



Undergraduate  
Student Government  
*At Michigan Tech*

# Bylaws

Approved by the Undergraduate Student Government on December  
11, 2019

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# **Title One – Operations and Membership**

## **Article I – Eligibility to Hold Office**

### **Section 1 – Enrollment**

All members of the Undergraduate Student Government must be enrolled students of Michigan Technological University.

### **Section 2 – Academic Requirements**

1. All members of the Undergraduate Student Government and all appointees of the Undergraduate Student Government must have at least a 2.25 grade point average (G.P.A.) both semester and cumulative at the time of their election or appointment and during their term in office. Confirmation of their G.P.A. is done by the Undergraduate Student Government Advisor at the beginning of fall and spring semesters. First-year representatives are not required to have a G.P.A. at the time of election or appointment.
2. In the event that a current Undergraduate Student Government representative does not maintain a 2.25 G.P.A., the executive board shall request that the representative resign from their position.

### **Section 3 – Conduct Requirements**

1. All members of the Undergraduate Student Government and all appointees of the Undergraduate Student Government must be in good conduct standing with the university at the time of their election or appointment and during their term in office. Confirmation of their conduct standing is done by the Undergraduate Student Government Advisor at the beginning of fall and spring semesters.
2. In the event that a current Undergraduate Student Government representative does not maintain good conduct standing, the executive board shall request that the representative resign from their position.

## **Section 4 – Class Representation Tenure Requirements**

The guidelines for class representation are as follows:

1. First-year representatives shall be any student that has completed zero (0) or one (1) semesters as an enrolled student of Michigan Technological University.
2. Second-year representatives shall be any student that has completed two (2) or three (3) semesters as an enrolled student of Michigan Technological University.
3. Third-year representatives shall be any student that has completed four (4) or five (5) semesters as an enrolled student of Michigan Technological University.
4. Fourth-year representatives shall be any student that has completed six (6) or more semesters as an enrolled student of Michigan Technological University.
5. Only semesters completed in the Spring or Fall will be counted for the above eligibility guidelines.
6. Michigan Technological University and thus the Undergraduate Student Government may grant completed semesters based on credits accumulated by a student at another University or accredited Institution. These credits must be accepted at Michigan Technological University based on the current admission policy set by the registrar through the approval of the Higher Learning Commission.
  - a. The credit accumulation may not occur based on high school credit earnings, as established by the Michigan Technological University Registrar.
  - b. These additional semesters shall be measured by credit accumulation on the range of an average full time student of 12-18 credits as determined by Michigan Technological University policy. Each set of 12-18 credits earned is counted as one completed semester.
    - i. One transferable semester shall be the accumulation of 12-18 credits.
    - ii. Two transferable semesters shall be the accumulation of 30-48 credits.
      1. Any additionally awarded semesters shall follow the above pattern of credit to semesters equivalent.
7. Once a representative has been sworn into serving on the Undergraduate Student Government Body for a Class Representative position their eligibility to hold this position shall be established until the end of the elected term in which the representative was sworn in.

## **Section 5 – Exceptions**

In the case where special circumstances exist, the Secretary may allow a candidate to represent a class office that is not dictated by their tenure at Michigan Technological University. Such exceptions must be in accordance with the candidates' class standing with the university based on credit completion and agreed upon by at least two other members of the Undergraduate Student Government Executive Board and any decision will be made known to the Body. The Body may overturn any decisions made by the Executive Board by a two-thirds (2/3) majority vote and is subject to Protest as outlined in Article III Section 6 of the Constitution.



## Article II – Election Policy

### Section 1 – Distribution

A copy of Article I - Eligibility to Hold Office and Article II - Election Policy shall be given to each candidate.

### Section 2 – Academic Requirement

Refer to Article I Eligibility to Hold Office.

### Section 3 – Candidate Limits

The number of candidates for any office shall not be limited.

### Section 4 – Election Data

The Secretary oversees the election process. No candidate shall be allowed access to election programs or data related to their election period. In the case that the Secretary of the Undergraduate Student Government is running for a position during the following year, the Secretary should appoint a delegate to oversee that election while voting is open. The Secretary may oversee all other phases of the election process.

### Section 5 – Endorsements

The Undergraduate Student Government, as a body, shall not support or oppose any candidate.

### Section 6 – Campaign Materials

The Undergraduate Student Government office shall not be used for any campaign purposes, including printing, copying, and display of campaign posters.

### Section 7 – Campaign Policies

1. All postings must adhere to the university posting policies.
2. All campaign materials must be taken down no later than three days after the last day of the election. Examples of campaign media to be removed/ceased include, but are not limited to, posters, flyers, chalking, and emails.
3. Electronic media that does not involve Michigan Tech web services, such as social networking sites, are permitted to stay as long as it adheres to Article II, Section 13.
4. Posters may not be placed on the outside of university buildings. This includes university signs, residence hall information boards, or on any glass (windows, doors, etc.).
5. No campaign banners shall span campus streets or the entrance to any building.
6. If any university building managers complain that these policies have not been complied with, those involved will be brought up for review by the Judicial Committee.
7. Pictures for the election ballot shall be arranged for by the Secretary, unless the candidate is not on the main campus during the election period, in which case a picture must be submitted to and approved by the Secretary.

