

# Appendix I. Oakland University Student Congress Bylaws

## I. University Student Congress

### A. Financial Authority

1. Authority over the University Student Congress funds rests with the University Student Congress in compliance with University Student Congress Constitution
2. University Student Congress financial accounts
  - a. Must maintain a master account, hereby known as the “Main Account”
  - b. Must maintain an account for the processing of funds generated from the Student Activities Fee
  - c. Per the policies of Oakland University, the University Student Congress must maintain a minimum balance of \$5,000.00 in its Main Account
    - i. These funds must remain uncategorized in each University Student Congress budget, and be replenished should they have been used in a previous semester, and this minimum balance must never be reallocated to any other line items
    - ii. Per University policy, these funds may be accessed in the event that the Congress is presented with an unforeseen expense or expenses that were not allocated for in a budgetary period
      - a. Unforeseen expenses include such items as bills whose total is greater than was allocated for and bills from previous semesters, due to increases in labor costs, material costs, etc., and cannot be due to negligence
      - b. Unforeseen expenses do not include items such as programming not previously created in a given budget, a forgotten item in a budget, and presidential discretionary
      - c. The University Student Congress Financial Affairs Director, in conjunction with the Student Body President, shall determine whether an expense is considered “unforeseen;” however, these individuals are responsible for planning accordingly within their budget to prevent unforeseen circumstances to the best extent possible
      - d. The Legislature shall be notified in the event these funds are accessed and must approve the expenditure ex post facto by a majority vote; in the event that the expenditure is not approved the minimum balance must be immediately replenished from the budgetary line item Uncategorized Funds, or from another budgetary line item should adequate Uncategorized Funds be unavailable
  - d. Cannot be used to fund any student organization or club sport expenses unless Oakland University Student Congress is co-sponsoring an event or initiative with another student organization or club sport
    - i. For an event or initiative to be considered co-sponsored, Oakland University Student Congress must be directly involved in the planning process of the event or initiative and all advertising material for the event or initiative must identify Oakland University Student Congress as a co-sponsor
      - a. If a co-sponsor bill is passed by the Legislature, the bill sponsor and/or co-sponsor(s), with oversight of the Marketing Director, shall be held responsible for overseeing the Host Organization’s compliance to these Bylaws.
      - b. If a co-sponsorship bill is passed by the Legislature the bill sponsor and co-sponsor(s), with oversight of the Marketing

Director, shall be held responsible for making sure that the Oakland University Student Congress is advertised in every way the Host Organization offers

- c. If Host Organizations do not comply with Article 1, Section A Sub-Section 2d Item i. of these Bylaws, then co-sponsorship funding shall be withdrawn and transferred back into the line-items in which the funding originated.

- 3. The University Student Congress shall create a budget on a semester-by-semester basis, those being Summer, Fall, and Winter
  - a. None of these budgetary periods may be combined together to create a single budget
  - b. The aforementioned budgets may not allocate or otherwise spend more money than is available for that particular semester
  - c. The budgets for each period may provide money for programs and initiatives that will take place in another budgetary period, provided the funds used are available within the budget of the period the request is made; those requesting funds must prove that they cannot reasonably wait to request funding until the actual budgetary period within which the program or initiative will come to pass

#### B. Compensation

- 1. The University Student Congress must determine if and how it will compensate its members and appointed agents prior to the beginning of the summer session and Fall/Winter term

#### C. Congressional Ethics

- 1. All members and appointed agents of the University Student Congress must abide by the following ethical standards:
  - a. Uphold and obey the University Student Congress Constitution, these Bylaws, and the University Student Congress Oath of Office
  - b. Seek to find and employ more efficient and economical ways of accomplishing tasks undertaken
  - c. Maintain good academic and disciplinary standing with the University
- 2. Members Shall Not
  - a. Discriminate unfairly by abusing powers and privileges afforded to members and appointed agents of University Student Congress
  - b. Use any information provided in confidence, in the performance of Congressional duties, as a means of making private profit
  - c. Engage in any business with the University, either directly or indirectly, which is inconsistent with conscientious performance of Congressional duties
- 3. All University Student Congress members shall refrain from the posting of materials endorsing a political figure, issue, or party in the main University Student Congress office, except those materials endorsing a position adopted by the University Student Congress via resolution

