
  - xv. TerpsVote Coalition
    1. Director of Civic Engagement
  - xvi. Title IX Student Advisory Board
    1. Director of Sexual Misconduct Prevention
  - xvii. University Senate Educational Affairs Committee
    1. Director of Academic Affairs
  - xviii. Engineering Undergraduate Student Council
  - xix. College of Behavioral Science and Social Sciences Dean Student Advisory Council
  - xx. University Senate Student Affairs Committee
    1. Director of Student Affairs
- g. To serve as:
- i. Ex-officio, non-voting member of the University Senate and member of University Senate Campus Affairs Committee
  - ii. The SGA's representative to:
    1. The University Vice President of Student Affairs Student Advisory Council
    2. The Association of Big Ten Students
    3. The University System of Maryland Student Council
    4. Commencement Speaker Committee
    5. Any applicable Student Government bodies
  - iii. Member of SGA/SEE Working Group
  - iv. Chair of SEE Termination Appeal Board, as needed
- h. To maintain regular dialogue or meet with, on an as-needed basis, the:
- i. University President
  - ii. Chief of Staff to the University President
  - iii. University Vice President of Student Affairs
  - iv. University Administrators, as needed, to address the goals of the administration
- i. To determine the frequency of Executive Cabinet meetings.
- j. To have signing power over the SGA account, along with the VPFA and Treasurer.
- k. To organize and conduct, in conjunction with the Executive Vice President, SGA Advisor, Speaker Pro-Tempore, and the Coordinator of Recruitment and Retention, an educational retreat and training session.
- l. To conduct progress reviews of Executives and Executive Cabinet Directors.
- m. To invite other guests in non-voting capacities to Executive Board or Executive Cabinet meetings.
- n. To delegate duties and responsibilities, in the event of a temporary absence from power, to an elected SGA office-holder.
- o. To hold at least three office hours per week during business hours, defined as



- 9AM to 5PM Monday through Friday, which must be made public on the SGA website.
- p. The President may, at their discretion, dismiss unelected and unconfirmed executive branch officers who are not fulfilling their responsibilities of their position.
  - q. To maintain appointment authority for all other requested appointments from SGA.
  - r. To serve as:
    - i. Presiding Officer for legislative meetings.
    - ii. Chair of the Committee on Accountability & Ethics.
  - s. To represent the Legislature on the Executive Board.
  - t. To participate in all interviews concerning legislative appointments.
  - u. To appoint:
    - i. The Parliamentarian, in conjunction with the President, subject to confirmation by the Legislature.
    - ii. The Legislative Secretary, subject to confirmation by the Legislature.
    - iii. To appoint other suitable candidates for various assistance roles in the Legislature.
  - v. To call a special legislative meeting at any time they deem necessary, or whenever petitioned by two-thirds of representatives.
2. In the event of a vacancy in the office of the Student Body President:
- a. The Chief of Staff will assume the role in the interim.
  - b. Succession procedures shall occur no earlier than twenty-four hours after the Executive Vice President notifies the organization.
    - i. The Executive Vice President must notify the organization of succession procedures within twenty-four hours of the vacancy.
    - ii. The Executive Vice President shall present the Vice-President as a nomination to Legislature for confirmation.
  - c. Any SGA Officer shall be able to submit a nomination for President to the Executive Vice President.
  - d. The Legislature shall select a new President from all nominated candidates through a two-thirds majority vote.
    - i. Candidates are deemed qualified by the ethics and accountability based on incumbency requirements outlined in the Bylaws.
  - e. In the event no candidate receives a two-thirds majority vote, the nominee with the fewest number of votes shall be dropped until one nominee receives the number of votes required for confirmation.
  - f. The SGA Advisor, Chief Justice, and Executive Vice President should verify all votes and the election outcome.



- g. If any of the individuals responsible for election results verification are participating in the election, the Speaker Pro Tempore shall appoint a comparable replacement, subject to confirmation by the Legislature.

#### **Subsection E - Executive Vice President**

1. Duties and responsibilities of the Executive Vice President are:
  - a. To assist the President with their duties and responsibilities.
  - b. To perform duties assigned by the President in the administration of the executive branch.
  - c. To maintain regular dialogue with:
    - i. The Provost.
    - ii. University Administrators, as needed, to address the goals of the administration or as requested by the President.
  - d. To assist the President in the coordination and appointment of liaisons to applicable advisory committees.
  - e. To assist the Executive Cabinet in efforts to conduct outreach to the student body and with student groups.
2. In the event of a vacancy in the office of the Executive Vice President:
  - a. The Chief of Staff will assume the role in the interim.
  - b. Succession procedures shall occur no earlier than twenty-four hours after the Executive Vice President notifies the organization.
    - i. The Speaker Pro Tempore must notify the organization of succession procedures within twenty-four hours of the vacancy.
  - c. Any SGA Officer shall be able to submit a nomination for Executive Vice President to the Speaker Pro Tempore.
  - d. The Legislature shall select a new Executive Vice President from all nominated candidates through a two-third majority vote.
    - i. Candidates are deemed qualified by the Ethics and accountability based on incumbency requirements outlined in the Bylaws.
  - e. In the event no candidate receives a two-thirds majority vote, the nominee with the fewest number of votes shall be dropped until one nominee receives the number of votes required for confirmation.
  - f. The SGA Advisor, Chief Justice, and Speaker Pro Tempore shall verify all votes and the election outcome.
  - g. If any of the individuals responsible for election results verification are participating in the election, the Speaker Pro Tempore shall appoint a comparable replacement, subject to confirmation by the Legislature.
  - h. To maintain, in conjunction with the Speaker Pro Tempore, Parliamentarian, and Legislative Secretary accurate and detailed archives of legislative meetings.

#### **Subsection F –Vice President of Financial Affairs**

1. Duties and responsibilities of the Vice President of Financial Affairs are:



- a. To serve as:
    - i. Vice President of Financial Affairs of SGA, charged with making primary allocations of student fee monies
    - ii. Chair of the Committee on Financial Affairs
    - iii. Ex-officio member of the SGA/SEE Working Group
    - iv. Voting member of the SEE Funding Board, unless they appoint a designee
    - v. Voting member of the Pepsi Funding Board
  - b. To appoint, subject to confirmation by the Legislature, the positions of:
    - i. Deputy Vice President of Financial Affairs
    - ii. Chief Auditor of the SGA
    - iii. Treasurer of the Student Government Association
    - iv. Voting members of the Committee on Financial Affairs
  - c. To provide input in the hiring process or performance review of any Student Activities Fee-funded position.
  - d. To submit allocation recommendations to the Vice President of Student Affairs as needed.
  - e. To review line-item transfers at the request of a student group or the Deputy Vice President of Financial Affairs
  - f. To hold at least three office hours per week, which must be consistent in time and location, and must be made public on the website.
2. The Vice President of Financial Affairs shall be able to attend all Cabinet meetings ex-officio. The VPFA's voting rights shall be decided by the chair of those boards.
- a. Failure to attend any meetings shall in no way prevent them from receiving their stipend for completing their other duties.
3. In the event of a vacancy in the office of the Vice President of Financial Affairs:
- a. The Treasurer will assume the role in the interim.
  - b. Succession procedures shall occur no earlier than twenty-four hours after the Executive Vice President notifies the organization.
    - i. The Executive Vice President must notify the organization of succession procedures within twenty-four hours of the vacancy.
  - c. Any SGA Officer shall be able to submit a nomination to the Executive Vice President.
  - d. The Legislature shall select a new VPFA from all nominated candidates through a two-third majority vote.
    - i. Candidates are deemed qualified by the Ethics and accountability based on incumbency requirements outlined in the Bylaws.
  - e. In the event no candidate receives a two-thirds majority vote, the nominee with the fewest number of votes shall be dropped until one nominee receives the number of votes required for confirmation.
  - f. The SGA Advisor and Executive Vice President shall verify all votes and the election outcome.





- g. If any of the individuals responsible for election results verification are participating in the election, the Speaker Pro Tempore shall appoint a comparable replacement, subject to confirmation by the Legislature.
- 4. The Vice President of Financial Affairs must attend all General Body Meetings.
  - a. Exceptions may be made if the President and Executive Vice President agree that they may leave to conduct duties pertaining to their role as chair of the Committee on Financial Affairs.

### **Subsection G - Treasurer of the Student Government Association**

- 1. Duties and responsibilities of the Treasurer of the Student Government Association are:
  - a. To perform duties as assigned by the Vice President of Financial Affairs and the President.
  - b. To review all Cabinet Reserves funding requests, and ensure they follow all applicable Discretionary Guidelines before they are voted on by the cabinet.
  - c. To pay, with SGA funds, all debts accrued by SGA.
  - d. To maintain signing power over the SGA accounts, along with the President and the VPFA.
  - e. To draft and submit the SGA budget to the Committee on Financial Affairs on behalf of SGA, in consultation with the President.
  - f. To meet regularly with the Business Manager of the Student Organization Resource Center.

### **Subsection H – Other Executive Duties and Responsibilities**

- 1. Executives are expected and obligated to conduct the following activities, within reason and in accordance with University standards, at the discretion and leave of the Student Body President:
  - a. Attend all:
    - i. Legislative meetings
    - ii. Executive Board meetings
    - iii. Executive Cabinet meetings, at the discretion of the President
    - iv. Executive and legislative retreats or training sessions
  - b. Hold at least two office hours per week in the SGA office or through an SGA-approved tabling initiative confirmed by the Executive Vice President.
  - c. At least one of the two office hours must be consistent in time and location, and it must be made public on the website.
  - d. Submit a goals and timetables report to the legislature by the first legislative meeting at the beginning of each semester as a plan of action for the execution of their roles.
  - e. Collaborate with the Executive Vice President to submit a progress report at the end of each semester detailing the status of legislation, projects, and initiatives.
  - f. Keep up to date with University Senate proceedings and policy considerations.



## Section 2 – Executive Cabinet

### Subsection A – Composition of the Executive Cabinet

1. The Vice President and Chief of Staff shall serve as Chair of the Executive Cabinet.
2. The membership is as follows:
  - a. Director of Academic Affairs
  - b. Director of Communications
  - c. Director of Diversity, Equity, & Inclusion
  - d. Director of Civic Affairs
  - e. Director of Government Affairs
  - f. Director of Health & Wellness
  - g. Director of Sexual Misconduct Prevention
  - h. Director of Student Affairs
  - i. Director of Student Groups
  - j. Director of Sustainability
  - k. Speaker of the Legislature (Ex-officio member)
3. The appointment process for Executive Cabinet Director positions shall occur as follows:
  - a. The President may widely promote the availability of any Director positions to the student body if the positions are not already filled.
  - b. The President consults the Executives on the applicant pool.
  - c. Assuming a successful search process yielding qualified candidates, the President appoints new Directors for unfilled positions from the applicant pool at the first legislative meeting of the term.
  - d. The President may appoint acting Directors in the case of a vacancy until the position is filled.
  - e. In order to remain an acting Director, two conditions must be fulfilled:
    - i. First, the acting Director's status, background, and relevant information must be communicated by the President at the immediate General Body Meeting following the official absence of that Director to the legislative body.
    - ii. Second, within 3 academic calendar weeks of the official absence of that Director, a new Director must be confirmed, and if not, the legislature must be informed of the reason(s) why.
4. The President may nominate or dismiss Director-level positions at their discretion.
  - a. This may include Co-Directors, as opposed to a single Director.
5. An Executive Cabinet member cannot:
  - a. Concurrently serve in a confirmation-required, non-committee appointment Executive, Legislative, or Judicial Branch role.
  - b. Laterally shift to a different Executive Cabinet position without proceeding through the standard appointment process.



### **Subsection B – Executive Cabinet Duties and Responsibilities**

1. Executive Cabinet members are expected and obligated to conduct the following activities, within reason and in accordance with University standards, at the discretion and/or leave of the Student Body President:
  - a. Perform duties assigned by the President in the administration of the executive branch.
  - b. Attend all:
    - i. Executive Cabinet meetings
    - ii. Legislative meetings
    - iii. Executive and legislative retreats or training sessions
  - c. Present polling questions to the legislature.
  - d. Submit a Goals and Timetables Report to the legislature as a plan of action for the execution of their roles.
  - e. Collaborate with the Executive Vice President to submit a progress report at the end of each semester detailing the status of Legislation, projects, and initiatives.
  - f. Create a position manual by the end of the term to educate future Directors about the responsibilities and best practices of their positions.
  - g. Maintain good academic and judicial standing.
  - h. Ensure successful transition between terms leading up to and/or following the appointment of respective successor including sharing of knowledge, previous work and working relationships and connections, and all relevant emails, passwords, etc.

### **Subsection C - Executive Cabinet Organization and Structure**

1. The Vice President and Chief of Staff, in consultation with the Student Body President, shall supervise and manage all collective and individual efforts of the Executive Cabinet.
2. The Student Body President shall directly coordinate the initiatives of the Vice President and Chief of Staff.
3. The Vice President of Financial Affairs shall, in consultation with the Student Body President and Chief of Staff, directly coordinate the initiatives of:
  - a. The Director of Student Groups
  - b. The Treasurer
4. The President shall determine for themselves which initiatives they will directly coordinate.

### **Subsection D – Chief of Staff**

1. Duties and responsibilities of the Chief of Staff are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To serve as:
    - i. Senior advisor to the President
    - ii. Ex-officio, non-voting member of the Executive Board
  - c. To work with the Student Body President, and Vice President to monitor the duties and responsibilities of Executive Cabinet members.
  - d. To appoint:



- i. The Deputy Chief of Staff
2. The Chief of Staff does not require legislative confirmation, and may not concurrently serve in any Executive, Legislative, or Judicial Branch role.

### **Subsection E – Director of Academic Affairs**

1. Duties and responsibilities of the Director of Academic Affairs are:
  - a. To perform duties assigned by the President.
  - b. To coordinate efforts and events related to academic colleges or departments and related to academic success and support.
  - c. To advocate on behalf of the student body on student concerns related to academic life, services, and accessibility.
  - d. To collaborate with the various academic student advisory bodies and student groups across campus.
  - e. To effectively communicate with academic leaders across the Association of Big 10 students.
  - f. To serve as:
    - i. Chair of the Committee on Academic Affairs
    - ii. Chair of the Provost Student Advisory Council
    - iii. Active participant in the Undergraduate Studies Dean’s Student Advisory Committee
  - g. As Chair of the Provost Student Advisory Council, the Director of Academic Affairs must:
    - i. Ensure the Provost Student Advisory Council follows the Memorandum of Understanding between the SGA, Graduate Student Government, and the Provost’s Office, and keeps the document updated.
    - ii. Appoint other undergraduate and SGA members to the Council.
    - iii. Collaborate with Graduate Student Government to create agendas and initiatives.
    - iv. Work with the Provost’s Office to set up meetings that the majority of the Council can attend.
  - h. To maintain dialogue, in collaboration with the Executive Board, with:
    - i. The Provost
    - ii. Deans, Colleges, and Schools
  - i. To serve on, or appoint a designee, to the University Senate Educational Affairs Committee.