## **Section 8 – Late Nominations**

No late nominations will be accepted. Any student wishing to be recognized as a candidate but filing their candidacy after the ballot acceptance deadline (as defined in current elections packet) will not be listed on the ballot and must run as a “write-in” candidate.

## **Section 9 – Election Meetings**

Candidates must attend one mandatory meeting on election policies and candidate expectations as well as any other required sessions as dictated by the Undergraduate Student Government Secretary. Missing all meeting opportunities will result in the removal of the candidate’s eligibility to obtain an office, even if they win through write-in votes, during that year’s election. In the event of extenuating circumstances for missing a meeting, the Secretary will decide if the candidate is still eligible for election.

## **Section 10 – Ballot Requirements**

1. The names of all candidates must appear on all ballots, even if unopposed.
2. The order of names on the ballots shall be alphabetical by last name.

## **Section 11 – Violations of Election Policy**

Any violations of this policy shall be brought before the Undergraduate Student Government Judiciary Committee for review. The Judiciary Committee has the authority to disqualify a candidate and/or declare elections null and void. All complaints shall be reviewed within three days of when they are received. Decisions must be made within seven days of when the complaints are received.

## **Section 12 – Write-In Candidates**

Write-in candidates may assume a representative position if approved by a two-thirds vote of the full standing Undergraduate Student Government.

## **Section 13 – Promotion Requirements**

Any and all campaign advertisements and promotion must be in good taste and in line with the Student Code of Conduct. Slander, belittlement of opponents, or offensive behavior will result in the dismissal of the nominee in question from the election in its entirety. The nominee’s name will not be allowed to appear on the ballot as a candidate and shall not be taken into consideration if he/she becomes a write-in candidate.

## Article III – Attendance

### Section 1 – Excused Absences from Undergraduate Student Government Meetings

An Undergraduate Student Government member may be excused from a meeting by notifying the Undergraduate Student Government Secretary at least three days in advance of the meeting.

### Section 2 – Excused Absences from Office Hours

Undergraduate Student Government members may be excused from (an) office hour(s) by notifying the Vice President in advance. Such office hour(s) must be made up within two weeks of the missed office hour(s).

### Section 3 – Excused Absences from Committee Meetings

An Undergraduate Student Government member may be excused from a committee meeting by notifying the Chair of the committee at least twelve hours in advance of the meeting.

## Article IV – Appointments

### Section 1 – New Members

The President is responsible for recommending appointments of new members in the event an open position becomes available. The recommendation is then voted on by the Undergraduate Student Government. There will be at least one week where the open position will be advertised to corresponding sections of the Student Assembly between the date the open position is announced to the Undergraduate Student Government body and voting occurs. The methodology for review of interested candidates will be set by the President contingent on approval from the Undergraduate Student Government.

### Section 2 – Committee Chairs

The Undergraduate Student Government President is responsible for appointing all committee chairs whose membership is dictated by the Undergraduate Student Government bylaws.

### Section 3 – Appointment Carry-Over

No position appointed by the Undergraduate Student Government President is eligible for carry-over into the following year.

# Article V – Standing Committees

## Section 1 – Student Affairs

1. The Student Affairs Committee shall be responsible for finding, investigating and attempting to resolve any “issues” that diminish the undergraduate experience. It shall also be responsible for aiding in communication between university administration and the Student Assembly.
2. The Student Affairs Committee shall be an advocate for the rights of all members of the campus community and serve as a check on university policies and procedures to ensure that they respect the rights of members of the campus community.
3. The Student Affairs Committee Chair or a delegate from the Student Affairs Committee shall attend every Student Commission meeting.
4. Chair of this committee shall be appointed by the President of the Undergraduate Student Government and membership shall be appointed by the Vice President of the Undergraduate Student Government. Membership of this committee shall consist of the following members:
  - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
  - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
  - c. A Diversity Liaison, who shall be responsible in leading all Undergraduate Student Government outreach to various under-represented cultural Registered Student Organizations.
  - d. The President of the Undergraduate Student Government, who shall serve in an ex- officio capacity.
  - e. Three other members.

## Section 2 – Political Affairs

1. The Political Affairs Committee represents the Student Assembly of Michigan Technological University on off-campus student bodies at the local, state and national level.
2. The Political Affairs Committee Chair shall serve as the liaison for any communication involving political advocating on behalf of the Undergraduate Student Government. This includes any coalition formed with different universities. The Political Affairs Committee Chair may appoint a delegate to serve in this role when necessary.
3. Chair of this committee shall be appointed by the President of the Undergraduate Student Government and membership shall be appointed by the Vice President of the Undergraduate Student Government. Membership of this committee shall consist of the following members:
  - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
  - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
  - c. Four other members.

### **Section 3 – Public Relations**

1. The Public Relations Committee shall have charge of all Undergraduate Student Government publications and advertising on-campus and off-campus working in conjunction with the purpose of the Political Affairs Committee as defined in Article V, Section 2.1 or the Events Committee as defined in Article V, Section 4.1.
2. Chair of this committee shall be appointed by the President of the Undergraduate Student Government and membership shall be appointed by the Vice President of the Undergraduate Student Government. Membership of this committee shall consist of the following members:
  - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
  - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
  - c. The Undergraduate Student Government Webmaster, who is responsible for the maintenance of any Undergraduate Student Government websites.
  - d. Three other members.