## II. Executive Branch

#### A. Requirements of Branch Members

- 1. Persons are restricted from occupying a voting seat in the Legislature while occupying a position within the Executive Branch
- 2. Must submit a report to all members of the University Student Congress at every meeting of the University Student Congress Legislature including but not limited to:
  - a. Typed summary of the Branch member's activities and those of their respective committees
  - b. In the event that an Executive Board Member fails to submit their report for three weeks during their semester of service, they are to immediately be put up

for review per the process described under the Judiciary Bylaws. These three missed reports will be kept track of by the Judiciary Chair with help from the Administrative Assistant

3. Must maintain posted weekly office hours during all University academic semesters
4. Must accept additional duties as delegated by the Student Body President
5. Must maintain records of all business considered at meetings the member oversees
6. Attend all meetings of the University Student Congress Legislature
  - a. Absences and tardiness due to familial, medical, other unforeseeable circumstances, or the execution of Congressional duties shall be deemed excused
    - i. Documentation for an excused absence must be submitted to the Judiciary Committee within seven (7) days of the absence for it to be considered excused
  - b. Members of the Executive Branch are permitted to not attend General Body Meetings if,
    - i. They provide evidence of a class conflict to the Judiciary Chair ahead of the first meeting of the semester
    - ii. They are not the Student Body President
    - iii. They are not the Student Body Vice President
    - iv. They are not the Administrative Assistant
    - v. They faithfully fulfill the completion of their office hours
    - vi. They provide weekly Executive Board reports to the Legislature
7. All Executive board members shall work in the Student Congress office at least 10 hours per week
  - a. In the event an Executive Board member is working less than 10 hours per week the matter shall initially be referred to the Student Body President or his/her designee, for resolution
  - b. The Student Body President, or his/her designee, can waive the 10 hour requirement on an individual basis for good cause
8. All Executive board members will dress appropriately for general body meetings
  - a. Appropriate dress does not include:
    - i. Jeans that are not black, olive, tan, red, or brown; sweat pants, shorts, tank tops, crop tops, or t-shirts that are not affiliated with Oakland University Student Congress or Registered Oakland University Clubs or Organizations that do not contradict these Bylaws
    - ii. Clothing endorsing a specific political candidate or political party
    - iii. Graphic shirts of any style
    - iv. Flip-flops and/or shoes with Velcro
    - v. Any clothes that reveal undergarments
    - vi. Clothing with tears
    - vii. Clothing with offensive writing
    - viii. Medical Scrubs

#### B. Appointment to Executive Branch Positions

1. Appointees may hold their position for a maximum of two Legislative Body meetings without confirmation by the University Student Congress Legislature
2. If the appointee fails to receive confirmation from the Legislature within the time specified above, then the person:
  - a. Must immediately and unconditionally vacate the position
  - b. May not reapply for the position within the current Congressional session
3. Additional appointed Executive Branch positions may be created by amendment to these Bylaws

#### C. Student Body President

1. Duties and Responsibilities

- a. Responsible for the execution of all legislation and directives of the University Student Congress Legislature
- b. Ultimately responsible for all duties delegated to the members of the Executive branch
- c. Must chair a campus-wide Open Forum and conduct an informative State of the Student Body Address during the winter semester of the University academic year
- d. Must submit budgets to the University Student Congress Legislature by the third regularly scheduled meeting of the Summer and Fall/Winter terms of the University Student Congress Legislature
- e. Has the authority to include a discrepancy factor with respect to budget line items during the budgetary period
- f. Represent the student body in all dealings with University, local, state, national, and international officials
- g. Hold bi-weekly personal meeting with all Executive Branch members and appointed agents

## 2. Enumerated Powers

- a. May appoint an interim chair to any Congressional standing committee where the position becomes vacant
- b. Chairs the Student Activities Fund Assessment Committee (SAFAC)
- c. May make a motion to submit guidelines for the Student Activities Fund Assessment Committee to the University Student Congress Legislature
- d. May include a presidential discretionary fund budget line item in budgets submitted to the University Student Congress Legislature
- e. May delegate duties to other members of the Executive Branch or appointed agents while retaining full responsibility for the fulfillment of those duties
- f. May dismiss any member of the Executive Branch or appointed agents for violation of their duties and obligations as outlined in the Constitution or these Bylaws
  - i. Dismissal shall be understood to mean that the appointed agent or executive board member in question will be barred from service and denied compensation
  - ii. In order for the dismissed appointed agent or executive board member to be formally removed from Oakland University Student Congress, charges must be filed to the Judiciary Chair pursuant to the procedures outlined in "Impeachment of University Student Congress members" section in these Bylaws