### **Subsection G – Director of Communications**

1. Duties and responsibilities of the Director of Communications are:
  - a. To perform duties assigned by the President on behalf of the Executive Board in the administration of the executive branch and Executive Vice President on behalf of the legislature, and advise SGA members in all media relations.
  - b. To serve as:
    - i. The senior communications advisor to the President



- ii. Ex-officio, non-voting member of the Executive Board
- c. To appoint a Deputy Director of Communications and a full communications committee to assist with the duties and responsibilities of the Director of Communications.
- d. To formulate SGA branding by:
  - i. Providing design requested from the President or the Legislature; and,
  - ii. Establishing SGA visual identity in conjunction with the President and Executive Vice President; and,
  - iii. Ensuring the SGA website is current and updated, and coordinating annual renewal of the domain umdsga.com..
- e. To engage in public relations with the student body by:
  - i. Keeping the SGA social media accounts updated and current with SGA happenings and upcoming events; and,
  - ii. Writing press releases, letters to the editor, or other media materials, as assigned by the President or Chief of Staff; and,
  - iii. To draft and distribute an external SGA newsletter to include blurbs about SGA updates, events, initiatives, and outreach efforts; and,
  - iv. Maintaining an accessible and well-advertised livestream of General Body Meetings accessible, as assigned by the Executive Vice President.
- f. To establish a prominent media presence on campus by:
  - i. Directing marketing initiatives to engage the student body on campus; and,
  - ii. Innovating ways through which the SGA interacts with the student body; and,
  - iii. Creating content to demonstrate the activities of the SGA has been doing to empower the student body.

### **Subsection H – Director of Diversity Equity & Inclusion**

- 1. Duties and responsibilities of the Director of Diversity & Inclusion are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To advocate on behalf of students with minority status and the challenges they face on the basis of race, color, religion, sex, national origin, citizenship status, socioeconomic status, physical or mental disability, protected veteran status, age, gender identity, or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment.
  - c. To serve as:
    - i. Chair of the Committee on Diversity
    - ii. Active participant on the Advisory Committee to the University Vice President for Diversity and Inclusion
    - iii. Active participant on the Multicultural Student Council



- iv. Advocate for all minority students
      - v. Advocate for all diversity-related student groups
    - d. To maintain regular dialogue with:
      - i. Vice President of Diversity and Inclusion
      - ii. Executive Director of the LGBT Equity Center
      - iii. Director of Nyumburu Cultural Center
      - iv. Director of the Office of Multicultural Involvement and Community Advocacy
      - v. Accessibility & Disability Service Office
      - vi. Cultural, Ethnic, LGBTQIA+, Religious, and other relevant student groups and advisory boards
    - e. To manage all SGA equality and tolerance initiatives.
    - f. To monitor University policies pertaining to equality of services and opportunities for all students
    - g. To assist in the coordination of and attend all diversity summits
  2. The Director of Diversity Equity & Inclusion may appoint, at their discretion, Deputy Directors for any component of diversity

#### **Subsection I - Director of Government Affairs**

1. Duties and responsibilities of the Director of Governmental Affairs are:
  2. To perform duties assigned by the President in the administration of the executive branch.
  3. To serve as:
    - a. Co-Chair of the Committee on Civic & Governmental Affairs
    - b. Point of contact with government officials, elected and otherwise, in order to build and maintain relationships
    - c. Chief SGA lobbyist in pursuing the county, state, and federal agenda of the SGA.
  - d. To act in a nonpartisan way, and to ensure all events and communications related to this position meet the same requirement.
  - e. To monitor, research, and recommend courses of action for the SGA on government policies and proposals that affect the interests of the undergraduate student body.
  - f. To maintain a strong student presence in Annapolis.
  - g. To plan and execute student lobbying efforts pending approval of the legislature, including:
    - i. UMD Ice Cream Day, unless financially or otherwise unfeasible.
  - h. To organize the SGA's local, state, and federal lobbying efforts, drawing from the committee, SGA, and student body for initiatives.
  - i. To support and aid, to the extent feasible, the lobbying efforts of other student organizations at the University of Maryland.
  - j. The Director of Governmental Affairs may appoint, at their discretion, Deputy Directors for any component of Governmental Affairs work.

#### **Subsection J - Director of Civic Engagement**



1. Duties and responsibilities of the Director of Civic Engagement are:
  1. To perform duties assigned by the President in the administration of the executive branch.
  2. To serve as:
    - i. Co-Chair of the Committee on Civic & Governmental Affairs
    - ii. Student Co-chair of the TerpsVote Committee
  3. To act in a politically neutral, non-partisan and unbiased way, and to ensure all events and communications related to this position meet the same requirement.
  4. To ensure TurboVote is funded each year.
  5. To lead a voter ambassador training with the [Campus Election Engagement Project](#) or similar non-profit organization during every federal or state election year and train students to:
    - i. Register others to vote via TurboVote
    - ii. Discuss the importance of voting with students
    - iii. Help students make a voting plan
    - iv. Educate students formally and informally on different ways to vote in their state (in-person, by mail, early in-person, etc)
  6. To update the TerpsVote Class Module [powerpoint](#) and [lesson plan](#) during the fall semester of each election year.
  7. To market the aforementioned TerpsVote Class Module during the fall semester of each election year to staff and faculty across campus to teach to their classes.
  8. To lead and work in conjunction with the Student Liaison to the College Park City Council on improving voter registration and turnout for College Park elections.
  9. To work in coordination with the Director of Communications in advertising civic engagement opportunities.
  10. To work with University Administration to evaluate and improve civic engagement curricula in courses across campus.
  11. To organize, in conjunction with the Deputy Director for Voter Engagement, the SGA's voter registration and Get Out the Vote efforts for State and National elections.
  12. To target Get Out the Vote and similar efforts to student populations with the lowest student voter rates based on the latest National Study of Learning, Voting, and Engagement (NSELVE) for UMCP.
  13. To lead the following initiatives during the fall semester of every election year, subject to approval by the legislature:
    - i. A Student Group TurboVote competition where SGA-recognized student groups compete over a two-week period to register the most students to vote via their custom TurboVote links. Winning student groups will be allocated funds for SGA-approved activities, subject to the approval of the legislature.
    - ii. A Greek Organization TurboVote Competition where campus Greek organizations compete over a two-week period to register the most students to vote via their custom TurboVote links.
    - iii. A free stamp and envelope initiative where, subject to approval by the legislature, SGA funds a critical mass of stamps and envelopes to be handed out for free to





students to make it more convenient for students to vote by mail. Stamps and envelopes will be available for students to pick up at easily-accessible places on campus.

14. The Director of Civic Engagement may appoint, at their discretion, Deputy Directors for any component of Civic Engagement work.

#### **Subsection K – Director of Health & Wellness**

1. Duties and responsibilities of the Director of Health & Wellness are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To serve as Chair of the Committee on Health & Wellness
  - c. To serve as Chair of the Mental Health Student Advisory Board
    - i. To abide by all bylaws outlined in the Mental Health Student Advisory Board bylaws.
  - d. To monitor University policies pertaining to the health and wellness of all students including mental health, nutritional health, physical health, and healthy relationships.
  - e. To maintain regular dialogue with:
    - i. The Director of University Recreation and Wellness
    - ii. The Director of the Counseling Center
    - iii. The Director of Dining Services
    - iv. The Director of the Health Center
    - v. The Senior Associate Vice President for Student Affairs
    - vi. Health-related student groups and advisory boards
  - f. To sit on:
    - i. Campus Recreation Advisory Board (RecWell)
    - ii. Alcohol Coalition (University Health Center)
    - iii. Mental Health Coalition (Counseling Center)
    - iv. Campus Infectious Diseases Management Committee (University Health Center)
2. The Director of Health & Wellness will appoint yearly a Dining Services Liaison(s).
  - a. Duties include meeting and facilitating conversation between the Committee on Health & Wellness and Dining Services.
3. The Director of Health & Wellness may appoint, in addition to the Dining Services Liaison(s), Deputy Directors for any component of health & wellness at their discretion.

#### **Subsection L - Director of Sexual Misconduct Prevention**

1. Duties and responsibilities of the Director of Sexual Misconduct Prevention are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To serve as the chair of the Title IX Student Advisory Board.
    - i. To abide by all bylaws outlined in the Title IX Student Advisory Board Bylaws.
  - c. To serve as the SGA representative on the University Senate-mandated Sexual Assault



Prevention Committee (SAPC) and all relevant subcommittees.

- d. To ensure the University upholds the Joint President/Senate approved Sexual Assault Prevent Task Force Recommendations.
- e. To maintain a working relationship with the Office of Civil Rights and Sexual Misconduct (Title IX Office), the Office of Student Conduct, the CARE to Stop Violence Office, and the Vice President of Diversity and Inclusion.
- f. To work with the committee to put on events congruous with the committee’s mission and pending approval of the legislature in preventing sexual assault, particularly:
  - i. During the month of April, which is Sexual Assault Awareness Month.
  - ii. At the beginning of the year during the “Red Zone,” when sexual assaults are statistically most prevalent on college campuses.
- g. To identify and publicize existing on- and off-campus resources.
- h. To ensure the SGA and its members conduct themselves and their business in a trauma-sensitive manner.
- i. To identify any gaps in coverage of University policy and resources, and to develop initiatives to remedy any/all areas of weakness.

#### **Subsection M – Director of Student Affairs**

1. Duties and responsibilities of the Director of Student Affairs are:
  - a. To perform duties assigned by the President.
  - b. To coordinate efforts and events related to campus affairs, campus safety, and student success and support.
  - c. To serve as Chair of the Committee on Student Affairs.
  - d. To maintain dialogue, in collaboration with the Executive Board, with:
    - i. The Vice President of Student Affairs
    - ii. The Vice President for Administration and Finance
    - iii. The Department of Public Safety and Chief of Police
    - iv. The Director of the Department of Transportation Services
  - e. To plan and coordinate the annual Safety Walk with the Residence Hall Association, Graduate Student Government, and the Committee on Student Affairs, pending approval of the legislature and the other named groups.
  - f. To monitor progress on the Facilities Master Plan.
  - g. To serve on
    - i. The University Senate Student Affairs Committee.
    - ii. SEE Funding Board
    - iii. Terps After Dark Advisory Board

#### **Subsection N – Director of Student Groups**

1. Duties and responsibilities of the Director of Student Groups are:
  - a. To perform duties assigned by the President in the administration of the executive



- branch.
- b. To serve as:
    - i. Chair of the Committee on Student Groups
    - ii. SGA representative to all SGA-funding eligible student groups
    - iii. SGA representative to the Stamp Advisory Board
  - c. To attend, or to assign members of the Committee on Student Groups to attend, meetings of the Committee on Financial Affairs as ex-officio, non-voting members.
  - d. To appoint, subject to confirmation by the Legislature:
    - i. The Student Groups Public Defender
  - e. To compile and maintain accurate records of all student groups, including SGA funding eligibility status, student group leadership and contact information, and to regularly communicate this information to the SORC office and the Committee on Financial Affairs as necessary.
  - f. To acquire any information pertaining to student groups requested by an SGA member.
  - g. To coordinate and execute SGA Student Group funding eligibility for all student groups.
  - h. To collaborate and coordinate with the Student Organization Resource Center (SORC) on matters concerning student groups.
    - i. Newly appointed Directors of Student Groups must go through a training with SORC staff, including an overview of the resources and operations of SORC.
  - i. To coordinate communication efforts with the Elections Commission to share relevant information regarding election events and deadlines.
2. The Director of Student Groups may appoint, at their discretion, Deputy Directors for any particular student group constituency.

#### **Subsection O – Director of Sustainability**

1. Duties and responsibilities of the Director of Sustainability are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To serve as Chair of the Committee on Sustainability.
  - c. To ensure the continued existence of the UMD Sustainability Cooperative (SCoop) by maintaining contact with new and existing member organizations and facilitating yearly leadership transitions.
  - d. To monitor developments in sustainability policies, practices, and initiatives on campus and in the community.
  - e. To maintain regular dialogue with the staff of the Office of Sustainability.
  - f. To promote awareness of the Sustainability Fund.
  - g. To work with SGA members and members of relevant University departments and organizations to promote environmentally sustainable practices and events.
  - h. To plan and carry out SGA's Annual Earth Day Celebration, pending approval of the legislature.



- i. To assist the Deputy Chief of Staff in maintaining at least Bronze Certification with the Green Office Program.
- j. To encourage and work with SGA members in carrying out sustainable practices in the office and in their daily lives.

### **Section 3 – Assistants to the Vice President of Financial Affairs**

#### **Subsection A – Vice President of Financial Affairs**

1. Duties and responsibilities of the Assistant Vice President of Financial Affairs are:
  - a. To perform duties assigned by the Vice President of Financial Affairs.
  - b. To assume the duties of the Vice President of Financial Affairs in their temporary absence or at their request.
  - c. To serve as:
    - i. Vice-Chair of the Committee on Financial Affairs
    - ii. Chair of the Committee on Emergency Funding
  - d. To oversee SGA spending practices and to alert the Legislature to any practices outside the intended purpose of SAF or against SGA funding standards.
  - e. To provide advice and counsel to SGA members on decisions pertaining to student group funding upon request.
  - f. To hold at least two office hours per week in the SGA office.

#### **Subsection B – Chief Auditor**

1. Duties and responsibilities of the Chief Auditor are:
  - a. To perform duties assigned by the Vice President of Financial Affairs.
  - b. To serve as Chair of the Committee on Audit & Review.
  - c. To conduct random audits of SGA-recognized groups' fiscal management for the previous fiscal year.
  - d. To submit audit findings as a report to the Vice President of Financial Affairs and the Legislature to include a summary of the following:
    - i. Amount spent by each audited group.
    - ii. Line item transfers requested and granted by each audited group.
    - iii. Any spending actions that were outside the intended purpose of the SAF allocation for each audited group.

### **Section 4 – Deputies & Liaisons**

#### **Subsection A – Deputy Chief of Staff**

1. Duties and responsibilities of the Deputy Chief of Staff are:
  - a. To perform duties assigned by the Chief of Staff.
  - b. To serve as the Executive Secretary, maintaining no voting or participatory rights in the Executive Board.



- c. Take all minutes and keep attendance at:
  - i. Executive Board meetings
  - ii. Executive Cabinet meetings
- d. To maintain the SGA office by conducting necessary administrative activities.
- e. To address any problems associated with SGA equipment.
- f. To maintain accurate contact information for all SGA members.
- g. To maintain at least Bronze Certification with the Green Office Program, with assistance from the Director of Sustainability.
- h. To manage all non-SGA appointments to various campus bodies, as per direction from the Student Body President only members deputized for the tasks listed above.