### **Section 4 – Events**

1. The Events Committee shall have the charge of planning, leading, and executing events throughout the year for the betterment of the body and students and the university community.
  - a. Examples of these events may include: Orientation Week, K-Day, Spring Fling, chili van, crosswalk, debt wall, or parts of Rock the Vote.
2. The Events Committee shall manage and, twice per semester, check the student storage space in the building located near the Student Development Complex in accordance with Article VI Section 3 of the Bylaws.
3. Chair of this committee shall be appointed by the President of the Undergraduate Student Government and membership shall be appointed by the Vice President of the Undergraduate Student Government. Membership of this committee shall consist of the following members:
  - a. A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
  - b. A Vice Chair who will fulfill the duties of the Chair should the Chair be absent.
  - c. A storage barn manager.
  - d. Three other members.

### **Section 5 – Ways and Means**

The purpose and membership of the Ways and Means Committee is defined by the constitution of the Undergraduate Student Government.

### **Section 6 – Personnel**

The purpose and membership of the Personnel Committee is defined by the constitution of the Undergraduate Student Government.

## **Section 7 – Judiciary**

The purpose and membership of the Judiciary Committee is defined by the constitution of the Undergraduate Student Government.

# **Article VI – Student Storage Policy**

## **Section 1 – Statement of Purpose**

The purpose of the Student Development Complex student storage facility is to provide convenient storage for Registered Student Organization equipment.

## **Section 2 – Storage Allocation Process**

At the beginning of each academic year, the Events Committee will establish procedural guidelines for requesting storage allocations for that year. Failure to comply with storage allocation guidelines will result in loss or refusal of storage allocation. Storage allocation changes (e.g. new allocation, eviction, mandatory sharing) must be approved by a majority vote of the Undergraduate Student Government.

## **Section 3 – Eligibility for Student Storage**

1. All organizations requesting storage must be registered for the current academic year with the Student Leadership and Involvement as a Registered Student Organization. The organization must also have membership that is open to all students as defined in Article XVI Section 1.
2. Twice a semester an Undergraduate Student Government member will inspect the storage facility. They will check that all organizations are:
  - a. Keeping their storage area clean and organized.
  - b. Using most of their storage unit space. This also applies to shared storage spaces.
  - c. Keeping an accurate inventory of equipment and when it is used.
  - d. Following any other requirements set by the Events Committee.
3. If an organization fails to meet these requirements the Undergraduate Student Government will review their allocation and they may be:
  - a. Evicted and forced to remove their equipment within one week. Failure to remove equipment within this time period grants the Undergraduate Student Government the power to remove it for them and disperse/dispose as seen fit, preferably to be reused by another Registered Student Organization.
  - b. Forced to share their storage area with another organization on the waiting list.
4. The Events Committee may make exceptions on an individual basis.
5. The Undergraduate Student Government reserves the right to refuse any organization space or evict them for improper behavior, breaking university policy or tampering with any equipment they do not own.

# Article VII – College Representation

## Section 1 – College Representation Distribution

1. According to the Undergraduate Student Government Constitution, there shall be ten representatives that are specifically elected to represent each college on campus. Students must be members of a major in the specific college to qualify. Distribution is determined by population. Currently, the Undergraduate Student Government distributes the ten college positions as follows:
  - a. Four College of Engineering Representatives
  - b. Two College of Sciences & Arts Representatives
  - c. Two College of Computing
  - d. One College of Forest Resources & Environmental Sciences Representative
  - e. One College of Business
2. The Undergraduate Student Government shall review the enrollments of each college each year and revise the above distribution as needed.
  - a. Every college shall have at least one representative.
  - b. Additional representatives shall be allocated with respect to each college's enrollment relative to the overall undergraduate student enrollment of Michigan Technological University.
3. If a college representative changes their major to one that is no longer in the college that they are representing, then they shall resign from their representative position.
4. Students are considered a member of the college if they are enrolled in a major program in that college. Certificate programs are not considered a major unless it is the only program an undergraduate student is enrolled in.

## Section 2 – College Representation

College representatives shall have frequent communication with the dean of the college. In addition, college representatives should make every effort to serve as liaisons to Registered Student Organizations whose membership falls primarily within that college. College representatives may also find it beneficial to visit lectures within the college they are representing for the purpose of introducing the Undergraduate Student Government to Student Assembly members.

## Article VIII– Residential Representation

### Section 1 – Residential Representation Distribution

1. According to the Undergraduate Student Government Constitution, there shall be two representatives that are specifically elected to represent the students within the Student Assembly currently living in on-campus housing. Representatives must live on-campus to qualify.
  - a. Qualification of the location and status of on-campus housing is set by the authority of Residence Housing and Education at Michigan Technological University.
2. The Undergraduate Student Government shall allow the Inter-Residence Housing Council to appoint one student living on-campus to serve as the Resident Advocate per Inter-Residence Housing Council Constitution.
  - a. This appointment grants full authority of an Undergraduate Student Government Representative including all voting rights, duties, and responsibilities of said position.
3. If a residential representative moves off campus, then they shall resign from their representative position.
4. All residential representatives are subject to all expectations of Undergraduate Student Government Representatives as outlined in the constitution and may be referred to the personnel committee in the event of misfeasance, malfeasance, or nonfeasance.
5. In the event of a vacancy of the resident advocate position, the Undergraduate Student Government President shall notify the Inter-Residence Housing Council, so they may appoint a replacement representative.
6. In the event of a vacancy of an elected resident representative, a new representative shall be appointed by the Undergraduate Student Government President according to Article III Section 4 of the Constitution.
7. The resident advocate must be a member of the Inter-Residence Housing Council.