## D. Student Body Vice President

### 1. Duties and Responsibilities

- a. Assist the Student Body President in the execution of his or her duties
- b. Fulfill the duties of the Student Body President in the absence of the Student Body President
- c. In concert with the Student Body President, plan and conduct the Fall and Winter Student Congress Retreats
- d. Advise the Oakland University Student Congress Legislature
- e. Chair General Body Meetings

### 2. Enumerated Powers

- a. In the absence of the Steering Chair, the Student Body Vice President may call a meeting of the University Student Congress Legislature with forty-eight (48) hours' public notice
- b. May hold bi-weekly personal meetings with all Executive Branch members, appointed agents, and members of the Legislature

## E. Administrative Assistant

### 1. Duties and Responsibilities

- a. Ensure the publication and distribution of the Minutes of the University Student Congress General Body Meetings
  - b. Compile and distribute agendas to all members of the University Student Congress
  - c. Chair the Elections Commission and assist in the assembling of the Validations Committee
  - d. Ensure that office supplies are ordered on a timely basis and are readily available
  - e. Assist with typing of and distributing documents for members of the University Student Congress as necessary
  - f. Ensure that the office is kept clean and orderly
  - g. Assist in the compilation of official records as outlined elsewhere in these Bylaws
  - h. Provide a means for which Congress members who have applied to call into meetings electronically can participate in general body meetings
- 2. Enumerated Powers
  - a. May make a motion to submit amendments to the guidelines of the Elections Commission to the University Student Congress Legislature
- F. Financial Affairs Director
  - 1. Duties and Responsibilities
    - a. In conjunction with the Student Body President, must prepare, compile, and publish budgets for the University Student Congress
    - b. Submit monthly financial reports to the University Student Congress
    - c. Submit and place orders for the University Student Congress
    - d. Implement appropriations following budget approval
    - e. The Financial Affairs director or their designee shall serve as the representative of the University Student Congress on the Student Activities Fund Assessment Committee
  - 2. Enumerated Powers
    - a. Maintain all University Student Congress accounts
- G. Student Activities Funding Board Chair
  - 1. Duties and Responsibilities
    - a. Chair the Student Activities Funding Board
    - b. Responsible for the actions of the Student Activities Funding Board
  - 2. Enumerated Powers
    - a. May make a motion to submit amendments to the guidelines of the Student Activities Funding Board to the University Student Congress Legislature
- H. Student Services Director
  - 1. Duties and Responsibilities
    - a. Chair the Student Services Committee as a non-voting member
    - b. Responsible for the actions of the Student Services Committee
    - c. Serves as a liaison to the Gender and Sexuality Center
    - d. Be proactive in monitoring services and initiatives (i.e. the Student of the Month award and the Grizz Art program) provided to students by the Oakland University administration and the University Student Congress
  - 2. Enumerated Powers
    - a. May make a motion to submit amendments to the guidelines of the Student Services Committee to the University Student Congress Legislature
- I. Legislative Affairs Director
  - 1. Duties and Responsibilities
    - a. Chair the Legislative Affairs Committee
    - b. Responsible for the actions of the Legislative Affairs Committee
    - c. Coordinate the Student Association of Michigan (SAM) delegation, or other state or national organization, for Oakland University

- d. Implement voter registration
    - i. If a voter registration drive is planned and implemented, it must be done at least two months prior to prominent elections
    - ii. If TurboVote or other electronic voter registration service is used, then the due date is to be instead set by Democracy Works, or the otherwise relevant contracted third-party organization.
  - e. Ensure the continued operation of the Legislative Affairs Committee
  - f. Maintain student ties with the University's Government and Community Relations Office
  - g. Promote government relations initiatives and lobbying efforts to the student body
    - i. Establish and maintain contact with local, state, and federal government
    - ii. Distribute information on issues and policy, and the opinions of the OUSC and LAC at a minimum of once per academic semester
2. Enumerated Powers
- a. May make a motion to submit amendments to the guidelines of the Legislative Affairs Committee to the University Student Congress Legislature