### **Subsection B – Deputy Directors**

1. Directors can appoint Deputy Director(s).
2. Deputy Directors will be chosen by the Director of each respective committee.
  - a. Deputy Directors must not simultaneously hold a position in any other branch of SGA.
3. Duties and responsibilities of the Deputy Directors are:
  - a. To assist the Director of their committee with keeping track of attendance, vote counts, and other committee logistics.
  - b. To assist the Director of their committee in leading committee initiatives.
  - c. To perform all duties assigned to them by the Director of their respective committee.
  - d. Deputies are the only members deputized for the tasks listed above, limiting the ability of the director to create further non-deputy leadership positions within a committee.

### **Subsection C – Student Liaison to the College Park City Council**

1. Duties and responsibilities of the Student Liaison to the College Park City Council are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To attend all City of College Park Council meetings.
  - c. To regularly communicate with members of the cabinet, including the Director of Civic Affairs, Director of Governmental Affairs, and the Vice President of Student Affairs.
  - d. To appoint a Deputy Student Liaison to the College Park City Council, without opposition by the city, and subject to confirmation by the Legislature.
  - e. To coordinate and direct policy initiatives and events alongside the City.
  - f. To promote awareness of city policies, issues, and activities affecting undergraduate students.
  - g. To organize, in conjunction with the Director of Civic Affairs, the SGA's voter registration and Get Out the Vote efforts for city elections.
  - h. To attend the necessary training to register voters offered by Prince George's County Board of Elections in order to assist in voter registration initiatives



- i. To periodically update members of the SGA about the College Park City Council at General Body Meetings.
2. The Student Liaison to the College Park City Council shall be appointed according to the following process:
  - a. The President submits a pool of candidates.
  - b. A committee composed of the outgoing President, the outgoing Executive Vice President, the College Park Mayor, outgoing Student Liaison to the College Park City Council, and two at-large representatives from the City Council select a candidate.
  - c. The current Liaison to the College Park City Council shall chair the committee but not receive a vote.
  - d. The final nominee faces confirmation by the Legislature.
  - e. To serve as co-chair of the Affordable Housing subcommittee.

#### **Subsection D – Deputy Student Liaison to the College Park City Council**

1. Duties and responsibilities of the Deputy Student Liaison to the College Park City Council are:
  - a. To perform duties assigned by the Student Liaison to the College Park City Council.
  - b. To attend all meetings of the City of College Park Council at the discretion of the Student Liaison to the College Park City Council.
  - c. To regularly communicate with members of the cabinet, including the Director of Civic Affairs, Director of Governmental Affairs, and the Vice President of Student Affairs.

#### **Subsection E - Student Government Ombudsperson**

1. Duties and responsibilities of the Ombudsperson are:
  - a. To perform duties assigned by the Chief of Staff in coordination with the Director of Student Groups.
  - a. To act as the Student Group Public Defender.
  - b. To attend all student group budget appeals before the Committee on Financial Affairs.
  - c. To attend all budgetary allocation and appeals meetings of the Legislature.
  - d. To sponsor budgetary allocation appeals Legislation on behalf of the Committee on Student Groups.
  - e. To advocate on behalf of any student group appealing Committee on Financial Affairs budget decisions before the Legislature.
  - f. Student groups shall have the ability to opt out of the Ombudsperson representation and represent themselves.
    - i. If a group chooses to opt out, they must understand parliamentary procedure and will be held to the same standard as any officer of the SGA.
  - g. To serve as the mediator for issues within the student government that do not rise to the level of the Ethics Committee.



### **Subsection F - Accessibility and Disability Services Liaison**

1. Duties and responsibilities of the Accessibility and Disability Services Liaison include:
  - a. To perform duties assigned by the Director of Diversity & Inclusion.
  - b. Working with relevant organizations, including:
    - i. The University of Maryland Accessibility and Disability Services
    - ii. The Accessibility and Disability Services Student Advisory Board
    - iii. The Counseling Center
    - iv. The Health Center
    - v. The President's Commission on Disability Issues
    - vi. The President's Commission on Disability Issues Student Advisory Board
  - c. Maintaining direct communications with Accessibility and Disability Services Student Advisory Council and the ADS Director to report all inquiries related to services accompanied with campus accessibility and disability support.
  - d. Serving as a member on PCDI and will be inquired to report all updates from PCDI.
  - e. Working with the SGA Directors of Student Affairs, Health & Wellness, Academic Affairs, and Diversity & Inclusion and communicating with the Committees on accessibility and disability-related efforts invoked by the university.
  - f. Advocating for all disability-oriented projects, programs, and procedures delayed by PCDI and others, including all events displayed for Disability Awareness Month and the Disability Summit.
  - g. Holding close contact with student organizations that associate with disability-related efforts such as Terps for Disability Justice, TerpAccess, Active Minds, and Autism Speaks.
  - h. Joining the University of Maryland Disability-Community Listserv.
  - i. Coordinating efforts for disability justice with the SGA Informational Technology Liaison inquiring about web accessibility for students with disabilities.
  - j. Working with the Office of Student Affairs Student Advisory Board that motions to improve efforts that impact student life and wellbeing, including campus accessibility.

### **Subsection G - Research & Data Coordinator**

1. Duties and responsibilities of the R&D Coordinator are:
  - a. To provide comprehensive research, analysis, and recommendations, based on credible sources or surveys, for use by SGA members.
  - b. To write detailed reports on their research regarding specific area topics.
  - c. To conduct monthly surveys of the student body to gather research needed for projects and initiatives.
  - d. To analyze and interpret qualitative and quantitative data for use by students and University Administration.
  - e. To provide guidance to the SGA Executive Board, Cabinet, Legislative Leadership, and other teams on research strategies and initiatives.
  - f. To work with the Executive Board to track and archive research and data documents as well as work with leadership teams to make advocacy initiatives data-driven.





- g. To have an understanding of programs such as Excel, R, SQL, and/or related languages for data analysis, as well as statistics, modeling, and reporting statistical data.

#### **Subsection H - Association of Big Ten Students (ABTS) Liaison**

1. Duties and responsibilities of the ABTS Liaison are:
  - a. To perform duties assigned by the Student Body President.
  - b. Collect and distribute information about initiatives about other Big 10 student governments by request from Officers.
  - c. Respond to requests for information about UMD SGA from the ABTS Executive Board or other Big 10 student governments.
  - d. Spearhead all conference planning, legislative, and registration efforts in coordination with relevant officers in relation to ABTS.
  - e. Abide by the ABTS Bylaws in terms of being responsive to other universities and the ABTS executive board.
  - f. Plan trips to the ABTS conferences in conjunction with the business manager of SORC and the Vice President of Financial Affairs.

#### **Subsection I - Student Fees Coordinator**

1. Duties and responsibilities of the Student Fees Coordinator are:
  - a. To perform duties assigned by the President in the administration of the executive branch.
  - b. To spearhead and coordinate efforts related to student fees including:
    - i. Meeting all of the departments to understand their fee proposals before they are reviewed by the Committee for the Review of Student Fees (CRSF)
      1. To advocate on behalf of the undergraduate students about how student fees should be managed by these departments and CRSF
    - ii. To help the President coordinate and work with the members who sit on all the fee-setting advisory boards, including but not limited to:
      1. Committee for the Review of Student Fees
      2. Campus Recreation Advisory Board
      3. Campus Transportation Advisory Committee
      4. Stamp Advisory Board
      5. Intercollegiate Athletics Fee Advisory Committee
      6. Nyumburu Fee Advisory Committee
      7. Maryland Students for the Arts Mandatory Fee Committee
      8. Information Technology Advisory Committee
      9. Libraries Student Advisory Group
      10. Student Facilities Fund
      11. Sustainability Council
    - iii. To find ways to educate the undergraduate student body on student fees, fee proposals, the student fee process, and other issues related to the student fees
      1. Collaborate with Residence Hall Association (RHA) on the creation and



release of the annual Student Fees Report

2. Make sure this information is updated each academic year
- iv. To collaborate with Student Fee Coordinators and relevant stakeholders of the RHA and the Graduate Student Government (GSG) on advocacy and education efforts related to student fees.
- v. To update and educate the Legislature, in coordination with the President, about student fees, including: what they are, relevant history, relevant changes, whether fees were approved or objected to during the advisory board meetings and CRSF, and how the representatives of SGA voted during fee-setting advisory board meetings and CRSF.
- c. To serve as one of and assist the President on the selection of SGA representatives to the Committee for the Review of Student Fees.

### **ARTICLE III. JUDICIAL BRANCH**

#### **Section 1 – Governance Board Duties and Responsibilities**

##### **Subsection A – Chief Justice Duties and Responsibilities**

1. To be elected at the first Governance Board meeting among the appointed Justices.
2. Duties and responsibilities of the Chief Justice are:
  - a. To moderate all cases and subsequent Governance Board deliberations.
  - b. To serve as the official spokesperson of the Board in disseminating case information, answering procedural questions pertaining to the Governance Board, and issuing case decisions.
  - c. To notify the President, the Executive Vice President, and SGA Advisor when the Governance Board is petitioned.
  - d. To collaborate directly with the Governance Board Advisor to help train and integrate new Justices.

##### **Subsection B – Justice Duties and Responsibilities**

1. The Student Body President shall appoint five Justices.
2. Duties and responsibilities of each Justice is:
  - a. To review all relevant material pertaining to a trial and cast a vote.
  - b. To participate in all hearings and deliberations of the Governance Board.
  - c. To attend all Board training sessions.
  - d. To defer to the Chief Justice with respect to all communication and questions.
  - e. Recuse themselves from any case for which they have a conflict of interest, under penalty of dismissal.
  - f. Attend three-fourths ( $\frac{3}{4}$ ) of all Constitution and Bylaws Committee meetings
3. Justices may not:



- a. Support a candidate or referendum position in an SGA election or referendum, though they retain the right to vote in the election.
- b. Run or affiliate with an SGA ticket.

### **Subsection C – Governance Board Advisor Duties and Responsibilities**

1. Duties and responsibilities of the Governance Board Advisor are:
  - a. To advise the Governance Board as necessary.
  - b. To serve as the liaison between the Governance Board and the University administration.
  - c. To coordinate the training and integration of new Governance Board Justices.
  - d. To be present at all deliberations of the Governance Board.

## **Section 2 – Hearing Procedure**

### **Subsection A – Initiation of a Trial**

1. A trial shall be initiated in the event that:
  - a. 2/3 Representatives sign on to a petition;
  - b. The President files a petition that is also signed by:
    - i. Vice President of Financial Affairs;
    - ii. Vice President; and,
    - iii. Executive Vice President; or
    - iv. One half (½) of all confirmed members of the Executive Cabinet.
  - c. The Executive Vice President files a petition that is also signed by:
    - i. President
    - ii. SGA Advisor
  - d. An undergraduate student files a petition against SGA, signed by one of the following:
    - i. One hundred verifiable undergraduate students; or
    - ii. The Presidents of a minimum of two funding-eligible student groups on behalf of their members
  - e. An individual submits a petition regarding a decision levied against them by a different body of SGA; or
  - f. The SGA Advisor chooses to file a petition, when asked by ten officers of SGA by email or in writing.
2. The Governance Board shall not initiate any trial independent of a petition.
3. Petition requirements shall be as follows:
  - a. All petitions must be written, signed, and submitted to the Chief Justice.
  - b. All petitions for review of any other body's decision must be submitted within ten academic days following the decision.
4. Upon initiation of trial, the Governance Board shall notify the appropriate Respondent(s) and provide the Respondent(s) with the case petition.
5. The Respondent will be permitted to submit a written response to the Governance Board,



presenting their case.

- a. The Governance Board shall encourage the Respondents to submit a written response.
  - b. In the event that a written response is submitted, the Governance Board will provide the response to each Justice, the Petitioner, and the Governance Board Advisor.
6. Both the Petitioner and Respondent should clearly articulate what action they want the Governance Board to take.

#### **Subsection B – Case Timeline**

1. Following the receipt of a valid petition, the Governance Board shall immediately initiate a case and notify the Respondent.
2. The Governance Board Justices will hold a preliminary meeting to discuss the case.
3. The Governance Board shall hold a hearing within ten academic days of case initiation, should the Governance Board find the petition sufficient to initiate a case, or in a shorter time frame in the event a later hearing would result in a lack of available remedy.
4. The Governance Board shall provide Petitioner and Respondent with at least forty-eight hours notice of a trial hearing, as well as a written copy of the hearing procedure at the time of notification.
5. The Governance Board shall render a decision within forty-eight hours of the hearing, or in a shorter time frame in the event a later decision would result in a lack of available remedy.

#### **Subsection C – Preliminary Meeting**

1. The Preliminary Meeting must have every Justice of the Governance Board present.
2. In the meeting Justices will:
  - a. Discuss the merits of a pending case before the Board.
  - b. Vote either in favor or against initiating a hearing about a potential case.
  - c. A vote of a minimum of 3 Justice in favor of hearing a case will officially put the case on the board's docket.
  - d. After a favorable vote, the Governance Board may have another vote to decide to render unanimous decisions with a hearing on Election Commission Appeals pertaining to ineligible candidates.
  - e. If needed, request additional information from either party regarding what action they desire the Governance Board to take.
3. Certain petitions and appeals must have a hearing before the governance board including:
  - a. Petitions signed by 100 undergraduate students.
  - b. Petitions regarding an appeal of the decision of any body of the SGA, other than the Elections Commission.

#### **Subsection D – Hearing Agenda**

4. The following protocol shall govern all hearings of the Governance Board:
  - a. The Chief Justice shall lead introductions of the Justices, Governance Board



Advisor, Petitioner, and Respondent.

- b. The Chief Justice shall provide a brief overview of the hearing procedure.
- c. The Petitioner shall be provided ten minutes to present the facts of the case, along with evidence or documentation that may be extended only at the discretion of the Chief Justice or any other Justice .
- d. The Respondent shall be provided ten minutes to present the defense and refute the Petitioner that may be extended only at the discretion of the Chief Justice or any other Justice.
- e. The Petitioner shall be provided five minutes to rebut that may be extended only at the discretion of the Chief Justice or any other Justice.
- f. The Respondent shall be provided five minutes to confute that may be extended only at the discretion of the Chief Justice or any other Justice.
- g. The Governance Board shall ask questions.
- h. The Petitioner shall be provided two minutes for closing statements that may be extended only at the discretion of the Chief Justice or any other Justice.
- i. The Respondent shall be provided two minutes for closing statements that may be extended only at the discretion of the Chief Justice or any other Justice.
- j. The Chief Justice shall provide closing remarks.