### Section 2 – Residential Representation

Residential representatives shall have frequent communication with Housing & Residential Life along with the residence hall councils.



## Article IX – Official Liaisons

### Section 1 – Official Liaisons

1. The constitution of the Undergraduate Student Government gives the President of the Undergraduate Student Government the authority to appoint liaisons. Representatives shall serve as advocates for the Student Assembly, and as such should serve as liaisons as needed. Official liaisons shall be listed on the Undergraduate Student Government meeting agenda.
2. As of September 2014, the current liaisons include:
  - a. the Graduate Student Government
  - b. the Inter-Fraternity Council
  - c. the Panhellenic Council
  - d. the Houghton City Council
  - e. the Parent’s Fund
  - f. the University Senate
  - g. and the Student Commission
3. Undergraduate Student Government members who serve as unofficial liaisons to organizations on campus should also be allowed to report out during Undergraduate Student Government meetings.

## Article X —Recognition of Accomplishments

### Section 1—Recognitions of Accomplishments

Whenever possible, the Undergraduate Student Government should recognize the accomplishments of Student Assembly members that are a result of their participation in activities supported by the Undergraduate Student Government.

1. Examples of supported activities include participation in Registered Student Organizations and participation in events held by the Undergraduate Student Government.
2. Examples of accomplishments include awards at any level, special recognition by local, state, or national organizations, and completion of significant goals within an organization.
3. Upon notification of accomplishments, the Undergraduate Student Government should recognize the accomplishment in whatever way they see fit (examples include, but are not limited to, posts on their website, social media updates, recognition at Board of Trustees reports and recognition at a weekly meeting).

## **Section 2 — Graduation Cords**

At the end of every fall and spring semester, graduation USG members, both current and former, may buy or be loaned the USG graduation cords to wear during the commencement ceremony.

A student qualifies for a cord if they meet one of the following criteria:

1. They have been on the body for two full terms.
2. They have held an e-board position for one full term of office.
3. The body votes to award any other former Undergraduate Student Government member who does not meet the qualifications. This recognition requires a two thirds vote.

## **Article XI – Resolutions**

### **Section 1 – Undergraduate Student Government Resolutions**

1. For a potential resolution to be considered at a Undergraduate Student Government meeting, all of the following criteria must be met:
  - a. The resolution must have been circulated to the Undergraduate Student Government and discussed at a previous meeting or distributed to the Undergraduate Student Government no less than five business days before the meeting.
  - b. A majority of the Undergraduate Student Government can approve (supersedes Subsection a. above) bringing a resolution directly to the table for discussion and possible vote.
2. Upon fulfilling the requirements for consideration, a potential resolution must garner a majority vote of the Undergraduate Student Government in favor for the measure to be adopted.
3. The Undergraduate Student Government Parliamentarian shall ensure that resolutions are stored properly for future access by all Undergraduate Student Government representatives.
4. The Undergraduate Student Government Public Relations Committee shall ensure that resolutions are published and distributed to the Student Assembly.

## Article XII – Ratification, Suspension, and Revision

### Section 1 – Ratification of the Bylaws

1. The bylaws shall be ratified in their entirety upon the garnering of a two-thirds vote of the membership of the Undergraduate Student Government.
2. After receiving such a vote, the bylaws shall go into effect immediately.

### Section 2 – Suspension of the Bylaws

1. Any Undergraduate Student Government representative may motion for the suspension of the bylaws. A two-thirds approval of the Undergraduate Student Government is required for the suspension of the bylaws. To be accepted by the acting chair as a valid motion, the motion must name a specific maximum amount of time for the suspension of the bylaws as well as the specific section or sections being suspended.
2. This measure does not allow for decisions to be made in a manner that supersedes the measures set forth in the Undergraduate Student Government constitution.

### Section 3 – Revision of the Bylaws

1. For a potential amendment to these bylaws to be considered at an Undergraduate Student Government meeting, all of the following criteria must be met:
  - a. The amendment must be circulated to the Undergraduate Student Government no less than five business days before the Undergraduate Student Government meeting.
  - b. A majority of the Undergraduate Student Government can approve (superseding Article XI, Section 3.1a) of bringing an amendment directly to the table for discussion and possible vote.
2. Upon fulfilling the requirements for consideration, a potential amendment to the bylaws must garner a two-thirds vote of the Undergraduate Student Government in favor for the measure to be adopted.
3. The Undergraduate Student Government Parliamentarian shall ensure that these bylaws are updated to reflect the amendment.

