

Bylaws of the Undergraduate Student Government of Tulane University

(Last Amended 1/15/01)

Article I. Authority

The authority of the Undergraduate Student Government, herein after also referred to as "the Assembly" is granted by Title II of the Associated Student Body (ASB) Constitution, as approved by the Board of Administrators of the Tulane Educational Fund.

Article II. Powers and Jurisdiction

Section 1: Powers

The powers of the Assembly shall be those granted in Article III of the USG Constitution.

Section 2: Jurisdiction

- A. The Assembly may make recommendations on all matters of general concern to the undergraduate students of Tulane University.
- B. The Assembly reserves the right to evaluate any actions of those divisions or organizations which affect the undergraduate student body as a whole, make recommendations that shall be seriously considered by them, and take action to ensure that those divisions or organizations act in compliance with USG policy and rules, as per Article III, Section 1, Subsection B of the USG constitution.
- C. The Assembly shall serve as the final authority on all matters regarding the governance of the Undergraduate Student Body.

Article III. Meetings

Section 1: Regular Meetings

- A. The Assembly shall meet every alternative Tuesday throughout the academic session, not including the summer session, as per Article IV, Section 1, Subsections A and B of the USG Constitution.
- B. The USG Executive Cabinet, with a unanimous vote, may cancel any regular meeting if, in their judgement, there is not sufficient business to be considered.
- C. The USG Executive Cabinet shall have the authority to change the regular meeting date when such meeting date falls on a holiday or during a vacation period, with a 48 hour notice given to the Assembly.
- D. All motions to recess or reschedule a meeting in favor of attendance of some other event, either on campus or otherwise, either academic or otherwise, should be presented to the Body at the meeting immediately preceding the meeting in conflict if it is at all possible to do so.
- E. In the case that a motion to recess and reschedule is passed without prior notification, roll will not be called when the meeting reconvenes.

Section 2: Special Meetings

Special meetings of the Assembly may be called in accordance with Article IV, Section 2 of the USG Constitution.

Section 3: Notice of Meetings

- A. Notice of all regular meetings shall be posted by the Secretary one week in advance of each Assembly meeting and shall be distributed in writing to all Assembly members at the first meeting of each semester. Unavoidable delay of such notice shall not invalidate any action taken at these meetings.
- B. Written or verbal notice of a special meeting shall be sent to each member of the Assembly at least 48 hours prior to the date of said special meeting, in accordance with Article IV of the USG Constitution.

Section 4: Meeting Time and Place

Meetings of the Assembly shall be held at the hour and place designated by the Executive Cabinet.

Article IV. Quorum and Attendance

Section 1: Standard Legislation

In all matters, except those noted in Section 2 of this article, a simple majority of the total membership of the Assembly shall constitute a quorum.

Section 2: Special Legislation

Two-thirds of the total membership of the Assembly shall constitute a quorum, in matters concerning:

- A. Amendments to these bylaws,
- B. Reversal of action taken by the Executive Board,

- C. Reversal of action taken by any student organization council or any recognized student organization, and
- D. Impeachment of any member of the USG Assembly.

Section 3: Attendance

- A. No representative to the Assembly may have more than four (4) proxied absences or two (2) unproxied absences.
- B. An absence is defined as not being present for any roll call of the Assembly.
- C. Roll shall be called twice per meeting.
- D. In the event of a fifth or sixth proxied absence, the Senator shall be charge with an unproxied absence.
- E. When a Senator's proxied and unproxied absences have been used, a letter will be sent to the Senator, the division president, and the division's student government advisor stating that the Senator's absences have been used, reminding the Senator of the attendance policy, and asking the Senator not to be absent again. This letter shall be sent within 48 hours of the final allowed absence.
- F. Should the Senator miss any further meetings, the Senator shall automatically be removed from the Assembly and a \$50.00 fine is imposed upon this division's 9-account for every meeting the seat is vacant. This fine shall be placed in the Mushroom Trust Fund.
- G. A final letter shall be sent to the Senator, the division president, and the student government advisor within 48 hours of the Senator's removal.
- H. Undergraduate Student Government Officers shall abide by the same attendance policy as Senators for Assembly meetings. However, the Undergraduate Student Government Officers shall be exempt from fines resulting from a vacancy in office.
- I. Councilheads shall abide by the same attendance policy as Senators with the exception that Councilheads shall be allowed four (4) unproxied absences before being removed. The fine for absences due to vacancy shall be imposed upon the 9-account of the respective council.
- J. The Secretary(ies) and Parliamentarian or their designee shall attend all meetings of the Assembly.

Section 4: Proxy Regulations

- A. The proxy must have the same qualifications as the person for whom they are proxying.
- B. No person may have more than one vote in the Assembly.
- C. All proxy authorizations must be made by 5p the day of the Assembly meeting by the Executive Vice President and the Secretary(ies).

Section 5: Removal of Absences

Any absence may be forgiven by a two-thirds (2/3) vote of the Assembly.

Article V. Officers

Section 1: USG Officers

The officers of the USG shall be those identified in Article V, Section 1 of the USG Constitution.