#### **Subsection E – Rendering a Decision**

1. The Governance Board shall convene to deliberate on the case, following the hearing.
2. The Governance Board shall vote for either Petitioner or Respondent.
3. Following a final vote, the Governance Board shall compose a written report detailing the facts of the case and the decision rendered.
  - a. If the Chief Justice is in the majority, they shall write the decision of the Board.
  - b. If the Chief Justice is in the minority, the Justices in the majority shall elect from amongst themselves a Justice to write the decision of the Board.
  - c. All Justices may write concurring or dissenting opinions to be included in the report.
  - d. The Governance Board may write unanimous decisions.
4. The Chief Justice shall provide the written report to the Petitioner and Respondent, as well as the President, Executive Vice President, and SGA Advisor.
5. Governance Board decisions do not need to hold precedence outside of the academic year in which they are rendered, but they are encouraged to reference previous Governance Board decisions.

#### **Subsection F – Confidentiality**

1. All aspects of non-trial Governance Board cases shall be considered public and relevant records should be maintained and published on the SGA website, including:
  - a. Petitions and Responses.
  - b. Evidence and Documentation.
  - c. Decisions rendered by the Governance Board.



2. All aspects of "trials," or cases pertaining to SGA accountability and ethics, shall be confidential until the Governance Board affirms the sentencing of the accused; if the Governance Board decides in favor of the accused and overturns a prior sentencing, the case shall remain confidential unless both the respondent and claimant request otherwise.
3. Information that would not otherwise be disclosed under FERPA or HIPAA will remain confidential, unless affected parties grant explicit written permission for release.
4. While Governance Board hearings shall be closed to parties uninvolved in the proceedings, the information discussed in the hearings shall be considered public, except in the circumstances dictated in this subsection.
5. Prior to a hearing, a Petitioner or Respondent may request certain evidence or documentation be sealed from the public.
  - a. The Governance Board may accommodate such requests at their own discretion.
  - b. Sealed information will still be granted to the parties involved in the proceeding.

#### **Subsection G – Representation and Counsel**

1. Petitioner and Respondent are afforded the right to counsel during Governance Board hearings.
  - a. The number of counsel(s) must be pre-approved by the Governance Board
  - b. Counsel does not need to be a lawyer
2. In cases where a petition is filed against SGA, the President shall appoint, or serve as, the Respondent on behalf of SGA.
  - a. In cases regarding SGA accountability and ethics, the Executive Vice President in their capacity as Chair of the Committee on Accountability & Ethics shall serve on behalf of SGA, unless the Executive Vice President is a direct party in the case, in which case the Parliamentarian shall serve on behalf of SGA in their capacity as Vice-Chair.
  - b. In cases where the President files a petition against SGA, the Parliamentarian shall serve as Respondent on behalf of SGA.

#### **Section 3 – Jurisdiction**

1. The Governance Board has jurisdiction over the following:
  - a. Petitions pertaining to the constitutionality of any action taken by the Student Government Association, and any affiliates, relative to the SGA Constitution.
  - b. Petitions pertaining to conflicts between two or more SGA-recognized student groups.
  - c. Appeals pertaining to any decision made by any body of the SGA.
2. All decisions rendered by the Governance Board shall then be the final recommendation to all the bodies.



#### **Section 4 – Conflict of Interest**

1. In situations when a justice has a personal stake in the outcome of a case that the Governance Board is deliberating, the justice should notify the Student Body President and step down from the Governance Board. Following up on the notice, the Student Body President would present a temporary replacement to the Governance Board, who would then be confirmed by a majority of the remaining governance board.
2. A member of the governance board is not allowed to run in SGA elections and simultaneously serve in their role as justice.

### **ARTICLE IV.** **ELECTIONS**

#### **Section 1 – General Election Rules**

##### **Subsection A – Election Rules and Election Calendar**

1. The Election Rules of SGA shall govern all General Elections.
2. The Election Rules and Election Calendar for each General Election cycle must be approved annually by the Legislature, prior to the end of November.
3. The Election Rules and Calendar must be posted to the SGA website after approval by the Legislature.

##### **Subsection B – Schedule**

1. All SGA elections and referenda shall be held prior to the end of April.
2. Campaigning for elections and referenda shall begin no later than one week prior to the first voting day of an election or referendum.

#### **Section 2 – Incumbency Requirement**

1. Representatives who have continuously served for at least one entire semester must meet the following benchmarks, within reason and in accordance with University standards, in order to run for any elected position in the next election cycle:
  - a. Attend eighty percent of legislative meetings.
  - a. Assessment of the progress reports by the Accountability and Ethics committee.
  - b. Attend eighty percent of primary and secondary committee meetings.
  - c. Legislative members must have met the bill requirement.
  - d. Members who are appointed during the Spring Legislative Session will not be reviewed.
  - e. The Committee on Accountability & Ethics will review the above eligibility requirements at least two weeks before the start of campaigning and notify any representatives deemed ineligible.
1. Representatives can appeal the Committee's decision to the Legislature in a closed session at





the following legislative meeting.

2. Excused absences are not counted in meeting attendance.
3. Representatives can be exempted from any of the above benchmarks through meeting within the first four weeks of the semester with the Executive Vice President and gaining an exemption based on extenuating circumstances that do not allow the Representative to complete the requirements.

### **Section 3 – Elections Commission**

#### **Subsection A – Composition**

1. The Elections Commission shall be comprised of:
  - a. The Head Commissioner
    - The Head Commissioner will be filled by open application to the undergraduate student body.
    - The President of the SGA selects the Head Commissioner nominee from a pool of applicants no later than the first full month of the semester. That nominee will be expected to serve through the rest of the academic year. The nominee must be confirmed by the Legislature. At least one week prior to confirmation, all applicants and their credentials will be published to the legislature.
  - b. Four Deputy Commissioners are appointed by the Head Commissioner and confirmed by the Legislature.
2. No member of the Elections Commission may
  - a. Be eligible for candidacy in an SGA election.
  - b. Support a candidate or referendum position in an SGA election or referendum, though they retain the right to vote.
3. Members appointed to the Elections Commission must report any potential conflicts of interest to the SGA President and Legislature.
4. All mentions of the “Elections Board”, “Election Board”, and “Election Commission” within the SGA Bylaws and Election Rules shall officially refer to the Election Commission.

#### **Subsection B – Elections Commission Duties and Responsibilities**

1. Duties and responsibilities of the Elections Commission are:
  - a. To execute and enforce the Election Rules and Election Calendar.
  - b. To conduct and supervise all SGA elections, and referenda including:
    - i. General Elections
    - ii. Special Elections
    - iii. Run-off Elections
    - iv. Student Body Referenda
  - c. To confirm the eligibility of students seeking candidacy in an SGA election.
  - d. To hear appeals on eligibility and fines, and render decisions in accordance with the



rules.

- e. To amend the Election Calendar, by a two-thirds majority vote, in the event unforeseen and unavoidable circumstances arise.
- f. To submit all referenda questions to the Undergraduate Student Legal Aid Office for review prior to inclusion on a ballot.
- g. To report any potential conflicts of interest to the Governance Board if they arise after confirmation.
- h. To organize a test of the voting system with the SGA Advisor and Stamp's Office of Technology Services to ensure proper electronic functionality prior to an SGA election or referendum.

### **Subsection C – Duties and Responsibilities of the Head Commissioner**

1. Duties and responsibilities of the Head Commissioner are:
  - a. To moderate all deliberations of the Elections Commission.
  - b. To submit all referenda questions to the Undergraduate Student Legal Aid Office on behalf of the Elections Commission.
  - c. To oversee the test of the voting system and to ensure proper electronic functionality prior to an SGA election or referendum.
  - d. To correspond with the President, Executive Vice President, Parliamentarian, and SGA Advisor as needed.

### **Subsection D – Duties and Responsibilities of the Deputy Commissioner of Publicity**

1. Duties and responsibilities of the Deputy Commissioner of Publicity are:
  - a. To widely publicize all election opportunities, information meetings, election dates, and polling locations to the undergraduate student body.
  - b. To publish a list of all approved candidates to participate in the election.

### **Subsection E – Duties and Responsibilities of the Deputy Commissioner of Campaigning**

1. Duties and responsibilities of the Deputy Commissioner of Campaigning are:
  - a. Collect and investigate all allegations of campaign rule violations.
  - b. Proactively report all violations to the necessary parties.
  - c. Proactively make the Election Commission and Governance Board aware of any potential conflicts of interest, including those which include a member or members of the Election Commission or Governance Board.
  - d. Manage all records of fines and campaign violations.
    - i. These records will be public and accessible to all students.

### **Subsection F – Duties and Responsibilities of the Deputy Commissioner of Candidacy**

1. Duties and responsibilities of the Deputy Commissioner of Candidacy are:
  - a. To oversee all candidate and ticket filings.
  - b. To verify candidate eligibility in conjunction with relevant parties.
  - c. To enforce all candidate filing deadlines and requirements.



### **Subsection G– Duties and Responsibilities of the Deputy Commissioner of Election Education**

1. Duties and responsibilities of the Deputy Commissioner of Election Education are:
  - a. To plan and organize all election information sessions.
  - b. To create and maintain online training materials.

## **Section 4 – Voting**

### **Subsection A – Voter Eligibility**

1. All undergraduate students are eligible to vote for all Executives and referenda, and all Representative seats for the legislative districts to which they belong.

### **Subsection B – Results and Records**

1. The candidate or referenda stance receiving the most votes shall be declared the winner.
  - a. In the event that multiple seats exist for a position, the top vote recipients shall be declared the winners.
  - b. In the event of a tie, a Runoff Election shall be held according to rules set forth by the Elections Commission.
2. Election and referendum results are to be formally announced and made public by the Elections Commission.
3. The SGA Advisor shall retain records of all election and referendum results.

## **Section 5 – Transition**

1. All individuals currently holding an elected or appointed office in SGA are required to ensure the successful transition of the incoming office holder(s), if applicable. This includes sharing of knowledge, previous work and working relationships and connections, and all relevant emails, passwords, etc.
2. All Executives-elect and Representatives-elect are required to attend the inauguration and swearing-in ceremony.

## **ARTICLE V.** **LEGISLATIVE COMMITTEES**

### **Section 1 – Functions and Procedures**

1. Committees perform the following general functions, with respect to their relevant jurisdictions and the interests of the student body.
  - a. To investigate, research, and discuss all campus policies and bodies.
  - b. To communicate with and lobby relevant administrators, staff, faculty, and governing bodies.



- c. To research and draft legislation on pertinent topics.
- d. To vet, review, and amend all legislation delegated to them by the Executive Vice President.
- e. To conduct outreach and coordinate events on relevant issues.
- f. To submit polling questions to the Legislature pertaining to subjects of committee deliberation.

## **Section 2 – Committees and Composition**

### **Subsection A – Enumeration of Standing Committees**

1. Committees shall be categorized as open, semi-closed, or closed.
  - a. An open committee shall be open to all undergraduate students enrolled at the University of Maryland, College Park.
    - i. Methods for quorum shall be established in advance at the discretion of the director of the committee.
  - b. A semi-closed committee shall be open to all confirmed members of the committee and all officers.
    - i. Non-officers, and members of the general student body, may attend semi-closed committee meetings at the discretion of the chair, but may not speak or hold voting rights.
  - c. A closed committee shall be open only to confirmed members of that committee. All members of a closed committee shall be confirmed by the legislature.
  - d. A caucus shall be open to all SGA officers.
    - i. Caucus membership shall not contribute towards the fulfillment of requirements for representatives to serve on committees.
2. Open Committees of the SGA include:
  - a. The Committee on Academic Affairs
  - b. The Committee on the Constitution & Bylaws
  - c. The Committee on Civic & Government Affairs
  - d. The Committee on Diversity, Equity, & Inclusion
  - e. The Committee on Health & Wellness
  - f. The Committee on Student Affairs
  - g. The Committee on Sustainability
  - h. The Committee on Sexual Misconduct Prevention
3. Semi-Closed Committees
  - a. The Committee on Financial Affairs
  - b. The Committee on Student Groups
  - c. The Committee on Communications
4. Closed Committees of the SGA include:
  - a. The Committee on Accountability & Ethics
  - b. The Committee on Audit and Review
5. Specialized Committees include:



- a. The Provost Student Advisory Council
- b. University of Maryland Police Department Student Advisory Committee

### **Subsection B – Ad Hoc Committees**

1. The Legislature may create Ad Hoc committees as it deems necessary.
2. All Ad Hoc committees must have a specific mission and timetable for their work prior to formation.
3. An Ad Hoc committee that forms around a particular internal or structural issue pertaining to race, ethnicity, gender identity, sexual orientation, or other identities, should be denoted as a formalized SGA Caucus.
4. All Ad Hoc committees must conclude by the end of the academic year.
5. All Chairs of Ad Hoc Committees will be appointed by the Legislature.
6. The Legislature may specify, as it deems necessary, the number and composition of members on any Ad Hoc committee.

## **Section 3 – Committee Chairs**

### **Subsection A – Duties and Responsibilities of Committee Chairs**

1. Duties and responsibilities of committee Chairs are:
  - a. To lead committees in accomplishing their functions.
  - b. To hold regular committee meetings and set times, locations, and agendas.
  - c. To head committee deliberations.
  - d. To lead committees in establishing goals, objectives, and timetables for each semester.
  - e. To submit mid-year and annual reports on committee activities at the last legislative meeting for each semester.
  - f. To form subcommittees or delegate duties and responsibilities to committee members.
  - g. To maintain accurate records of committee business, including attendance and meeting minutes, while also making them available through the SGA website.
  - h. To attend all Cabinet Board meetings.
  - i. To appoint Vice-Chair(s) at their discretion, unless otherwise specified in the Bylaws.

## **Section 4 – Duties and Responsibilities of Open Committees**

### **Subsection A – Committee on Academic Affairs**

1. Chaired by the Director of Academic Affairs.
2. Duties and responsibilities of the Committee on Academic Affairs are:
  - a. To maintain jurisdiction over issue areas pertaining to University academic affairs.
  - b. To promote a working relationship between SGA and the University Senate on matters of academic policy.



- c. To keep abreast of University Senate proposals and initiatives pertaining to academic affairs.
- d. To monitor and work on issues pertaining to each college, with Academic Representatives leading in this responsibility for their respective colleges.

### **Subsection C – Committee on the Constitution & Bylaws**

1. Chaired by the Parliamentarian.
2. The committee meetings shall occur at the discretion of the Parliamentarian after consultation with the Executive Vice President.
3. Duties and responsibilities of the Committee on the Constitution & Bylaws are:
  - a. To maintain jurisdiction over the SGA Governing Documents and organizational logistics.
  - b. To review, update, and maintain all SGA governing documents.
  - c. To advise the SGA and issue formal opinions on matters pertaining to the governing documents.
  - d. To conduct an annual review of the Bylaws.
  - e. To ensure that the most current versions of the governing documents are readily and publicly available.
4. Membership includes, but is not limited to, all members of the Governance Board.

### **Subsection D – Committee on Diversity & Inclusion**

1. Chaired by the Director of Diversity & Inclusion.
2. Duties and responsibilities of the Committee on Diversity & Inclusion are:
  - a. To maintain jurisdiction over issue areas pertaining to University diversity and inclusion.
  - b. To promote an environment of diversity, tolerance, and inclusion within the University community.
  - c. To work on projects that ensure the equality of services and opportunity for all students.