# **Title Two – Financials**

## **Article XIII – Student Activity Fee Funding Request**

### **Policy**

#### **Section 1 – Statement of Purpose**

1. The purpose of the Student Activity Fee Funding Request Policy is to establish qualifications necessary for fundable accounts to request and receive funding from the Student Activity Fee, as well as to define allowable requests and expenditures that may come from the Student Activity Fee.
2. Undergraduate Student Government fundable accounts include Registered Student Organizations as recognized by Student Leadership and Involvement, Special Budget Groups as recognized by the Undergraduate Student Government, programs and initiatives sponsored by Student Affairs, and University Traditions as defined in Article XIII Section 1.3.
3. University Traditions that are fundable by the Undergraduate Student Government are events or programs that are considered to have historically benefited the campus community and the Student Assembly as a whole.
  - a. University Traditions are defined by Student Leadership and Involvement and the Tech Traditions Committee
4. The Undergraduate Student Government and Director of Student Leadership and Involvement will determine the percentage of distribution to fundable accounts.
5. In order to effectively manage registered student organizations, the Student Activity Fee may be allocated in part for online student organization management systems and for staff that directly coordinate Registered Student Organizations. Such allocations must be determined by the Chief Student Affairs Officer each year and be allocated before the distribution to fundable accounts is determined.

#### **Section 2 – Deduction of Student Organization Allocations**

1. The full amount of allocation for a student organization will be received if and only if the student organization has re-registered for the academic school year by the date set by Student Leadership and Involvement.
2. A student organization will receive seventy-five percent of their allocation if the organization has re-registered for the academic school year by 5:00 p.m. on the Friday after the date set by Student Leadership and Involvement.
3. A student organization will receive fifty percent of their allocation if the organization has re-registered for the academic school year by 5:00 p.m. on the second Friday after the date set by Student Leadership and Involvement.
4. A student organization will receive no funding (amount of \$0.00) from the Student Activity Fee if the organization has not re-registered for the academic school year after 5:00 pm on the second Friday after the date set by Student Leadership and Involvement.

### **Section 3 – Eligibility to Request Funds**

1. All organizations requesting funds must be registered for the current academic year with Student Leadership and Involvement.
2. The Undergraduate Student Government may also fund activities and programs that may benefit the Student Assembly.
3. The organizations must have membership that is open to all students at Michigan Technological University or an event that will be available to all students.

### **Section 4 – Fundable Requests**

The Undergraduate Student Government may allocate funds for the following purposes:

1. Projects and Activities
  - a. These activities must be open to the entire student population of Michigan Technological University.
  - b. The project or activity will showcase a skillset of the organization.
2. Equipment and Capital Outlay
  - a. The Undergraduate Student Government may assist an organization in purchases.
  - b. The organization must own, insure and be responsible for proper use and secure storage.
  - c. Special consideration will be taken for equipment reserved for safety purposes.
3. Competitions
  - a. The Undergraduate Student Government may provide funding for the total registration of the team, housing, and travel expenses for organizations.
4. Conferences and Symposiums
  - a. The Undergraduate Student Government may provide funding for the professional training and advancement of students in an organization. This funding may include travel, housing and registration fees.
5. Cultural Experience
  - a. The Undergraduate Student Government may provide funding for food if the organization can provide reasoning that it will demonstrate cultural significance. This is an allowable exception to Article XIII, Section 5.2.
  - b. Such an exception as described in Article XIII, Section 4.6a. to Article XIII, Section 5.2 can be made only at funding request hearings in the spring semester or during an opportunity or reserve fund request.
  - c. Such an exemption as described in Article XIII, Section 4.6.a. to Article XIII, Section 5.2 should be granted upon the successful review of documents providing evidence that the food in question is cultural.
    - i. The supporting documents may be but are not limited to recipes.
6. Advocacy for Students Rights, Freedoms, and Education
  - a. The Undergraduate Student Government may provide funding for the registered student organization to advocate for student rights, freedoms, and education on a scale of national to local government.
    - i. Consideration must be given to the proposed usage of advocating funding so as to not interfere with Article XIII Section 5.8 of the Undergraduate Student Government Bylaws.

## **Section 5 – Expenditures Not Eligible for Funding**

1. Alcohol.
2. Food.
3. Giveaways or items that will be distributed.
4. Monetary distributions to members of organizations or charities.
5. Awards or Prizes.
6. Items outside the scope of an organization.
7. Salaries for full-time or part-time staff except as stated in Article XIII, Section 1.5.
8. Contributions or donations to the campaign fund of any candidate or political movements.

## **Section 6 – Funding Request Requirements**

Student organizations participating in the Student Activity funding request hearings, thus requesting funds for the next academic year, must adhere to the following guidelines:

1. At least one representative of the organization must attend the annual Undergraduate Student Government funding request hearings information session.
2. At least one representative of the organization requesting funds must come before the Undergraduate Student Government Ways and Means Committee at the Student Activity Fee funding request hearings in the spring semester.
3. The Undergraduate Student Government shall be responsible, within reason, for communicating with Registered Student Organizations the dates and times of these funding request hearings.
4. Failure to meet with the Ways and Means Committee at this time will grant no allocation (amount of \$0.00) for the year in which funding is to be requested.
5. If the organization requesting is unable to attend the scheduled hearing times, a member from the organization must contact the Treasurer of the Undergraduate Student Government at least five business days prior to the group's scheduled hearing time to make other arrangements.
6. All procedures should be reviewed annually by the Ways and Means Committee and be distributed to all organizations at the annual information session. Failure to follow proper procedures will be considered to be a failure to meet with the Ways and Means Committee.
7. If an organization loses registered status from Student Leadership and Involvement at any point during this process, the process is halted until corrections have been made.