Section 2: Specific Duties of USG Officers

Duties of USG Officers are those stated in Article V, Section 4 of the USG Constitution.

Section 3: Secretary (ies)

- A. The secretary (ies) shall be appointed by the Executive Vice President and approved by the Executive Cabinet.
- B. The secretary shall be responsible for keeping accurate minutes of all regular and special meetings of the Assembly and the Executive Cabinet.
- C. The secretary shall provide the minutes to all members of the Assembly within 48 hours following a meeting.
- D. The Secretary shall only have speaking rights in the Assembly when granted by the chair.
- E. The secretary(ies) shall perform other duties as assigned by the members of the Executive Cabinet and those assigned to him/her in Article III.

Section 4: Parliamentarian

- A. The USG President shall appoint a parliamentarian with the approval of the Executive Cabinet.
- B. All decisions of the parliamentarian shall be final unless overridden by a two-thirds vote of the Assembly.
- C. The role of the parliamentarian will be to advise the presiding officer of the Assembly and the Executive Cabinet on matters of procedure as set in the USG Constitution, USG Bylaws, and Robert's Rules of Order, newly revised.

Section 5: Other Officers

Any other officers appointed and approved by the Executive Cabinet shall have limited speaking privileges in the Assembly and the Executive Cabinet.

Article VI. The Executive Cabinet

Section 1: Membership

- A. The Executive Cabinet shall consist of the following voting members:
 - 1) A President (who votes only in the case of a tie)
 - 2) An Executive Vice President
 - 3) A Vice-President for Student Life
 - 4) A Vice-President for Student Organizations
 - 5) A Vice-President for Finance
 - 6) A Vice-President for Public Affairs
- B. The Executive Cabinet shall consist of the following non-voting members:
 - 1) An Advisor
 - 2) (A) Secretary(ies)
 - 3) A Parliamentarian
- C. The following shall have limited speaking privileges in the Executive Cabinet:
 - 1) Student organization
 - 2) Presidents of division governments as listed in Article II, Section 1, Subsection A of the USG Constitution
 - 3) The Associated Student Body President
 - 4) Any other officers appointed by the Executive Cabinet and approved by the Assembly as stated in Article V, Section 5, shall have limited speaking privileges in the Executive Cabinet.

Section 2: Powers and Duties

- A. The Executive Cabinet shall act with all powers granted by the USG Constitution, these bylaws, and special orders of the Assembly, as per Article III of the USG Constitution.
- B. Duties shall include:
 - 1) Preparing the agenda of the Assembly
 - 2) Setting the calendar of Assembly meetings
 - 3) Hold scheduled office hours in the USG Office during the week.
 - 4) Any other duties provided by the USG Constitution, these bylaws, or special order of the Assembly.
- C. In accordance with Article VI, Section 3 of the USG Constitution, the Executive Cabinet shall be empowered to act for the Assembly on matters of an emergency nature when it is impractical for the Assembly to meet.

Section 3: Meetings

- A. The Executive Cabinet shall meet at least seventy-two hours prior to each regular meeting of the Assembly.
- B. Any voting member of the Executive Cabinet may call a special meeting with at least six hours notice to all members.

Section 4: Right to Review by Assembly

- A. All actions in the Executive Cabinet must be reported to the Assembly at the first opportunity following the action.
- B. The Assembly may overturn any action of the Executive Cabinet by a two-thirds vote of those present and voting, unless such action would have adverse legal consequences.

Article VII. Assembly Committees

Section 1: Delegation of Powers

- A. The consideration of any matters within the jurisdiction of the Assembly may be delegated to committees which shall be responsible to the Assembly.
- B. Such committees shall be of two kinds, standing and ad hoc.

Section 2: Appointment and Membership

- A. Each Senator shall sit on at least, but not limited to, one standing committee.
- B. Each Senator shall choose which committee he/she will sit on, pending the approval of the chair of the said committee. Non-Senators may be placed on a committee at the discretion of the committee chair.
- C. If a Senator has not chosen a committee on which to sit within three weeks of their election, they shall be placed on a committee at the discretion of the Executive Cabinet and the chair of said committee.
- D. The membership of standing committees shall be stipulated in the bylaws of the respective committees.
- E. Membership of ad hoc committees should be determined by the Assembly upon the formation of said committee.

Section 3: Tenure

- A. The tenure of standing committees closes with the end of the spring semester.

- B. The tenure of an ad hoc committee closes with the completion of its assignment.

Section 4: Reports

- A. Standing committees shall present reports as requested by the Assembly as well as present reports to the appropriate Executive Cabinet member within two working days of the adjournment of said meeting.
- B. Each committee shall present an annual written report.
- C. Ad hoc committees shall present a written report to the Assembly upon completion of the task assigned to the committee.

Section 5: Meetings

- A. Each standing committee shall meet at least once per academic semester and shall hold additional meetings as required by the Assembly, except the Mushroom Trust Fund Committee.
- B. Ad hoc committees shall meet in accordance with the charge of the Assembly provided for the committee.