### **Subsection E – Committee on Civic & Government Affairs**

1. Co-Chaired by the Director of Civic Affairs and Director of Government Affairs
2. Duties and responsibilities of the Committee on Civic & Government Affairs are:
  - a. To maintain jurisdiction over issue areas pertaining to the city, county, state, and federal governments.
  - b. To maintain regular dialogue with all bodies concerned with student interests at the city, county, state, and federal levels.
  - c. To plan and execute student lobbying efforts pending approval of the legislature, which may include UMD Ice Cream Day, if financially and otherwise feasible.
  - d. To organize the SGA's voter registration and Get Out the Vote efforts.
  - e. To ensure all committee members attend the necessary training to register voters



offered by the Prince George's County Board of Elections in order to assist in voter registration initiatives.

3. The Committee on Civic and Government Affairs shall have a standing Subcommittee on Affordable Housing
  - a. Co-chaired by the Director of Government Affairs and the City Liaison.
    - i. The Deputy Director of Government affairs and the Deputy City Liaison can sit in as co-chairs when needed.
  - b. Subcommittee membership will consist of representatives from affordable housing initiatives on campus invited by the Director of Government Affairs.
  - c. The subcommittee shall meet twice a month to discuss all affordable housing initiatives in College Park, Prince George's County, and Maryland.

#### **Subsection F – Committee on Health & Wellness**

1. Chaired by the Director of Health & Wellness.
2. Duties and responsibilities of the Committee on Health & Wellness are:
  - a. To maintain jurisdiction over issue areas pertaining to student health and well-being.
  - b. To promote an environment of nutritional, mental, and overall physical health.
  - c. To work to ensure:
    - i. The healthfulness of food options in the University dining facilities.
    - ii. Students have sufficient access to on-campus mental health resources.
  - d. To educate students about:
    - i. Making healthy decisions, as well as the services available to help maintain their overall health, both while attending the University of Maryland and post-graduation.
    - ii. Sexual health.

#### **Subsection G – Committee on Student Affairs**

1. Chaired by the Director of Student Affairs.
2. Duties and responsibilities of the Committee on Student Affairs are:
  - a. To maintain jurisdiction over issue areas pertaining to University student affairs.
  - b. To promote the general welfare of the undergraduate student body.
  - c. To work to improve and maintain the safety and security of the campus.
  - d. To plan and coordinate the annual Safety Walks pending approval of the legislature, in conjunction with the Vice President of Student Affairs, Department of Public Safety, Facilities Management, and the City of College Park.

#### **Subsection H – Committee on Sustainability**

1. Chaired by the Director of Sustainability.
2. Duties and responsibilities of the Committee on Sustainability are:
  - a. To maintain jurisdiction over issue areas pertaining to University sustainability and





sustainable practices.

- b. To take action and initiative on all University policies and procedures affecting the environment, global stewardship, and sustainability.
- c. To monitor the University's progress on the Climate Action Plan.
- d. To plan and carry out the SGA's Annual Earth Day Celebration, pending approval of the legislature.

### **Subsection I - Committee on Sexual Misconduct Prevention**

1. Chaired by the Director of Sexual Misconduct Prevention.
2. The Committee shall be responsible for holding at least one public forum per semester to inform the campus community of the Committee's work, and to receive public comment.
3. Duties and responsibilities of the Committee on Sexual Misconduct are:
  - a. To effectively streamline currently existing resources on campus.
  - b. To continuously facilitate the communication between various University stakeholders, including, but not limited to, the Office of Student Conduct, CARE Office, Office of Civil Rights & Sexual Misconduct, and all related student organizations.
  - c. To identify and evaluate existing resources provided on-campus.
  - d. To identify any gaps in coverage of University policy and resources, and to develop initiatives to combat sexual misconduct on campus.
  - e. To create educational programs to educate the campus community on consent and prevention of sexual misconduct.

## **Section 5 - Duties and Responsibilities of Semi-Closed Committees**

### **Subsection A – Committee on Student Groups**

1. Chaired by the Director of Student Groups.
2. Duties and responsibilities of the Committee on Student groups are:
  - a. To maintain jurisdiction over:
    - i. Issues affecting SGA-recognized student groups and the student group recognition process.
  - b. To communicate and work with student groups and provide them with information and resources.
  - c. To advise and supervise student groups on issues of constitutional structure and ethical practice.
  - d. To maintain authority over the student group recognition process as detailed in Art. 6.
  - e. To facilitate the development and SGA recognition of new student groups.
  - f. To maintain a student group listserv and distribute SGA-related information and announcements across the listserv, including reminders regarding renewing registration.
  - g. To encourage co-sponsorship of events between multiple student groups.



- h. Attend at least one hour of deliberations of the Committee on Financial Affairs per funding period as non-voting, ex-officio members.
3. Membership shall be as follows:
  - a. A minimum of three Representatives.

#### **Subsection B – Committee on Communications**

1. Chaired by the Director of Communications.
2. Duties and responsibilities of the Committee on Communications are:
  - a. To keep the SGA social media accounts and the SGA website updated and current with SGA happenings and upcoming events.
  - b. To develop and retain SGA's marketing, branding, and communications plan.
  - c. To maintain contact with all campus print, electronic, and radio media, and supply SGA members with contact information upon request.
  - d. To copy-edit SGA publications, advertisements, letters, reports, and marketing initiatives.
  - e. To communicate and work with different committees in SGA and other sponsors/co-sponsors to raise awareness of information, and promote events and activities occurring across the campus.

#### **Subsection C – Committee on Financial Affairs**

1. Chaired by the Vice President of Financial Affairs.
  - a. The Chair may only cast their vote in instances in which their vote will affect the result or they reviewed the budget in question.
  - b. The Vice-Chair shall be the Deputy Vice President of Financial Affairs.
1. Committee Membership shall consist of no fewer than eight voting members:
  - a. The Director of Student Groups, ex-officio, non-voting, or their designees.
  - b. SGA Financial Advisor, non-voting.
  - c. At least three Representatives confirmed by the Legislature.
  - d. At-large students as necessary, appointed according to the following process:
    - i. The Vice President of Financial Affairs shall advertise at the start of their term and through the year as necessary.
    - ii. The Vice President of Financial Affairs shall conduct interviews and reviews of applicants.
    - iii. The Vice President of Financial Affairs shall present the nominations to the Legislature for confirmation.
2. All members of the Committee who are members of an SGA-funding eligible group shall recuse themselves from any discussions and votes pertaining to their group.
3. The Vice President of Financial Affairs may dismiss any member of the Committee failing to fulfill the responsibilities of Committee membership.
4. Duties and responsibilities of the Committee on Financial Affairs are:
  - a. To maintain jurisdiction over all SGA funding processes.
  - b. To fairly and equitably distribute the Student Activities Fee in a manner consistent



with the rules and regulations of the Finance Process and the stated goals and objectives of the SGA.

- c. To deliberate on and prepare budgetary allocation recommendations for each allocation period according to the rules and guidelines of the Finance Process in Art. 7.
  - d. To hold as many meetings, hearings, and deliberations as necessary to properly fulfill Committee responsibilities.
  - e. To review all Legislation that calls for the expenditure or reallocation of SGA funds.
    - i. The review must include:
      1. Searching for cost-cutting measures.
      2. Confirming adherence to the mission of the SGA.
      3. Confirming consistency with the proper use of the Student Activities Fee.
    - ii. Funds may only be allocated if the following conditions are met:
      1. The purpose of the expenditure is stated and fits within the mission of the SGA.
      2. The items to be funded are properly itemized, justified, and broken down with supporting documentation.
      3. Funding will only be granted if the date of payment is at least 10 business days after the date on which the allocations bill is presented to the legislature on second reading.
      4. Funding will only be granted through legislative reserves if the primary beneficiaries are non-SGA officers.
      5. The items can legally be funded with state funds.
      6. It is in line with the discretionary guidelines. This requirement may be waived by a two-thirds vote of the Legislature, or by the committee on Financial Affairs with sufficient reasoning.
5. Duties and responsibilities of members of the Committee on Financial Affairs are:
- a. To attend two-thirds of all meetings, hearings, and deliberations of the Committee on Financial Affairs.
    - i. The Vice President of Financial Affairs may alter this requirement at their discretion
  - b. To hold one office hour per week at the discretion of the Vice President of Financial Affairs.
    - i. If said member of the Committee on Financial Affairs is concurrently a legislator of the SGA, they are only required to hold either legislative office hours or finance office hours. Those times should be advertised on both the Committee on Financial Affairs' office hours website and the SGA Legislature's office hours website.
  - c. To perform duties assigned by the Vice President of Financial Affairs in the administration of the Committee on Financial Affairs.



6. The Committee on Financial Affairs shall have a standing Subcommittee on Emergency Funding.
  - a. Chaired by the Vice President of Financial Affairs or Assistant Vice President of Financial Affairs.
    - i. The Chair may cast their vote in instances in which their vote will affect the result.
  - b. Subcommittee Membership shall consist of no fewer than five voting members, subject to confirmation by the Legislature:
    - i. At least three Representatives from the Legislature.
    - ii. At least two members of the Committee on Student Groups.
  - c. Subcommittee shall meet once weekly to review all Emergency Funding applications and line-item transfer requests.
    - i. Committee membership does not fulfill normal Representative requirements.

## **Section 6 – Duties and Responsibilities of Closed Committees**

### **Subsection A – Committee on Accountability & Ethics**

1. Chaired by the Executive Vice President.
  - a. The Vice-Chair shall be the Parliamentarian in a non-voting capacity until they resume the position of the chair.
  - b. In the event that the Executive Vice President is to appear before the committee, the Parliamentarian shall chair the Committee.
2. Membership shall be as follows, and shall not count towards committee requirements:
  - a. Three members of the executive branch, appointed by the President.
  - b. Three representatives appointed by Speaker Pro Tempore.
  - c. SGA Advisor, non-voting member.
3. All proceedings of the Committee on Accountability & Ethics are confidential, unless both the claimant and the accused parties agree to release the information.
4. Duties and responsibilities of the Committee on Accountability & Ethics are:
  - a. To maintain jurisdiction over SGA accountability and membership.
  - b. To enforce the Accountability & Ethics Handbook.
  - c. To dismiss through an ethics case any SGA member found to be derelict in their duties, without confirmation by the Legislature.
  - d. To investigate all allegations of misconduct through an ethics case, on the part of any SGA member submitted to the Chair or SGA Faculty Advisor, including the performance of the following activities:
    - i. Conducting interviews.
    - ii. Collecting and summarizing germane evidence and documentation.
    - iii. Drafting confidential investigation reports.
  - e. A claimant who seeks anonymity, may do so by reporting their allegation to the Chair or the SGA Faculty Advisor. The identity of the claimant shall remain anonymous unless the chair or the SGA Advisor deems it necessary to the investigation.



- f. To conduct Impeachment investigations through an ethics case following:
    - i. A Direct Call for Impeachment by an SGA member and a subsequent simple majority vote of the Legislature to initiate an investigation.
    - ii. A petition of fifty undergraduate members of the student body.
  - g. Educate members of the student government association on what constitutes ethical behavior.
5. Any member who is under investigation shall be prohibited from participating in any Committee on Accountability & Ethics business.
    - a. The committee must continue to process all other claims unless quorum cannot be reached.
  6. Upon the conclusion of an investigation, the Committee on Accountability & Ethics shall be authorized to, by a simple majority vote, issue an oral or written reprimand to the accused.
  7. Any claimant shall have the right to know:
    - a. If the case has been considered, investigated, or is currently under investigation by the committee.
  8. In the case of more severe infractions, including Impeachment, the Committee on Accountability & Ethics may initiate, by a simple majority vote, a confidential trial before the Legislature to occur in the following fashion:
    - a. The Committee on Accountability & Ethics shall send confidential investigation reports to Representatives in advance of the trial.
    - b. The Speaker Pro Tempore shall serve as Presiding Officer unless they are the subject of the investigation.
    - c. The Executive Vice President, on behalf of the Committee, shall present the findings of the investigation and recommendations
    - d. The accused shall have adequate time to respond.
    - e. The Legislature, with the accused out of the room, shall engage in debate on the investigation, presentation, and recommended action of the Committee.
    - f. Any actions must be confirmed by the Legislature, and the Executive Vice President and accused shall refrain from voting.
    - g. If the recommended action is impeachment, the Executive Vice President shall petition the Governance Board within five days of the vote.

#### **Subsection B – Committee on Audit & Review**

1. Chaired by the Chief Auditor.
2. Duties and responsibilities of the Committee on Audit & Review are:
  - a. To maintain jurisdiction over SGA-recognized student group recognition and financial accountability.
  - b. To investigate and resolve complaints concerning SGA-recognized groups.
  - c. To provide oversight over SGA spending practices and SGA-funded groups.
  - d. To monitor the accounting practices of student groups for the concurrent and previous fiscal year, ensuring due diligence and monitoring Student Activities Fee



expenditures.

- e. To determine if any SGA-funding eligible student group has failed to meet the requirements of SGA funding eligibility or mismanaged funds according to the University Policy on the Disbursement of the Student Activities Fee, the Discretionary Guidelines, or Art. 7, and if so, proceed according to the following process:
  - i. If in the eyes of two-thirds of the Committee on Audit & Review, a student group has failed to meet the requirements of SGA funding eligibility or mismanaged funds, the Committee has the authority to freeze the funds of the offending group for up to six weeks, subject to unanimous confirmation by the Vice President of Financial Affairs and Chief Auditor.
  - ii. Student groups who have their accounts frozen may appeal to the Committee on Audit and Review within two weeks of the date that the funds were frozen, or in a shorter time frame in the event a later hearing would result in a lack of available remedy.
  - iii. Upon hearing the appeal, the Committee may continue to freeze the funds by a two-thirds majority vote or take further action against the group.
  - iv. In the event that the Committee decides to continue to freeze the funds, the Chief Auditor shall present the recommendation of the Committee to the Legislature within one week of hearing the appeal.
  - v. The Committee on Audit & Review may make the following recommendations:
    1. Revocation of SGA funding eligibility.
    2. Freeze the funds until certain conditions are met.
    3. Freeze the funds for the rest of the fiscal year.
    4. Place caps on the amount of money a student group may receive for the remainder of the fiscal year or for future fiscal years.
    5. Prohibit student groups from being recognized or receiving funding for the following fiscal year.
    6. Any other recommendation that the Committee on Audit & Review deems appropriate.
  - vi. Confirmation of the Legislature is required to adopt the recommendations of the Vice President of Financial Affairs, and the Vice President of Financial Affairs.
  - vii. The Chief Auditor shall notify the offending group that its funds are frozen within forty-eight hours of the decision.
  - viii. If the offending student group opts to appeal within two weeks of notification of action taken by the Committee on Audit and Review, the Committee shall hear the appeal of the student group within two weeks of the request to appeal.
  - ix. The Legislature may decide to amend the action taken on the group or opt not to adopt the recommendations by the Committee on Audit and Review. If the recommendations are not adopted, the freeze shall be



lifted immediately.