## **Section 7 – Funding Request Hearings**

1. The Ways and Means Committee may allow additional Undergraduate Student Government or Student Assembly members to participate in the funding request hearings in an advisory role.
2. In the absence of a member of the Ways and Means Committee during the funding request hearings, the Treasurer may appoint a temporary replacement Undergraduate Student Government representative that will serve as a voting member of the Ways and Means Committee until the absent member returns.

3. The Ways and Means Committee has the authority to exempt items from the final student organization budgets. Such exemptions must be approved by the Undergraduate Student Government.
  - a. Upon the approval of an exemption from a final registered student organization's budget, the Undergraduate Student Government Treasurer will inform the concerned organization with the relevant information on the exception and the rationale for it.
4. For the betterment of student organizations, the Ways and Means Committee may recommend an exemption to certain items on a student organization budget during funding request hearings to allow for these items to be eligible for Opportunities or Reserve Fund requests during the next fiscal year.
5. All Registered Student Organizations may appeal the outcome of the funding request hearings. The first appeal will be to the Ways and Means Committee, and the final appeal will be made directly to the Undergraduate Student Government.
6. All recommendations made during funding request hearings must be approved by a two-thirds majority of the Undergraduate Student Government.

## **Section 8 – Allocation Reimbursement Requirements**

1. The student organization requesting reimbursement from their allocation must be currently registered with Student Leadership and Involvement.
2. Allocations must be claimed after purchase, except in cases of special circumstances, which are to be determined by the Ways and Means Committee.
3. Organizations requesting reimbursement from their allocation must do so before the end of the academic year in which the allocation was given for.
4. If an organization requests funding for summer expenditures, arrangements must be made with the Ways and Means Committee before the end of the academic year.
5. The Undergraduate Student Government will not under any circumstances retroactively distribute funds for a previous academic year or for a purchase or expenditure over four months after the purchase date.
6. The Undergraduate Student Government may not distribute funds for expenses that are not listed on the student organization's final approved budget.
7. The Undergraduate Student Government has the authority to authorize revisions to a student organization's budget.
8. When a Registered Student Organization provides a "service" or equipment for another organization, they must present them with a receipt at the time of the event. The receipt must also be signed by both parties at the time of the event.

## **Section 9 – Special Budget Groups Funding Request Policy**

1. The purpose of the Student Activity Fee Special Budget Groups Funding Request Policy is to establish the qualifications necessary for Special Budget Groups to request and receive funding from the Student Activity Fee, as well as to define the allowable requests and expenditures that may come from the Student Activity Fee. Special Budget Groups are defined in Article XVII.
2. Special Budget Groups must schedule a budget request hearing each year with Student Leadership and Involvement as per a timeline specified by Student Leadership and Involvement.
3. Student Leadership and Involvement will lead the budget request hearing process for Special Budget Groups with a committee of individuals from the following areas: two Undergraduate Student Government representatives, one Graduate Student Government representative, the Director of Student Leadership and Involvement, and a faculty member invited by the Director of Student Leadership and Involvement.
  - a. Allocations must be passed by majority vote of the committee.
  - b. Representatives from the Undergraduate Student Government must abstain from the vote on the Undergraduate Student Government budget.
4. All recommendations made by the Special Budget Group budget request hearing committee must be approved by a majority vote of the Undergraduate Student Government.
5. Any organization not satisfied with the amount of their allocation may appeal the decision within ten business days of the Undergraduate Student Government's formal approval of the allocation.
  - a. Appeals must be made in a hard copy, physical letter submitted to the Dean of Students.
6. All Special Budget Groups requesting money are allowed to spend their budget how they see fit as long as it will benefit the students of Michigan Technological University. Special Budget Groups are expected to follow university policies, including but not limited to Michigan Tech's Board of Trustees Policy 7.5.
  - a. However, if an organization is found abusing this privilege a formal complaint may be filed to the Undergraduate Student Government to review the situation.
  - b. The Treasurer of the Undergraduate Student Government and Director of Student Leadership and Involvement will determine if further action is required.
7. Since the Graduate Student Government has its own Student Activity Fee revenue it will not be granted funds through Special Budget Groups hearings.
8. All organizations requesting funds must be registered for the current school year with Student Leadership and Involvement and be recognized by the Undergraduate Student government as a Special Budget Group.

## **Section 10 - Student Activity Fee Review Task Force**

1. In the fall of every third year, the Undergraduate Student Government should form a Student Activity Fee Review Task Force in conjunction with Student Leadership and Involvement and the Graduate Student Government.
2. The results and recommendations of the review should be presented to the Board of Trustees and University Budget Team at the beginning of the following spring semester.
3. The Student Activity Fee may also be reviewed intermittently, if deemed necessary.



# Article XIV – The Opportunities Fund Policy

## Section 1 – Statement of Purpose

The purpose of the Undergraduate Student Government Opportunities Fund is to provide funding for startup costs of new organizations, unpredicted student organization expenses, or new initiatives of student organizations that were not previously budgeted for.

## Section 2 – Level of Account

The amount of funds available for disbursement will be based on the recommendation of the Ways and Means Committee. This amount must be allocated before the distribution to fundable accounts is determined. It is the intent, but not a requirement, that the entirety of this fund be allocated each school year.