#### J. Marketing Director

1. Duties and Responsibilities
- a. Responsible for the creation and placement of orders of promotional content for University Student Congress
  - b. Publicize the University Student Congress and its committees
  - c. Implement promotions of the University Student Congress and its committees
  - d. Advise the President and Financial Affairs Director on the usage and purchase of promotions equipment
  - e. Fulfill the duties of the Visual Communications Director in the absence of Visual Communications Director
  - f. Responsible for overseeing advertisement for any co-sponsored events and initiatives with outside student organizations or club sports
2. Enumerated Powers
- a. May establish and chair a Marketing committee
  - b. May establish and enforce deadlines and other criteria related to the creation of marketing material

#### K. Diversity and Inclusion Director

1. Duties and Responsibilities
- a. Chair of the Diversity and Inclusion committee
  - b. Responsible for the actions of the Diversity and Inclusion committee
  - c. Coordinate and run events that are specific to advancing students understanding and appreciation of world cultures
  - d. Chair of the Student Steering Sub-Committee for the Oakland University and City of Pontiac Partnership if applicable
2. Enumerated Powers
- a. May make a motion to submit amendments to the guidelines of the Diversity and Inclusion to the University Student Congress Legislature

### III. Appointed Agents

#### A. Common Ground

- 1. These posts are appointed by the Student Body President and subject to approval of the University Student Congress Legislature
- 2. Additional tasks may be assigned to these agents by the University Student Congress
- 3. Additional appointed agent positions may be created by amendment to these Bylaws

#### B. Visual Communications Director

1. Duties and Responsibilities
- a. Responsible for the creation and design of any promotional content for University Student Congress and its committees

- b. Assist University Student Congress in designing or implementing visual solutions through the use of signs, typography, drawing, graphic design, illustration, color and or electronic resources
- c. Advise University Student Congress on the usage and purchase of computer equipment
- d. Maintain the University Student Congress website
- e. Establish and maintain the University Student Congress computer network
- f. Assist and train users how to effectively use the computer network
- g. In coordination with the Congressional Archivist, ensure that these Bylaws are updated with each Bylaws amendment that is passed by the Congress
  - i. Responsible for posting updated Bylaws to the Oakland University Student Congress website.
- h. Fulfill the duties of the Marketing Director in the absence of the Marketing Director

2. Enumerated Powers

- a. May establish and chair a Visual Communications committee
- b. May establish and enforce deadlines and other criteria related to the creation of graphics

C. Environmental, Health and Wellness Director

1. General Duties and Responsibilities

- a. Responsible for the actions of the Environmental, Health and Wellness Committee
- b. Coordinate and run events and initiatives that are specific to advancing environmental sustainability and overall personal health and wellness or the student education and understanding thereof

2. Enumerated Powers

- a. May establish and chair an Environmental, Health and Wellness Committee

IV. Legislative Branch

A. Requirements and Responsibilities of Legislative Branch members

1. Represent students at all levels, including, but not limited to:

- a. University Student Congress
- b. University Senate and its committees
- c. Other University-wide Committees
- d. Other official Legislative bodies

2. Research and investigate issues that affect the student body

3. Propose solutions to problems

4. Have membership in at least one University-wide committee or the University Senate

5. Maintain office hours in the Oakland University Student Congress office during all academic semesters

- a. Fall and winters semesters, minimum, one (1) hour per week
- b. Summer semesters, minimum, one (1) hour per month

6. Attend all meetings of the University Student Congress Legislature

- a. Absences and tardiness due to familial, medical, other unforeseeable circumstances, or the execution of Congressional duties shall be deemed excused
  - i. Documentation for an excused absence must be submitted to the Judiciary Committee within seven (7) days of the absence for it to be considered excused
- b. Members of the Oakland University Student Congress and incumbent legislators that do not have a permanent residence in Oakland, Macomb, or Wayne County during the summer semesters, have the option to call in to meetings electronically during the semesters of Summer one (1) and Summer two (2)