- f. To provide monthly progress reports to the Vice President of Financial Affairs.
- g. To provide updates to the Legislature on an as-needed basis.
- h. To conduct audits of SGA-recognized student groups funded by the Student Activities Fee, on the following basis:
  - i. Request for Audit by the Vice President of Financial Affairs, Director of Student Groups, Student Organization Resource Center, the student groups leader, Legislator, or any member of the Committee on Financial Affairs.
  - ii. If any instances of poor fiscal practice by a group is suspected.
  - iii. Groups shall be regularly selected to be the subject of an audit on a random basis, though groups shall not be randomly audited more than once every two fiscal years.
  - iv. If in the course of conducting an audit, the Committee discovers a discrepancy, it shall be reported to the Vice President of Financial Affairs, and the Deputy Vice President of Financial Affairs.
  - v. Any negative action taken against the group being audited must have the consent of two-thirds of the Committee on Audit and Review
3. Committee Membership shall include no fewer than six members:
  - a. At least three Representatives.
  - b. At-large students as necessary, appointed by the Assistant Vice President of Audit.
4. Any member of the Committee on Audit & Review who holds membership in a student group being audited or investigated must recuse themselves from deliberations and investigations pertaining to said group.

## **Section 7 – Specialized Committees**

### **Subsection A – Provost Student Advisory Council**

1. Chaired by the Director of Academic Affairs.
2. Membership is comprised of the Chair and at least the following members:
  - a. Four SGA members chosen by the Director of Academic Affairs.
  - b. Two undergraduate members of the Senate Executive Committee.
  - c. Three representatives from cultural student organizations, chosen by the Director of Academic Affairs and the Director of Diversity & Inclusion.
  - d. One Executive from the Graduate Student Government.
  - e. One graduate member of the Senate Executive Committee.
3. Duties and responsibilities of ProvSAC are:
  - a. To provide the Provost with student perspectives on major issues of academic policy.
  - b. To serve as a forum for high-level dialogue between student leaders and University administration regarding concerns that affect the academic experience of students.
  - c. To provide the Provost with advice on matters of academic policy as they request.
  - d. To bring to the attention of the Provost academic issues of importance to the student





body.

- e. To provide outreach between the Provost and student leaders at the University.
- f. To seek to represent the best interests of the student body as a whole on matters of academic policy.

### **Subsection B - University of Maryland Police Department Student Advisory Council**

1. The duties of the Committee shall include, but not be limited to the following:
  - To advise and make recommendations to the Vice President for Student Affairs and the Chief of Police concerning the provision of police protection and services within the university.
  - To enhance police-community relations.
  - To review and make recommendations concerning police department policies, procedures, and programs.
  - To promote and support public awareness of the university's police services and programs.
  - To hold public meetings from time to time to solicit public input regarding police services and programs and campus safety.
  - To serve as a liaison between the police department and the university community.
  - The board shall make a written annual report each June to the University of Maryland governing bodies regarding the Boards activities. This report shall be available to the public upon request.
1. The make-up of the committee shall be:
  - 1 SGA Appointments
  - 1 RHA Appointments
  - 1 GSG Appointments
  - 1 USJ Representative
  - 1 BAN Representative
  - 6 at-large representatives

## **ARTICLE VI. STUDENT GROUP RECOGNITION**

### **Section 1 – SGA Funding Eligibility**

1. SGA funding eligibility provides student groups with the opportunity to request money from the SGA through the primary allocation process.
2. Only groups recognized as registered student organizations may be eligible for SGA funding.
3. Student groups must apply for SGA funding eligibility, no later than one week prior to the funding monthly allocation deadline.
4. Only those groups deemed eligible by the SGA shall be eligible to receive funding through the Student Activities Fee.
5. Groups that fail to meet eligibility requirements or violate eligibility criteria will not be



eligible for eligibility in the budget period in which they have applied.

6. All student groups must go through the process outlined in Section 3 each academic year in order to obtain and maintain SGA funding eligibility.

## **Section 2 – Group Requirements**

1. All groups must meet the following criteria in order to hold or maintain SGA funding eligibility:
  - a. Has a constitution modeled after the document found on the Stamp website.
  - b. Abides by its constitution.
  - c. Is non-discriminatory and non-exclusionary:
    - i. In accordance with the University’s Code of Human Relations, groups may not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, citizenship status, socioeconomic status, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Membership in the group must be open to all currently registered undergraduates.
    - ii. No GPA requirements for membership are permissible.
    - iii. No restrictions by academic program or major are permissible.
    - iv. No mandatory dues may be assessed for active, voting membership; individual expenses may be necessary, however, payment of dues or expenses cannot be used as a criterion to determine active, voting membership.
    - v. All of the nondiscrimination requirements must be included in the group constitution, including the University Code of Human Relations verbatim.
  - d. Is not a duplicate nor does it serve the duplicate purpose of any other currently funding eligible student group; a group ruled by the Director of Student Groups as a duplicate can appeal the ruling to the Legislature, which may overrule the Director with a two-third majority vote.
  - e. All group officers are undergraduate students:
    - i. All groups must have a President and Treasurer
    - ii. No individual may serve as president and treasurer of a group concurrently.
  - f. At least 75% of group members are undergraduate students.
  - g. Has 25 or more undergraduate members.
  - h. May establish different levels of membership or additional criteria governing eligibility for participation, voting, and holding officer positions, provided:
    - i. The membership levels or respective eligibility criteria are specified in the organization’s constitution.
    - ii. The membership levels or respective criteria do not prohibit any University of Maryland student from membership, participation, voting, or holding an officer position on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, citizenship status, socioeconomic status marital status, personal appearance, age, national origin, political affiliation,



physical or mental disability or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. (For definitions of “personal appearance” and “sexual orientation,” see the Code).

- iii. All undergraduate students must be allowed to join and be active members of an SGA funding eligible club.
  - If a group has a tryout, rush, application, or selection process, they must have other positions open to all undergraduate students.
  - No undergraduate student shall be barred from joining any funding eligible club at any time in the year, but voting privileges may be contingent on a certain pre-specified amount of involvement or attendance.
2. Groups that consistently receive direct support and supervision from any level of the University of Maryland (administrative, academic, or athletic department) will be denied funding eligibility unless all of the following provisions are met:
  - a. All final revisions as to the group's purpose, organizational structure, and choice of activities must be made by the student officers of the group or by a majority of the undergraduate members.
  - b. Exceptions will be made for groups that can prove both that:
    - i. Multiple sources of funding are necessary for the group to function.
    - ii. Groups that apply for funding eligibility shall have the burden of proof on this issue.
    - iii. Undergraduate student officers and members have total control over any student monies allocated to it; this shall include providing accurate records of control of money spent.

### **Section 3 – Funding Eligibility Verification Procedures**

#### **Subsection A – Application for Eligibility**

1. Groups must apply for SGA funding eligibility every academic year through an application process separate from the one used for funding.
2. SGA recognition will expire each academic year and student groups will follow the same process in order to regain recognition each academic year.

#### **Subsection B - Legislative Appeals**

1. If an application fails to satisfy any of the Group Requirements outlined in Section 2 and the conflict cannot be resolved through communication between the Director of Student Groups and the student group, they may appeal.
2. If the group would like to contest the rejection, they may appeal to the legislature following the same appeal guidelines as those outlined in Article VII, Section 2, Subsection B.



## **Section 4 – Violation of Requirements**

### **Subsection A – Complaints**

1. The Chief Auditor is responsible for investigating the claim, with the assistance of the Committee on Audit and Review, when:
  - a. A complaint or notification of a violation of recognition requirements occurs.
  - b. An audit of a group finds the group in violation of recognition requirements.
2. A group under random investigation must be notified within forty-eight hours of the commencement of the investigation.
3. A group under investigation may request a hearing with the Chief Auditor and the Committee on Audit and Review.
4. The Committee on Audit and Review will prepare a decision in a timely manner.

### **Subsection B – Revocation of SGA Eligibility**

1. If a complaint or notification of a violation of recognition requirements is determined, through investigation, to have merit, then the Assistant Vice President of Audit and Review, along with the Committee on Audit and Review will have the option of requesting revocation of SGA Funding Eligibility.
  - a. Only once the Committee on Audit and Review has completed its investigation or audit and notified the group may the Committee vote on its recommendation.
  - b. At this time, the Chief Auditor may request the group's KFS account be frozen by the Vice President of Financial Affairs.
  - c. If the violation of eligibility requirements is determined to be easily amendable, the Chief Auditor shall speak with the group about fixing the violation prior to taking this action; if the group is non-compliant, the Assistant Vice President of Audit and Review may proceed with revocation procedures.
  - d. The Chief Auditor will create a report of the investigation or audit to submit to the Legislature upon completion.
2. Revocation of funding eligibility requires confirmation by the Legislature.
3. If a group's funding eligibility is revoked and the group has SGA-allocated funds in their KFS account, or if the group is being funded for any event by SGA through other means, the money will be returned to SGA.

## **Section 5 – Constitutional Audit**

1. Guidelines, as outlined in previous subsections, shall be enforced through a student group audit process as administered by the Chief Auditor or their designee.
2. Audit procedures will occur once each semester with randomly selected groups.
3. The audit will consist of a review of a group's constitution.
  - a. If the review of the constitution finds no exceptions, then the group will be considered to have passed the audit.



- b. If the auditor has reason to believe that a group is not following its constitution, then the auditor must report this to the Assistant Vice President of Audit and Review in accordance with Section 4.
4. All groups that apply for some form of funding shall be considered for auditing.
5. The audit will ensure that groups are maintaining the purpose and mission outlined in their constitution.

## **ARTICLE VII. STUDENT ACTIVITIES FEE FUNDING**

### **Section 1 – Timetable for SAF Funding**

#### **Subsection A – Composition**

1. A Student Activities Fee (SAF) shall be collected as a mandatory part of each undergraduate student's tuition and fees, as requested by the Student Government Association and approved by the Board of Regents.
2. These fees, until allocated, shall remain in the SAF Unallocated Reserve Fund.
3. The Committee on Financial Affairs may never make recommendations for more money than the amount immediately available in the SGA Treasury.
4. The Legislature may never appropriate more money than the amount immediately available in the SGA Treasury.
5. The amount in the Unallocated Reserve Fund will be determined by the Vice President of Financial Affairs, who shall inform the Committee on Financial Affairs and the Legislature if any recommendations passed would put SGA in a deficit.
6. The SAF shall only be allocated to groups that are currently SGA-funding eligible.

#### **Subsection B – Student Entertainment Events (SEE) Funding and Responsibilities**

1. 23.75% of SAF in a given Fiscal Year shall be allocated to them directly by the Director of the Stamp Student Union and shall not be part of the pool used for rolling allocation or any other allocation made by the SGA.
2. There shall be a working group to oversee the SEE budget, which shall consist of the Student Body President, the Vice President of Financial Affairs Officer, the Executive Vice President, the President of SEE, the SEE Vice President of Finance, and one additional member from SEE to be designated by the President of SEE.
3. The SGA/SEE Working Group shall be chaired by the Director of the Stamp Student Union, who shall mediate and exercise a tie-breaking vote in the event of an impasse.
4. The working group shall meet no less than once per academic semester, and may hold any additional meetings it deems necessary.
5. The working group shall have final jurisdiction over SEE's budget and over requests for any increase in the portion of the SAF used to fund SEE.
6. The amount of the SAF allocated to SEE may not increase unless it is funded by an increase in



the SAF.

7. All procedures and processes governing the operation of the working group and SEE's budget relationship to the Stamp Student Union and the SGA shall be detailed in a Memorandum of Understanding signed by the Student Body President, the President of SEE, and the Director of the Stamp Student Union, which shall be kept on file by each of the relevant organizations.
8. SGA members of the working group shall appraise the Legislature on any increase in the funding required by SEE.
9. SEE shall not request funding through any SGA allocation process.
10. The Student Body President or their designee shall participate in the interview and selection process for the SEE President.
11. Any changes to the SEE Constitution must go before the Legislature in the form of a confirmation that requires a two-thirds majority vote and the signature of the President.

#### **Subsection C – University Recreation & Wellness**

1. 14.6303% of SAF in a given Fiscal Year shall be transferred to the University Recreation & Wellness (RecWell) to allocate to Club Sports Teams that are recognized by both the SGA and RecWell.
2. 5% of the portion of SAF transferred to the RecWell shall be withheld for appeals by Club Sports Teams.
3. Club Sports Teams that are recognized by RecWell are not eligible to participate in the SGA rolling allocation process but shall submit funding requests once annually during the Spring Semester, on a deadline determined by the Vice President of Financial Affairs, for all programs and activities taking place in the next Fiscal Year.
4. Funding requests submitted by Club Sports Teams shall be reviewed by no fewer than two designees from the Committee on Financial Affairs in conjunction with one or more representatives from RecWell's ClubSport Office, to form the Adjunct Committee on Financial Affairs of Club Sports.
5. The Adjunct Committee is tasked with hosting 2 Budget Training Workshops for Financial Officers of Club Sports teams prior to the relevant funding deadline.
6. The Adjunct Committee on Financial Affairs of Clubs Sports must review all requests individually in accordance with all Committee on Financial Affairs guidelines as established in the Manual of Financial Affairs & Discretionary Guidelines for Club Sports.
  - a. It is the responsibility of the Vice President of Financial Affairs to make the Manual on Financial Affairs & Discretionary Guidelines for Club Sports available to all recognized Club Sports Teams online and via email.
  - b. The Manual on Financial Affairs & Discretionary Guidelines for Club Sports must be approved by the Legislature at the first meeting of the spring semester.
  - c. If the Adjunct Committee on Financial Affairs of Clubs Sports makes any amendments to the Manual on Financial Affairs & Discretionary Guidelines for Club Sports, those amendments must be approved by the Legislature at the next Legislative Meeting that occurs.



- d. All amendments to the Manual on Financial Affairs & Discretionary Guidelines for Club Sports must be made no less than one week prior to the relevant funding application deadline.
7. All procedures relating to how applications are reviewed and processes governing the operation of the Adjunct Committee on Financial Affairs of Clubs Sports and RecWell's budget relationship with the SGA shall be detailed in a Memorandum of Understanding (MoU) signed by the Vice President of Financial Affairs and the Director of RecWell every two years, which shall be kept on file by each of the relevant organizations, and subject to change every two years.
8. If the amount of funding that would be awarded, based on a thorough review of applications, would exceed the amount of funds available, progressive budget cuts shall be made.