## Section 3 – Uses

1. Startup costs: Startup costs shall be defined as the initial cost of equipment and other items necessary for the function and operation of the new Registered Student Organization.
2. Unpredicted Expenses: Unpredicted expenses shall be defined as costs that were not budgeted for because the Registered Student Organization was unable to predict the activity/purchase during regular funding request hearings. Examples of unexpected opportunities may include, but are not limited to the following:
  - a. Conferences, conventions, symposiums or competitions that a group is given the opportunity to attend within the current budgeted year.
  - b. Annually attended conferences, conventions, symposiums or competitions that unexpectedly change in cost, making this increase an expense that could not be budgeted for (i.e. conference location change).
  - c. Programming opportunities that presented themselves after the funding request hearing process, and could have a substantial benefit to campus life.

## Section 4 – Allocation Requirements

1. In order to request and receive a one-time allocation, the student group must be currently registered with Student Leadership and Involvement.
2. The Ways and Means Committee must receive a written Opportunities Fund allocation proposal. This proposal shall include an explanation of the campus or organization impact the opportunity will provide, the amount of the funding requested, and other sources of funding.
  - a. The written proposal should be received through the medium set by the Ways and Means Committee as either written in a paper-pen submission or typed in an electronic submission.
3. The Ways and Means Committee reserves the right to deny Opportunities Fund requests based on the level of the Opportunities Fund, the expected and/or current success of the organization and the expected and/or current contributions of the organization to the Student Assembly.
4. Any Registered Student Organization may appeal a Ways and Means Committee denial by attending an Undergraduate Student Government meeting and stating their reason for appeal.
5. A two-thirds vote of the Undergraduate Student Government shall be required for approval of Opportunities Fund allocations.

6. When possible, the Undergraduate Student Government shall wait a minimum of one week after a request has been submitted to and reviewed by the Ways and Means Committee to consider the recommendation from that committee. The recommendation and reference material will be available for review by the Undergraduate Student Government during the aforementioned week.
7. Registered Student Organizations must obtain the allocated reimbursement during the academic year in which the allocation was given.
8. Registered Student Organizations may only receive funds for one Opportunities Fund request per academic year.

## **Section 5 – Reimbursement Requirements**

If the Opportunities Fund Request is approved the amount is added to the student group's funding allocation for that academic year. The group then must follow the guidelines for reimbursement under Article XIII, Section 8.

# **Article XV – The Reserve Fund Policy**

## **Section 1 – Statement of Purpose**

1. The primary purpose of the Undergraduate Student Government Reserve Fund shall be for equipment replacement costs, equipment upgrade costs, and equipment safety concerns.
2. The Undergraduate Student Government Reserve Fund may also be used in the case of campus emergencies. A campus emergency is generally limited to emergency equipment repair or replacement for vital campus programs that highly benefit the Student Assembly.
  - a. For example, a Film Board projector has been a campus emergency project in the past.

## **Section 2 – Reserve Fund Status**

1. The level of the Reserve Fund at the beginning of each academic year shall be at least \$50,000.00, except in the case of a campus or financial emergency as declared by the Undergraduate Student Government.
2. If there is additional money in the Reserve Fund due to carryover of accounts from the previous academic year, then that money is considered surplus and can be used by the Undergraduate Student Government body for campus improvements, new program initiatives and/or anything else that will benefit the Student Assembly.

## **Section 3 – Reserve Fund Uses**

1. Equipment replacement costs shall be defined as the cost to replace equipment that is vital to the basic function and operation of the Registered Student Organization, where the Registered Student Organization cannot function, operate, or progress without the equipment. This applies to equipment that is not covered by an insurance policy or is no longer covered under a warranty.
2. Equipment replacement costs shall also be defined as the cost to replace equipment that is dangerous to the well-being of the members of the Registered Student Organization and its affiliates.

3. Equipment upgrade costs shall be defined as the cost to upgrade equipment that is vital to the basic function and operation of the Registered Student Organization, where the Registered Student Organization cannot function and operate or progress without it.
4. Equipment upgrade costs shall also be defined as the cost to upgrade equipment that is dangerous to the well-being of the members of the Registered Student Organization and its affiliates.
5. As a secondary source to the Opportunity Fund, should the USG body determine that the Opportunity Fund requires additional funds for the use described in Article XIV Section 3 of the Undergraduate Student Government Bylaws.
  - a. The status of a secondary source to the Opportunity Fund shall only be considered at such point where a request is filed with the Ways and Means committee that the current funds in the Opportunity Fund can not accommodate.