- i. Congress Members must submit a request to call into meetings to the Administrative Assistant at least one (1) week prior to the meeting that they are requesting to call into
- ii. Legislators that call into meetings in this way have the power to vote in the same capacity that legislators who are physically at the meeting are able too, and will be counted toward quorum

7. All Legislators will dress appropriately for meetings

- a. Appropriate dress does not include:
  - i. Jeans that are not black, olive, tan, red, or brown; sweat pants, shorts, tank tops, crop tops, or t-shirts that are not affiliated with Oakland University Student Congress or Registered Oakland University Clubs or Organizations that do not contradict these Bylaws
  - ii. Clothing endorsing a specific political candidate or political party
  - iii. Graphic shirts of any style
  - iv. Flip-flops and/or shoes with Velcro
  - v. Any clothes that reveal undergarments
  - vi. Clothing with tears
  - vii. Clothing with offensive writing
  - viii. Medical Scrubs

B. Enumerated Powers of the Legislative Branch

- 1. To refer items of business to the appropriate committee provided:
  - a. The Legislature clearly states the charge
  - b. The Legislature establishes a time frame for the committee to submit its reports
- 2. They may create ad-hoc committees in response to campus issues or events

C. Requirements for Prospective Legislators

- 1. Submit an application with 50 valid signatures from the Oakland University Student Body
- 2. Submit a minimum one (1) page double spaced essay addressing the following:
  - a. Why you want to be a legislator
  - b. Your qualifications to be a legislator
  - c. Initiatives or events you will implement as a legislator
- 3. Attend three (3) regularly scheduled General Body Meetings during the current administration
- 4. Complete four (4) hours work in the Oakland University Student Congress functions/office that cannot include regularly scheduled OUSC meetings, during the current administration
- 5. The prospective Legislator shall set up a meeting with the Research and Review Chair to review application and discuss Legislator requirements
  - a. Once minimum requirements are met, the Prospective Legislator shall be put up for review by the University Student Congress at the next regular scheduled University Student Congress meeting
- 6. Incumbent Prospective Legislators must:
  - a. An Incumbent Prospective Legislator shall be understood to be a former Legislator, Executive Board member, and/or appointed agent who were not elected in a general body election within two years of said individual's absence
  - b. Submit an application with 50 valid signatures from the Student Body of Oakland University
  - c. Attend one (1) regularly scheduled meeting during the administration in which applying
  - d. Complete four (4) hours work in the Oakland University Student Congress functions/office that cannot include regularly scheduled OUSC meetings, during the administration in which applying
  - e. The aforementioned application process will not pertain to Legislators who have been removed from the Legislature
  - f. Submit a minimum one (1) page double spaced essay addressing the following:
    - i. Why you want to be a Legislator

- ii. Your qualifications to be a Legislator
- iii. Initiatives or events you will implement as a Legislator

D. Appointment of Legislative Positions and Committee Chairs

- 1. The Student Body President shall present the nomination of Legislative positions and committee chairs
- 2. The nomination process shall proceed according to the latest edition of Robert's Rules of Order
- 3. Approval shall consist of a vote and require a simple majority

E. Senior Legislator

- 1. The Legislature may select from their membership up to two (2) Senior Legislators by their third meeting as a new Congress. Those who are eligible to be selected are those who have the greatest amount of continuous service to the Oakland University Student Congress (including executive board, legislature, or any OUSC committees, all of which are voted on by the legislature)
- 2. The Senior Legislator(s) shall serve as the Liaison between the Executive Branch and the Legislative Branch of OUSC
- 3. They shall sit in on one (1) executive board meeting a month, at a date selected by the Senior Legislator(s) and the President to discuss Legislative progress, concerns, needs, initiatives, or other relevant topics
- 4. They shall provide guidance for the chairs of all committees of the University Student Congress in order to ensure that organization with each committee
- 5. They shall conduct bi-monthly meetings with the members of the Legislative Branch, except during summer months as outlined in these Bylaws
- 6. They shall submit a report to all members of the University Student Congress at every general body meeting
- 7. They shall conduct bi-weekly meetings with the Student Body Vice President
- 8. If there are more than two (2) Legislators that are qualified to fill the position of Senior Legislator, the candidates shall be voted on via a ballot vote of the Legislature, conducted by the Chair. The two (2) candidates who receive the most votes shall fill the position. Standard ballot votes apply.
- 9. Legislators have the ability to remove any Senior Legislator who is unfit to fulfill the position of Senior Legislator, pursuant to Judicial Branch rules and regulations