#### **Subsection D – Help Center Phone Lines Funding and Responsibilities**

1. The Help Center shall be allocated the necessary funds to pay for their phone lines for the next fiscal year.
  - a. This amount shall be determined by annual phone rates, as well as documentation of previous phone line allocations.
  - b. In the event that the amount allocated to fund the Help Center phone lines no longer meets the demand, additional lines may be added via Legislation requiring a two-thirds vote by the Legislature.
2. The portion of the SAF used to fund the Help Center phone lines shall be allocated to the Help Center directly by the SGA and shall not be part of the pool used for rolling allocation or any other allocation made by SGA.
3. The Help Center may still request funds, for items other than their phone lines, from the student group rolling allocation process.
4. The allocation of these funds does not provide the Help Center the recognition as an arm of SGA, nor does it provide SGA any additional involvement in Help Center operations, as the Help Center is still an independent student group.
5. The Vice President of Financial Affairs and President or their Designee(s) shall work with representatives of the Help Center to formalize the relationship between the Help Center and the SGA, to ensure there is proper oversight, and that all funds are being used with the Policy of the Disbursement of the Student Activities Fee in mind.

## **Section 2 – Budget Submission and Review Procedure**

#### **Subsection A – Allocation Procedure**

1. The Committee on Financial Affairs shall submit to the Legislature, for approval at the first meeting of each semester, the blueprint it will use during deliberations for the allocation of the SAF, to include:
  - a. The suggested maximum amount to be allocated for each monthly budget allocation period is calculated based on the record of usage from the previous five years as a





percentage of the SAF per month.

- These allocation pools should be used informally as a guide to the Committee on Financial Affairs to prevent allocating more funds than are available.
  - All unused funds from a month's allocation pool shall roll over into the next month.
- b. The Discretionary Guidelines used by the Committee on Financial Affairs to establish rules for funding.
  - c. The language of the application for funding groups.
2. The Committee must review all requests individually in accordance with all Committee on Financial Affairs guidelines as established in the Manual of Financial Affairs.
    - a. It is the responsibility of the Vice President of Financial Affairs to make the Manual on Financial Affairs available to all recognized student groups.
    - b. The Manual must be approved by the Legislature at the first meeting of every semester.
    - c. Any edits to the Manual must be approved by the Legislature at the first meeting following their creation by the Committee on Financial Affairs, to be enforced in the following deliberations period.
  3. Groups shall be notified in a timely manner of the final decision made on their applications and have the opportunity to appeal said decision before the Committee on Financial Affairs.
  4. Upon completion of deliberations and appeals, recommendations on each application shall be sent to the SGA Legislature in the form of Legislation.
  5. Groups wishing to appeal recommendations from the Committee on Financial Affairs regarding funding, having already appealed before the Committee, may appear before the Legislature and be given time to present their case, or submit written testimony to be read aloud by the SGPD. The appeals process is further outlined in Subsection B.
  6. The Legislature may amend or overturn an individual recommendation by the Committee on Financial Affairs by a two-thirds majority vote.
    - a. Legislative decisions to amend or overturn a recommendation by the Committee on Financial Affairs shall be done with all Committee on Financial Affairs guidelines that have been applied to each student group in mind.
    - b. Decisions that contravene the Committee on Financial Affairs guidelines shall be made with sufficient justification from the Legislature as to why an exception to policy has been granted.
  7. If after a thorough review of applications, the amount of funding that would be awarded in a given monthly allocation period would significantly deplete the amount of funding available to groups for the remainder of the Fiscal Year based on analysis of allocation pools, then progressive budget cuts shall be enacted, based on the discretion of the Vice President of Financial Affairs and the Advisor to the Committee on Financial Affairs, in order to preserve available funding.



### **Subsection B - Legislative Appeals**

1. Student groups, having already appealed before the Committee on Financial Affairs, must notify the SGPD and Vice President of Financial Affairs of their intent to appeal before the Legislature by a time that has been mutually agreed upon by the SGPD and the VP of Financial Affairs.
2. The Legislature may amend or overturn an individual recommendation by the Committee on Financial Affairs by a two-thirds majority vote, subject to the following:
  - a. Legislative decisions to amend or overturn a recommendation by the Committee on Financial Affairs shall be done with all Committee on Financial Affairs guidelines that have been applied to each student group in mind.
  - b. Decisions that contravene the Committee on Financial Affairs guidelines shall be made with sufficient justification from the Legislature as to why an exception to policy has been granted.
  - c. Groups cannot be awarded more funding than originally requested for each individual program being appealed before the Legislature.
  - d. Any mandatory percentage cut applied to all programs for a given month will apply equally to any program being appealed before the Legislature for that given month.

### **Subsection C – Budget Training Workshops**

1. The Vice President of Financial Affairs shall adequately advertise and hold Budget Training Workshops prior to each application deadline, and provide information relating to the funding process, including:
  - a. Presence of any caps or restrictions on student group funds.
  - b. Requirements for necessary documentation for all line items.
  - c. The most updated application for student group funding.
2. The Director of Students Groups shall be present to provide information relating to the SGA student group recognition process and other pertinent student group information.

### **Subsection D – Discretionary Guidelines**

1. The Discretionary Guidelines are a rolling set of guidelines that supplement the Finance Manual and are used by the Committee on Financial Affairs to determine proper SAF funding requirements.
2. The Committee on Financial Affairs reserves the ability to create new or alter existing guidelines as needed.
3. Changes to the Discretionary Guidelines must be approved by a simple majority vote of the Legislature at the first meeting following their creation by the Committee on Financial Affairs.
4. Any change to the Discretionary Guidelines passed during the deliberations period of the Committee on Financial Affairs will be enforced only after the funding decisions of the committee are finalized by the Legislature for that period in which the Discretionary Guideline was proposed.
  - a. The Vice President of Financial Affairs may request an exception to this rule, providing sufficient justification and a two-thirds of the legislature.
5. Any change to the Discretionary Guidelines passed between deliberation periods of the



Committee on Financial Affairs will be enforced immediately.

6. If able, the Vice President of Financial Affairs will inform student groups of any changes to the Discretionary Guidelines at least 48 hours before a budget application deadline.

#### **Subsection E – Compensation of Personnel**

1. Guidelines surrounding Compensation of Personnel are as follows:
  - a. No SGA recognized group shall be authorized to allocate any of their SGA-funded budget for any compensation that may be interpreted as wages or salaries.
  - b. Any group may use non-SGA funds for wages or salaries.
  - c. SGA Arms, SORC, and SEE are exempt from guidelines against SGA-funded wages or salaries. Also exempt from these guidelines are student groups that have had a referendum passed in the most recent election cycle.

#### **Section 3 – Responsibilities of Student Group Leadership**

1. The Student Group Financial Officer may be either the elected Treasurer or President of that student group.
2. Both the President and Student Group Financial Officer shall have the power to sign requisitions.
3. The officer must:
  - a. Complete a line-by-line budget requesting all equipment, materials, payments, and other financial needs to the Committee on Financial Affairs.
  - b. Be able to answer questions regarding the group's needs during a hearing.
  - c. Provide any relevant information regarding the group's finances requested by the Committee on Financial Affairs.
  - d. Ensure that all funds are dispersed as approved and allocated by SGA.
  - e. Be responsible for signing for the release of their funds.
4. Any individual or group who violates fiscal procedures and policies may be held liable for the recovery of misused funds.

#### **Section 4 – SGA Treasury**

##### **Subsection A – Summary of Internal Allocations**

1. The VPFA shall approve all lines of credit and allocations extended under the SGA account, including all invoices and requisitions.
2. SGA Reserve allocations shall occur as follows in the Funding Process:
  - a. No less than 1.98 percent of the SAF to Legislative Reserves.
  - b. No less than 0.3595 percent of the SAF to Executive Reserves.
  - c. No less than 0.1798 percent of the SAF to Cabinet Reserves.
1. Other allocations shall occur as follows in the Funding Process:
  - a. No less than \$500 to SGA Elections.
  - b. No more than the level of current in-state tuition and mandatory fees to the Student



Body President and VPFA and members of the Committee on Financial Affairs for honoraria on a semesterly basis.

- c. No more than \$1,500 towards the Official Business Expense Account for the Student Body President.
2. SGA must only receive funding for Legislative Reserves, Executive Reserves, Committee Reserves, Elections, honoraria, expense accounts and its office supplies, telephone, and other general operational needs in its Funding allocation.
3. The SGA may not allocate SAF funds for compensation for duties fulfilled to any member of its Legislative, Judicial, or Executive branches with the exception of the President, Vice President of Financial Affairs, Executive Vice President, and any member of the Committee on Financial Affairs as specified under Art. 10.

#### **Subsection B – Legislative Reserves**

1. In the event that there is a request for funding from Legislative Reserves, there must be at least a one-week grace period between the introduction of the proposal and the Legislature's vote, unless the Vice President of Financial Affairs waives the requirement if they feel the request constitutes a financial emergency.
2. Funding will only be granted if the date of payment is at least 10 business days after the date on which the allocations bill is presented to the Legislature on the Second Reading Calendar.
3. Following the final legislative meeting prior to summer, the remaining Legislative Reserves shall be transferred to Executive Reserves for the rest of the fiscal year.
4. For an event to be sponsored or cosponsored by the SGA, a bill must be approved by the legislature.
  - a. This shall include all events mentioned in the bylaws.
5. The Legislature may cosponsor or allocate money for events with student groups that are ineligible for the primary allocations process.

#### **Subsection C - Executive Reserves**

1. Executive Reserves may only be used in the event of a majority vote from the Executive Board.
2. Executive Reserves may be used to:
  - a. Pay for expenses related to attending leadership conferences such as those hosted by the Association of Big Ten Students.
    - i. Such expenses may violate discretionary guidelines, as long as the SGA remains unable to fundraise from sources other than the Student Activities Fee.
  - b. Pay for items or services which will help the SGA be more inclusive to all members as specified in the Constitution.
  - c. Additional items or services for events or initiatives which have already been approved by the legislature in the form of a bill.
3. Executive reserves may not be used to:
  - a. Pay for events unless an act sponsoring or establishing the event has been approved by the legislature.



- i. Exceptions may be made if the Executive Vice President approves an exception.
  - b. External initiatives which have not been approved by the legislature in the form of a bill.
    - i. Exceptions may be made if the Executive Vice President approves an exception.
  - c. Any other items or services which the Legislature has declared should not be funded through the passage or failure of a bill.
4. At the end of the fiscal year, all remaining funds in Executive Reserves shall be transferred to the Unallocated Reserve fund.

#### **Subsection D - Cabinet Reserves**

1. Cabinet Reserves may only be used in the event of a majority vote from the executive cabinet
2. Cabinet Reserves may be used for:
  - a. Room reservations for meetings that cabinet members must chair as specified in the bylaws.
    - i. These events shall not be considered sponsored by the SGA unless a bill affirming such is passed by the legislature.
  - b. Additional items or services for events or initiatives which have already been approved by the legislature in the form of a bill.
3. Cabinet Reserves may not be used for:
  - a. Items of personal benefit or tokens of appreciation.
  - b. A way to start controversial initiatives without the approval of the legislature.
    - i. An initiative is considered controversial if any of the following objects:
      1. Two members of the Cabinet.
  - c. Funding events that the legislature has not passed a bill supporting.
  - d. Any other items or services which the Legislature has declared should not be funded.
4. At the end of the legislative session, all remaining funds in Committee Reserves shall be transferred to Executive Reserves.

#### **Subsection E – Emergency Funding**

1. The Vice President of Financial Affairs shall make an Emergency Funding application available to student groups and oversee the emergency funding Fund.
2. All applications for emergency funding shall be reviewed and recommended by a majority vote of the Committee on Financial affairs.
3. The Legislature must confirm the Committee on Financial Affairs' emergency funding recommendations. By a majority vote, at the first legislative meeting in which they are present to the legislature.
4. Each student group is entitled to apply an unlimited amount of times for funding each semester but may receive no more than \$1,500 in emergency funding funds per semester.
5. The Vice President of Financial Affairs may raise or lower the amount a group may receive per semester from emergency funding, subject to confirmation by the Legislature.
6. The guidelines used by the Committee on Financial Affairs in the budget allocation



process and any specific guidelines as stated in the Manual on Financial Affairs shall apply to all Group Help requests.

### **Section 5 – Student Activities Fee (SAF) Funded Positions**

1. The President and Vice President of Financial Affairs or their designees shall be included in the hiring and evaluation processes of any position receiving SAF Funding, including, but not limited to:
  - a. The Student Organization Resource Center
  - b. Undergraduate Student Legal Aid
2. The Head of the office for any positions receiving funding from the SAF for salaries shall:
  - a. Be required to come before the Legislature once per term to report on their activities and how they benefit the undergraduate student community.
  - b. Submit an annual report detailing relevant information to the President and the Legislature no later than the last meeting of each term.
3. Failure to meet requirements will be considered in future SAF funding allocations.

## **ARTICLE VIII. SGA** **ARMS**

### **Section 1 – Description of Arms**

#### **Subsection A – Definition**

1. An arm is a service provided, or club sponsored, by the SGA that furthers the mission of SGA and enhances the undergraduate experience for the student body.
2. Arms must:
  - a. Have a stable support structure including staff, advisors, and policies and procedures governing their day-to-day operations.
  - b. Continually demonstrate there is a need for their service and must submit to annual evaluations performed by SGA Vice President of Financial Affairs or their designee.

#### **Subsection B – Petitioning for Arm Status**

1. Petitions may be submitted to SGA at any time and can only be enacted through a recommendation of the President and upon confirmation by the Legislature.
2. Petitions are to be submitted to the President and Executive Vice President.
3. The petition must address all of the following criteria:
  - a. The purpose and mission of the service.
  - b. How the service would function including staff, directors, and advisors.
  - c. How much the service will cost in the short term and long term.
  - d. How the service would be funded.



- e. The impact and importance of this service on the SGA, student groups, and the student body.
  - f. How the service would be held accountable.
  - g. The goals of the service and a timeline for the completion of those goals.
4. All services obtaining successful petitions for Arm status are to be amended into this Article.
  5. SGA reserves the right to discontinue any service previously granted Arm status through a recommendation by the President or the Committee on Financial Affairs upon confirmation by the Legislature.

### **Subsection C – Oversight**

1. The Student Body President, Executive Vice President, and Vice President of Financial Affairs or their designee(s) shall provide oversight over all Arms.
2. The SGA Legislature can, through legislation, command an Arm to take an action.
3. The Student Body President along with the SGA Advisor must perform periodic performance reviews of paid directors.
4. All actions taken by any Arm are subject to review by the SGA Legislature, President, or Governance Board at any time.