## **Section 4 – Allocation Requirements**

1. In order to request and receive a one-time allocation the student group must be currently registered with Student Leadership and Involvement.
2. The Ways and Means Committee must be presented with a complete list of possible options that range in price (from minimum cost to maximum cost) for the purchase upon the request of the Ways and Means committee. This list must include the purpose, as well as the benefits and drawbacks of each item option mentioned (i.e., a \$200.00 camera, compared to a \$500.00 camera, compared to a \$1000.00 camera).
3. The Ways and Means Committee reserves the right to deny Reserve Fund requests based on the level of the Reserve Fund, the expected and/or current success of the Registered Student Organization and the expected and/or current contribution of the Registered Student Organization to the Student Assembly.
4. Any Registered Student Organization may appeal a Ways and Means Committee denial by attending an Undergraduate Student Government meeting and stating their reason for appeal.
  - a. Upon receiving an appeal to the Undergraduate Student Government, the Ways and Means Committee will turn over all previously obtained information to the body for review.
5. A two-thirds majority vote of the Undergraduate Student Government shall be required for approval of Reserve Fund allocations.
6. The Undergraduate Student Government shall wait a minimum of one week after the request has been submitted to and reviewed by the Ways and Means Committee before the recommendation is brought to vote by the Undergraduate Student Government. The recommendation and reference material shall be available for review by the Undergraduate Student Government during the one-week period.
7. In cases of emergency requests for the Reserve Fund, the Undergraduate Student Government may vote immediately on the recommendation with a two-thirds majority vote of the Undergraduate Student Government.
8. Registered Student Organizations may only receive funds for one Reserve Fund request per academic year.

## **Section 5 – Reimbursement Requirements**

If the Reserve Fund Request is approved the amount is added to the student group's funding allocation for that academic year. The group then must follow the guidelines for reimbursement under Article XIII, Section 8.

## **Section 6 – Rollover Usage Policy**

1. If the rollover exceeds \$10,000.00 then the Undergraduate Student Government may use up to seventy-five percent of the rollover to fund campus upgrades and projects that benefit the undergraduate student population. The reserve fund must not fall below \$75,000 when funding such upgrades and projects.
2. Eligible expenditure of the surplus includes but is not limited to campus projects and campus upgrades.
3. Ineligible expenditure of the surplus includes but is not limited to one-time events (i.e. concerts, comedians etc...) and items detailed in Article XIV, Section 3.
4. An Undergraduate Student Government member must present a detailed written proposal for rollover use to the Ways and Means Committee for consideration.
5. After a two-thirds vote of approval by the Ways and Means Committee the allocation must be tabled for one week, after which it must be approved by a two-thirds vote of the Undergraduate Student Government at the next weekly meeting.

# **Article XVI – Open and Closed Organizations**

## **Section 1 – Open Student Organizations**

The definition of an open student organization, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

1. An organization that has no or minimal standards, or pre-existing conditions that must be met for membership other than general interest in group activities.
2. An open organization may have a conventional attendance policy.
3. An open organization may charge realistic membership dues in order to provide for sustained organizational interest.
4. An open organization may have an attendance-based executive board restriction.

## **Section 2 – Closed Student Organizations**

The definition of a closed student organization, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

1. An organization where membership is based upon pre-existing conditions or standards that must be met for membership such as, but not limited to, bids, invitations, membership approval votes, interviews, and applications.
2. An organization is closed if it has a membership G.P.A. restriction, with the exception of university policy regarding officer G.P.A.'s.
3. An organization is closed if it has restrictions, other than attendance, on executive board positions.

## **Section 3 – Club Sports**

The definition of an open club sport, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

1. An organization whose members partake in a competitive sporting environment (physical or intellectual). This type of group adheres to the standards set in Article XVI, Section 1.
2. A club sport must allow all interested individuals to participate in practices.
3. A club sport that does not adhere to the above is considered a closed club sport and will not receive funding through the Student Activity Fee. Open club sports are eligible to receive funding through the Student Activity Fee.

## **Article XVII – The Special Budget Groups**

### **Section 1 – Current Special Budget Groups**

As of February 22, 2018, the organizations currently recognized as Special Budget Groups are:

1. FilmBoard
2. The Memorial Union Board (MUB Board)
3. The Michigan Tech Lode
4. Sound and Lighting Services (SLS)
5. The Undergraduate Student Government
6. WMTU

### **Section 2 – Requirements**

To be considered a Special Budget Group, the following stipulations must be met by application to the Undergraduate Student Government:

1. The organization must be a Registered Student Organization, meeting the minimum requirement of ten members.
2. Every two years, presented in written format to the Undergraduate Student Government, the organization must be able to create a list of the events/programs coordinated by the organization and the impact it has had on the students of Michigan Technological University with the following items listed:
  - a. Estimated number of students and community members impacted/attended the event (must show the amount of students and community members separately).
  - b. Itemized list of all equipment, products, etc. purchased with Student Activity Fee allocations.
3. Within reason, the organization must be able to prove to the Undergraduate Student Government why they feel the title of Special Budget Group should be given to them.
4. All organizations that receive Special Budget Group status must reapply every two years during the spring semester to the current Undergraduate Student Government to maintain said status. At this time any Registered Student Organization may apply to become a Special Budget Group using these same guidelines. Special Budget Group status will be granted by a two-thirds approval of the Undergraduate Student Government.

## Article XVIII – Compensation

### Section 1 – Executive Board Compensation

1. The executive board of the Undergraduate Student Government is eligible to receive up to a \$500 stipend per semester based on performance.
2. The Undergraduate Student Government Parliamentarian shall send an executive board performance survey to all Undergraduate Student Government members during week nine of each semester and report on the results during week ten of each semester.
3. The amount is determined by the Undergraduate Student Government but cannot exceed \$500 per semester.
4. A two-thirds affirmative vote is needed to confirm the stipend amount.
5. All stipends shall be submitted to accounting during week ten of each semester.
6. All stipends shall be allocated from the internal Undergraduate Student Government budget.