Article VIII: Committees of the Assembly

Section 1: Standing Committees

- A. Awards and Elections Committee
- B. Student Body Administrative Council (SBAC)
- C. University Affairs and Student Concerns Committee (UASC)
- D. Undergraduate Academic Concerns Committee (UACC)
- E. Undergraduate Finance Committee
- F. Tidal Wave
- G. Public Affairs Committee

Section 2: Special Committees

- A. Election Appeals Court
- B. Motor Pool Committee
- C. Mushroom Trust Fund Committee
- D. SafeRides Committee

Section 3: Ad Hoc Committees

All committees that the Assembly chooses to create on a temporary basis will be created as an ad hoc committee.

Article IX. Student Representation to University Bodies

Section 1: University Senate

The USG President or his or her designee and the USG VPSL shall be the undergraduate representatives to the University Senate.

Section 2: University Senate Committees

- A. For any University Senate committee which requires undergraduate student representation, the representatives shall be appointed by the USG Assembly, unless in an emergency, where the USG President may appoint a representative that shall be confirmed by the Assembly.
- B. Vacancies shall be appointed by the USG President and The Executive Cabinet and shall be confirmed by the USG Assembly.
- C. The USG President shall solicit applications from the undergraduate student body for appointments, and may use whatever methods of solicitation he or she deems appropriate.

Section 3: Board of Administrators

The USG President or his or her designee shall be one of the student representatives to the Board of Administrators.

Article X. Rules of Order

Section 1: Motions and Proposed Legislation

All motions and legislation proposed by the Assembly shall require a simple majority vote of the present and voting Senators.

Section 2: Other Matters Covered

Any matter not specifically covered in the USG Constitution, these bylaws, or pertinent committee bylaws shall be governed by Roberts Rules of Order, newly revised.

Article XI. Order of Business

The Order of Business at meetings of the Assembly shall be as follows:

- A. Call to Order

- B. Roll Call
- C. Approval of the minutes
- D. Executive Reports
- E. Councilhead Reports
- F. College Reports
- G. Student Forum
- H. Old Business
- I. New Business
- J. Open Forum
- K. Announcements
- L. Roll Call
- M. Adjournment

Article XII. Legislation

Section 1: Power to Enact Proper Legislation

- A. The Assembly may enact legislation as it deems necessary. All proposals shall be presented in such a way as to provide Senators with adequate information to reach a decision regarding enactment of legislation. Legislation must be submitted, in writing, at least 48 hours prior to the call to order of the appropriate USG meeting, to the Executive Vice President and/or the Secretary(ies), with the exception of committee legislation, in order to be placed on the agenda. Late legislation may be introduced from the floor during New Business.
- B. Legislation may be introduced by:
 - 1) Any voting Assembly member
 - 2) A petition signed by one percent of the undergraduate student body
 - 3) A committee of the Assembly
 - 4) Any voting member of the Executive Cabinet
 - 5) The Joint Executive Cabinet
 - 6) Any executive or elected representative of GAPSA
 - 7) Councilheads
 - 8) The USG Executive Cabinet
- C. It is the right and responsibility of the Assembly to table any proposal about which it does not feel adequately prepared or informed.

Section 2: Majority Vote

Except where otherwise provided, a simple majority of the Assembly present and voting shall decide all matters of legislation.

Section 3: Legislative Procedure

All legislation introduced on the floor of the Assembly may be referred to an appropriate committee, by a majority vote, for their comment before action is taken by the Assembly.

Section 4: Interpretive Language

- A. The term "Legislative" refers to the act of giving or enacting laws; the power to make laws; the act of legislation; preparation and enactment of laws; the making of laws by express notice.
- B. The term "bylaws" refers to new statutory laws, whereas an "amendment" is a proposed modification or alteration to an existing law.
- C. The term "shall" is mandatory.
- D. The term "may" is permissive.
- E. The term "and/or" is alternative.

Section 5: Codification

- A. All legislation passed by the Assembly shall be codified by the Parliamentarian/Secretary
- B. All legislation passed by the Assembly shall be organized annually and made readily available to all members of the student body for reference.
- C. The term "codification" means published.

Article XIII. Powers of the Assembly to Enforce the USG Constitution

The Assembly shall have the power to enforce the provisions of the USG Constitution.

Article XIV. Awards

All awards, unless otherwise indicated, shall be chosen from nominations and simple majority vote of the USG Assembly, based on the official guidelines of each award at a time designated by the AEC.

Article XV. Student Forum

Section 1. Creation of the Student Forum

There shall be a student forum during every Assembly meeting, to be held following College Reports and before Old Business. Any undergraduate student of Tulane University may address the Assembly on any topic upon recognition of the chair.

Section 2. Time Limitations

The Student Forum shall not exceed ten (10) minutes of speaking time, unless extended by a majority vote of the Assembly. Each speaker shall be limited to two (2) minutes of speaking time, unless extended by a majority vote of the Assembly.

Section 3. Close of the Student Forum

The Student Forum shall be considered complete after ten (10) minutes of speaking time have expired. However, if there are no more students seeking recognition by the Chair, the Assembly may consider Old Business prior to the specified ten (10) minutes of speaking time.