## **Section 2 – Funding of Arms**

### **Subsection A – Process**

1. The President and Vice President of Financial Affairs, in conjunction with the Committee on Financial Affairs, shall ensure that Arms are operating in a financially sound manner.
2. Each individual Arm will be responsible for preparing a budget for the following fiscal year by no later than the final student group rolling-basis allocation process deadline of the spring semester.
3. The Head of each Arm will be required to attend a hearing with the Committee on Financial Affairs to answer any questions that the Committee may have concerning the Arm's budget.
4. Funding for these services will be determined by the Committee on Financial Affairs before consideration of any other group funding.
5. The funding of all Arms shall be considered separately from the SGA budget. Each Arm must submit its budget directly to the Vice President of Financial Affairs.
6. All Arms are to be fully funded at a level consistent with their successful operation pursuant to their mission and purpose.
7. Increases in costs including a cost of living adjustment are also to be fully funded.
8. Additional funding for the expansion of services must be legitimately documented, assessed, and justified.
9. Arm status does not guarantee new or additional funding.





### **Subsection B – Paid Directors, Staff & Employees**

1. Arms may hire staff members, employees, and directors.
2. Appropriate objectives, responsibilities, and job details must be clearly articulated and approved by the Student Body President before the creation of any position for paid employment, whether full or part-time.
3. All candidates for paid employment must be approved by the Student Body President or their designee.
4. Should an Arm choose to have a paid director the following requirements must be met:
  - a. If the director is an undergraduate student, the Arm must have a faculty advisor, and the faculty advisor along with the Student Body President and SGA Advisor must perform periodic performance reviews.
  - b. If the director is a graduate student or considered University Staff, the Student Body President along with the SGA Advisor must perform periodic performance reviews.
5. There is a full-time paid SGA advisor that should exist to serve all SGA operations.

### **Section 3 – Existing Arms**

#### **Subsection A – Undergraduate Student Legal Aid**

1. Undergraduate Student Legal Aid will:
  - a. Offer free legal advice to any UMCP undergraduate seeking its services.
  - b. Act in the interest of students' rights, in an advisory or advocacy capacity.
  - c. Provide a training ground for undergraduate students interested in the legal environment.
2. Undergraduate Student Legal Aid will have one attorney to serve as Director and two Legal Assistants who will be full-time paid employees of SGA and the University of Maryland.
3. Duties of the staff shall are:
  - a. To select and train student interns each semester.
  - b. To select salaried student defenders to assist the office in University-related cases.
  - c. To research and write monographs relating to the campus concerns of students.
  - d. Supervise student interns' work involving campus concerns of students.
  - e. To serve as student ombudspersons and investigate campus concerns of individual students and serve as spokesperson for those students.
  - f. To give general advice to students regarding the resolution of concerns arising from University initiated disciplinary action.
  - g. To refer students to outside agencies for assistance with their off-campus concerns.
4. Employees shall not serve as counsel in any litigation in connection with their employment.
5. Terms of contracts will coincide with the SGA fiscal year:
  - a. SGA shall determine all employment conditions not contained in the contract provided such conditions are consistent with applicable laws and regulations.
  - b. Final employer authority, however, including preparation of pay and fulfillment of terms and contract, is through the University and must be communicated through the



Office of the University Vice President of Student Affairs.

- c. The University shall maintain all personnel records for the positions and shall coordinate any administrative procedures regarding the position with the President.
6. The Director shall be responsible for preparing an annual report regarding the state of Undergraduate Student Legal Aid by June 1st.
  - a. This report shall be made available to the student body with copies being sent to the Office of the University Vice President of Student Affairs.
  - b. The President shall also complete a staff evaluation at this time.
  - c. The President shall be responsible for making recommendations to Undergraduate Student Legal Aid regarding the results of these evaluations.
7. Should staff positions become vacant for any reason the vacancies shall be filled as soon as possible; members from the SGA, Undergraduate Student Legal Aid, Student Organization and Resource Center, and the University Vice President of Student Affairs shall all have input into the selection of new members.
8. Should SGA become dissatisfied with the performance of an Undergraduate Student Legal Aid staff member, the President may make a written recommendation to the University Vice President of Student Affairs calling for the termination of said staff member.
9. Undergraduate Student Legal Aid shall function under the Policies and Procedures manual compiled and maintained in the Undergraduate Student Legal Aid office.

#### **Subsection B -- City of College Park On-Campus Civic Association**

1. Organized by the City Council Liaison and the Deputy City Council Liaison, both with voting privileges.
1. Co-chaired by the Director of Civic Engagement and City Council Liaison.
2. Duties and responsibilities of the City of College Park On-Campus Civic Association include:
  - a. To review policy proposals and quality of life issues that affect both students and residents;
  - b. To deliberate on potential remedies;
  - c. To propose programs and policies to improve student and community relationships;
  - d. To establish formal channels of communication that will last beyond the tenure of any one student;
  - e. To recognize the work of students who are engaged in the city and vested in its well-being.
  - f. To coordinate and plan Get-Out-the-Vote efforts, programming with a topic of city affairs, and the annual City-vs-Student soccer match.



## **ARTICLE IX. HONORARIA**

### **Section 1 – Terms of Honoraria**

1. All Honoraria shall be contingent on a performance evaluation by the Committee on Accountability & Ethics.
2. Appeals regarding performance evaluation decisions shall be directed to the Governance Board.
3. No one student shall receive honoraria for more than one eligible position. If a student is eligible for honoraria for more than one eligible position, they shall automatically be considered for the honoraria amount that is greater.

### **Section 2 – Honoraria for the Student Body President**

1. The Student Body President shall, at the end of both semesters, receive an honorarium of 75% of current out-of-tuition and mandatory fees for one semester, if, and only if:
  - a. The Committee on Accountability and Ethics meets and determines that all duties and responsibilities of the office have been properly and adequately fulfilled
  - b. The Committee on Accountability and Ethics sends a formal, signed letter thereof to the Treasurer, the Student Body President, the Executive Vice President, care of the entire Legislature, and the SGA Advisor.

### **Section 3 – Honoraria for the Vice President of Financial Affairs**

1. The Vice President of Financial Affairs shall, at the end of both semesters, receive an honorarium of 50% of the current out-of-state tuition and mandatory fees for one semester, if, and only if:
  - a. The Committee on Accountability and Ethics meets and determines that all duties and responsibilities of the office have been properly and adequately fulfilled.
  - b. The Committee on Accountability and Ethics sends a formal, signed letter thereof to the Treasurer, the Student Body President, and the SGA Advisor.

### **Section 4 – Honoraria for Members of the Committee on Financial Affairs**

1. Each member of the Committee on Financial Affairs shall, at the end of both semesters, receive an honorarium of \$150 per semester, if, and only if:
  - a. The Committee on Accountability and Ethics meets and determines that all duties and responsibilities of the committee member have been properly and adequately fulfilled, and;
  - b. The Advisor to the Committee on Financial Affairs to SORC determines that all duties and responsibilities of the committee member have been properly and adequately fulfilled, and;
  - c. The Vice President of Financial Affairs determines that all duties and responsibilities of the committee member have been properly and adequately fulfilled.



2. The Committee on Accountability and Ethics sends a formal letter thereof to the Student Body President, the Vice President of Financial Affairs, the Executive Vice President on behalf of the entire legislature, and the SGA advisor.

#### **Section 5 - Honoraria for the Graphic Designers in the Communications Committee**

1. Up to the four graphic designers who produce the most graphics on the communications committee and whose posts are published on SGA's social media accounts shall be awarded \$300 per semester, if, and only if,
  - a. Records detailing the efforts of each member of the committee are submitted to the Committee on Accountability and Ethics.
  - b. The Committee on Accountability and Ethics determines that all duties and responsibilities of the committee member have been properly and adequately fulfilled.
  - c. Each of (or up to) those four graphic designers have contributed a worthy amount of graphics according to the discretion of the Committee on Accountability and Ethics.

#### **Section 6 - Honoria for the Executive Vice President**

1. The Executive Vice President shall, at the end of both semesters, receive an honorarium half of the current in-state tuition and mandatory fees for one semester, if, and only if:
  - a. The Committee on Accountability and Ethics meets and determines that all duties and responsibilities of the office have been properly and adequately fulfilled
  - b. The Committee on Accountability and Ethics sends a formal, signed letter thereof to the Treasurer, the Student Body President, and the SGA Advisor.

### **ARTICLE X. OFFICIAL BUSINESS EXPENSE ACCOUNTS**

#### **Section 1 – Official Business Expense Account of the Student Body President**

1. Only the Student Body President shall be eligible for an official business expense account.
2. The Student Body President shall be able to be reimbursed up to the amount of \$1,500 per term for official business expenses incurred only during the regular performance of their enumerated duties.
3. Expenses eligible for reimbursement include automobile miles, parking fees, and others officially accepted by the State of Maryland for the reimbursement of other State employees.
4. Expenses ineligible for reimbursement include food, tokens of appreciation, and others deemed unacceptable by the State of Maryland for the reimbursement of other State employees.
5. All expenses must be documented with receipts and delivered to the Vice President of Financial Affairs for record-keeping.



## **ARTICLE XI. PETITIONS AND REFERENDA**

### **Section 1 – Petitions of the Student Body**

1. A formal petition, when it has been endorsed by at least 25 verifiable members of the undergraduate student body and submitted to the Legislature, shall be brought up for consideration at the next possible legislative meeting if submitted by the Executive Vice President's deadline for the upcoming legislative calendar.
2. The Legislature may decide to take any action within the scope of its authority on a petition or may decide to take no action, subject to the normal procedures outlined in the Standing Rules of Order and Roberts Rules of Order.
3. Action shall be defined as careful consideration of the merits of the petition via debate among legislators. After debate legislators may make further recommendations on the measure.
4. If the Legislature takes no action, the petition shall be automatically placed on the ballot in the next SGA election as a non-binding referendum.

### **Section 2 – Referenda**

1. The Legislature shall submit questions to the vote of the student body whenever it deems necessary.
2. The language of such questions, as well as the decision to make them binding or non-binding upon the SGA, shall be submitted in the form of Legislation.
  - a. Unless otherwise specified, referenda shall be considered non-binding.
  - b. All binding referenda must be approved by two-thirds (2/3) of the Legislature, before being submitted to the student body for approval.
3. Any question shall be placed on the ballot at the next SGA election unless the Legislature directs otherwise.
4. If the Legislature directs action to be taken on a referendum prior to the next SGA election, it must specify the dates, times, and resources allocated to provide for the question's submission to the student body.
5. No referendum question may be put to the student body sooner than ten academic days after being approved by the Legislature.

## **ARTICLE XII. DISCLOSURE PROVISION**

### **Section 1 – Requirements for Holding Office**

1. SGA members elected or appointed to positions outlined in the SGA Governing Documents are subject to having both their academic and judicial records checked by the SGA Advisor each semester for the following eligibility criteria:
  - a. Currently in good academic and judicial standing



- b. No serious judicial record as determined by the SGA Advisor
2. Any member failing to meet the above criteria will be dismissed from their position.
  - a. Any member dismissed under this section is eligible to appeal the decision subject to Article III of the Bylaws.

### **Section 2 – Waiver**

1. SGA members elected or appointed to positions outlined in the SGA Governing Documents shall be required to sign a waiver that grants the SGA Advisor permission to review their academic and judicial records to determine their current status for participation in the SGA.
1. The SGA Advisor shall review each elected or appointed position's academic and judicial records at least once per semester.
2. The SGA Advisor shall issue a report to the President and Executive Vice President informing them of any member who no longer meets eligibility requirements.
3. The report shall contain no specific judicial or academic information.
4. Once the report is issued, those members who are ineligible shall be automatically removed without any formal action except notification of removal by the President, and Executive Vice President, or their designee(s).
  - Any member dismissed under this section is eligible to appeal the decision subject to Article III of the Bylaws.
5. Any member, who refuses to sign a waiver at the beginning of each new semester, or as soon as new Bylaws take effect, or at the time of their appointment to office during a new semester, shall forfeit their office.

## **ARTICLE XIII. PRECEDENCE**

### **Section 1 – Order of Precedence**

1. These Bylaws shall take precedence over any other governing documents of the student body except the Constitution of the Student Government Association.
2. The constitution and bylaws of funding eligible student organizations must in no way conflict with the Constitution and Bylaws of the SGA.
3. The Standing Rules of Order shall be next in line of precedence
4. The Handbook on Accountability and Ethics shall take precedence only after all other governing documents.

### **Section 2 – Rules of Order**

1. The Standing Rules of Order of the Student Government Association shall govern Parliamentary Procedure at all meetings of SGA.
2. SGA shall be guided in a supplementary capacity by Robert's Rules of Order (the most recent revised edition).



### **Section 3 -- Judicial Review**

1. Any section of this document determined to be unconstitutional by any local, state, or federal court shall be immediately inactive, pending further judicial action.

## **ARTICLE XIV. AMENDMENT PROCESS**

### **Section 1 – Bylaws**

1. Any amendments to these bylaws will be ratified by a two-thirds majority vote of the Legislature.
2. In the event that changes are made to the SGA Bylaws by the Committee on the Constitution and Bylaws, the Speaker of the Legislature shall sponsor the legislation by the second to last meeting of the Legislative Session considering the bill. The Speaker of the Legislature may decide to sponsor more of such legislation at any time during the legislative year.
3. In the event that discrepancies between two or more governing documents are discovered, the Speaker must immediately sponsor legislation to change the lesser document to be consistent with the more prominent document.
  - a. Extraneous changes would not be considered in such legislation.
  - b. In the event an Arm is added to the SGA, the Bylaws must be immediately updated to reflect the terms in the bill passed by the legislature.
4. Any newly elected positions created in the SGA Bylaws after election results have been finalized, shall only be assumed in the following election pending approval in the SGA Election Rules.

### **Section 2 – Other Documents**

1. The following documents may be amended by a two-thirds majority vote of the Legislature with a mandatory first reading:
  - a. The Accountability & Ethics Handbook
  - b. The SGA Election Rules and Election Calendar
  - c. The Standing Rules of Order
2. The Following Documents may be amended by a simple majority vote of the Legislature
  - a. The SGA Manual on Financial Affairs
  - b. Manual of Financial Affairs & Discretionary Guidelines for Club Sports
3. Amendments to any other documents, other than the Constitution, cannot be amended to violate the Bylaws.

## **ARTICLE XV. AMENDMENT FREQUENCY**

1. The governing documents will be amended in the following order:
  - a. The Constitution can only be amended at the last meeting of the legislature every two years.
  - b. The Bylaws can only be amended at the last meeting of the legislature every two years.





- c. The Standing Rules of Order can only be amended at the last meeting of the legislature every year.
  - d. The Ethics Handbook can only be amended once every semester.
  - e. The SGA Elections Rules and Calendar can only be amended at the last meeting of the fall semester.
  - f. The Financial documents can be amended as frequently as seen following a simple majority vote by the financial affairs committee.
2. The exception to the amendment frequency rule can only happen if there is a discrepancy between the governing documents and, in such a case, a change can only be made to the particular section with the discrepancy.
3. Amendment to the governing documents at any time other than the specified times above can only be initiated by the SGA Student Body President, SGA advisor, or a simple majority vote of the Executive Board. Once the question is presented to the legislature, it would then be considered by the legislature. A  $\frac{2}{3}$  vote of the legislature would allow for any of the governing documents to be amended.