F. Parliamentarian

- 1. The Legislative Body may elect a Parliamentarian
- 2. The Parliamentarian shall hold their position for the duration of the Congressional term of office. Should the Parliamentarian resign, the Legislature may nominate and elect a new member at the next meeting
- 3. Members of the Legislature who hold their office ex-officio are not eligible to serve as Parliamentarian
- 4. The Parliamentarian shall have the responsibility of maintaining parliamentary procedure along with the Robert's Rules of Order during meetings and enforcing them as required
- 5. The Parliamentarian shall have final say on interpretive matters of the Bylaws and Robert's Rules of Order, not the Constitution, in General Body Meetings.
- 6. The Parliamentarian's final decisions regarding the Bylaws and Robert's Rules of Order may be overruled by a two-thirds (2/3) majority vote of the Legislature
- 7. The Parliamentarian shall not have the power to direct, lead, or chair General Body Meetings

V. University Senate

A. Student Delegation to the University Senate

- 1. The number of seats reserved for students on the University Senate is set by the University Senate Constitution
- 2. Members of the University Senate are identified as Senators
- 3. The Student Body President shall appoint Student Senators

## B. Senatorial Appointments

1. Appointments pertaining to the Student Delegation specified in this article are subject to the approval of the University Student Congress
2. Senatorial appointments are to be made by:
  - a. The Student Body President or their designated agent
  - b. Other Senatorial appointments may be made, subject to the jurisdiction of the University Student Congress, and are subject to the following constraints:
    - i. The availability of the Senatorial post must be made public
    - ii. The selection process must be open to all members of the student body
    - iii. A reasonable amount of time must be provided for interested students to apply
    - iv. All candidates must apply in writing
    - v. All qualified candidates must be reviewed by the University Student Congress Legislature
    - vi. Final approval of applicants rest with the University Student Congress Legislature

## C. Duties and Responsibilities of Student Senators

1. Attend meetings of the University Senate subject to the following attendance policy:
  - a. Each Senator is allowed one excused absence per semester
2. Represent the interests of the student body to the University Senate
3. Submit a copy of the University Senate minutes to the Administrative Assistant for compilation in official Congressional records and to the Judiciary Chair for purposes of tracking absences

## D. Senatorial Committee Appointments

1. Appointments to University Senate Committees that have open student positions shall be made by the Student Body President

## E. Duties and Responsibilities of Senate and University-wide Committee Delegates

1. Attend committee meetings subject to the following attendance policy:
2. Represent the interest of the student body to the committee
3. Submit a copy of the committee minutes to the Administrative Assistant for compilation in official Congressional records and to the Judiciary Chair for purposes of tracking absences

- F. No student, including members of the University Student Congress, shall be monetarily compensated by the University Student Congress for membership on the University Senate or its respective committees

# VI. Committees

## A. Enumerated Powers of Committee Chairs:

1. Maintains the authority to remove any committee member
2. Retains the authority to set an attendance policy for their committee

## B. Duties and Responsibilities of the Student Activities Funding Board (SAFB)

1. Allocate funds from the Student Activities Fund to student organizations
2. Allow student organizations to appeal the decision of this board
3. Promote programming by student organizations that benefit the University community
4. Adhere to and obey the Student Activities Funding Board guidelines (see Appendix I)

## C. Guidelines of the Student Services Committee (SSC)

### 1. Duties and Responsibilities of Committee Members

- a. Must attend all SSC meetings pursuant to the SSC's attendance policy
- b. Must vote in accordance with the policy set forth by the Student Services Director in a timely manner
- c. Must assist in any and all events pertaining to Student Services set forth by the Student Services Director unless otherwise excused by the Student Services Director.

- d. Must adhere to duties and responsibilities set in place by the Student Services Director
- 2. Relationship of the SSC with respect to the University Student Congress
  - a. The University Student Congress may:
    - i. Reserve the right to review any policy adopted or action taken by the SSC
- D. Guidelines of the Legislative Affairs Committee (LAC)
  - 1. Duties and Responsibilities of the Committee
    - a. Members must attend all LAC meetings pursuant to the LAC's attendance policy
    - b. Must submit any required progress reports to the committee and/or chair in a timely manner
    - c. Assist the Legislative Affairs Director in their duties and responsibilities
    - d. Select and research student issues for lobbying efforts
    - e. Perform and administer voter registration drives at appropriate times on behalf of the University Student Congress
    - f. General Association of Student Governments
      - i. Maintain involvement and membership with any association of student government that the Legislature approves membership in, by majority vote
      - ii. Send a delegation to each conference of any association of student government of which the Congress has membership, should such an association and conference exist
  - 2. Relationship of the Legislative Affairs Committee with respect to the University Student Congress
    - a. The University Student Congress may:
      - i. Reserve the right to review any policy adopted or action taken by the LAC
- E. Guidelines of the Diversity and Inclusion Committee
  - 1. Members must attend all Diversity and Inclusion Committee meetings pursuant to the Diversity and Inclusion Committee's attendance policy
  - 2. Assist the Diversity and Inclusion Director with accomplishing initiatives and administering events focusing on the awareness and improvement diversity and inclusion for the student body
  - 3. Must diligently and faithfully pursue goals set forth by the committee, its Chairperson, and/or the University Student Congress
- F. Guidelines of the Marketing Committee (MC)
  - 1. Members must attend all MC meetings pursuant to the MC's attendance policy
  - 2. Assist the Marketing Director with promoting Student Congress events and initiatives
  - 3. Must diligently and faithfully pursue goals as set forth by the committee, its Chairperson, and/or the University Student Congress
- G. Guidelines of the Steering Committee
  - 1. Responsibilities and Duties of the Chair
    - a. Hold regular committee meetings
  - 2. Responsibilities and Duties of the Steering Committee
    - a. Members must attend all Steering Committee Meetings pursuant to the Steering Committee's attendance policy
    - b. Assist the chair in the compilation of agendas for the University Student Congress
    - c. To determine whether proposed business should be on an agenda subject to all of the following constraints:
      - i. The order of business does not contravene the policies of the University Student Congress as set forth in the University Student Congress

Constitution, these Bylaws, or by act of the University Student  
Congress Legislature

3. Enumerated Powers

- a. To set and approve the agenda for all regularly scheduled meetings of the University Student Congress Legislature
- b. To refer any order that it deems in conflict with the above clause back to the member responsible for its introduction
- c. May set rules regarding any piece of business that the committee places on the agenda
- d. Call a meeting of the University Student Congress provided:
  - i. That is in conjunction with the requirements set forth in the University Student Congress Constitution or these Bylaws
  - ii. It is set by policy of the University Student Congress Legislature and thus considered part of the regular meetings schedule
  - iii. That at least seven members of the University Student Congress Legislative members submit a written request within the previous seven calendar days

H. Guidelines of the Judiciary Committee

1. Responsibilities and Duties of the Chair

- a. Hold regular committee meetings
- b. Facilitate a formal meeting structure at all Committee meetings and Court hearings
- c. Within one week of the selection of a Committee chair by the Legislature, the Chair shall submit to the Legislature for approval an outline of the hearing guidelines the chair intends to follow for the duration of their tenure in the position
  - i. The Legislature may amend the Chair's hearing guidelines by a 2/3 majority vote
- d. Maintain a continuous record of University Senate or University-wide committee assignments of all University Student Congress members and ensure members are attending committee meetings
- e. Assign and delegate duties to members of the committee as necessary
- f. Officially notify the Steering Committee Chair when a Legislator has accumulated three (3) unexcused absences in order that immediate removal shall be placed on the agenda at the next regularly scheduled meeting of the Legislature
- g. Refrain from discussing details of ongoing investigations with any persons outside the Committee or the Court
- h. The Chair shall be temporarily removed from their position if charges are submitted against them
- i. At the next meeting of the committee, a new chair must be selected from amongst the current members
  - i. If the Chair is judged not-guilty they shall be reinstated to their position immediately unless an appeal of the verdict is made
  - ii. If the Chair is judged guilty they shall be barred from the position of Judiciary Chair and from membership on the Judiciary Committee, even if they remain a member of the University Student Congress
  - iii. The Legislature shall be charged with selecting a permanent replacement for the position at its next regularly scheduled meeting
- j. The Committee will ensure that Executive Board Members and Legislators adhere to the dress code as specified by the by-laws

- i. Congress members who are found in violation of the dress code will receive two (2) warnings before the judiciary committee decides on further action
  - k. Officially notify the Steering Committee Chair when a Legislator has not completed their required office hours for three (3) weeks/months within a single administration so that immediate discussion of the missed hours can be placed on the agenda at the next scheduled meeting of the Legislature
- 2. Operation Guidelines of the Judiciary Committee
  - a. The Chair may create a standing Judicial Committee of the University Student Congress
  - b. The Committee shall assist the Chair in the completion of their duties
  - c. The Committee shall, at the beginning of each administration, prepare and present the operational guidelines for the Congressional Court that will be used during all hearings for their tenure
  - d. The Committee shall review all submitted complaints to assist the Chair in determining validity and whether the complaint shall be taken to the Congressional Court
  - e. Members of the Judiciary Committee shall have no input into any discussion or decisions made by the Congressional Court
- 3. Composition of the Congressional Court
  - a. The Court shall be created pursuant to the guidelines of the University Student Congress Constitution
  - b. The Judicial Committee and the Court are two distinct and separate bodies of the University Student Congress
- 4. Operational Guidelines of Congressional Court
  - a. The operational guidelines of Congressional Court shall be prepared and planned by the Judicial Committee at the start of each new administration, as outlined in the University Student Congress Constitution
  - b. These guidelines must be approved by the University Student Congress Legislature prior to implementation
- 5. Impeachment of University Student Congress members
  - a. Charges may be submitted by any Oakland University student, faculty, or staff against any member of the Legislative, Executive, or Judicial branches, as well as appointed agents and any members of affiliated committees
  - b. Charges must be submitted in writing to the Judiciary Chair and must cite specific violations of the University Student Congress Constitution, Bylaws, and/or Legislative Acts thereof
  - c. Within fourteen (14) calendar days of receipt of the written charge, the Judiciary Committee will contact the accused party to either come before the Congressional Court or submit a verbal or written statement in defense
  - d. The Congressional Court shall conduct formal hearings to determine innocence or guilt. All accused persons are considered innocent until proven guilty
  - e. All hearings shall be open to the public
- 6. Sanctions
  - a. A guilty verdict shall result in the imposition of sanctions by the Court. The accusing and accused parties shall be notified personally in writing regarding the verdict
  - b. The Chair shall submit a written summary of the Court's findings, verdict, sanctions, and any further recommendations at the next meeting of the Legislature

- c. The following sanction options are available to the Court:
  - i. Verbal or written sanction
  - ii. Demand for monetary re-compensation (only in cases involving monetary wrongdoing with University Student Congress funds)
  - iii. Recommendation of removal from a committee assignment, in appropriate cases
  - iv. Recommendation of removal from the University Student Congress
- d. All imposed sanctions are immediate, barring the submission of an appeal

#### 7. Appeals

- a. An appeal by either party in a case may be made in writing within fourteen (14) calendar days to the Congressional Court, which shall hear cases according to its own guidelines

#### 8. Other Disputes

- a. The Court shall have the primary, but not final, interpretive power over the language of all bills, resolutions, rules, policies, and procedures of the University Student Congress
- b. Appeals of the decisions of the Court on any issues shall be made to the Congressional Court
- c. Direct challenges to the constitutionality of Congressional legislation, rules, policies, and procedures may not be filed with the Judiciary Committee; such challenges may only be filed with the Congressional Court

### I. Guidelines of the Research and Review Committee (RRC)

#### 1. Responsibilities and Duties of the Chair

- a. Hold committee meetings as necessary
- b. Facilitate the research efforts of University Student Congress Legislature and/or its members which request assistance in research efforts
- c. Facilitate the research efforts of committee members and Student Senators that request assistance
- d. Brief all Legislators, Executive Branch members, and appointed agents added to the University Student Congress in the midst of a Congressional term on their duties and responsibilities within two (2) weeks of their addition to the body

#### 2. Responsibilities and Duties of the Committee

- a. Members must attend all RRC meetings pursuant to the RRC's attendance policy
- b. Investigate any issue submitted to it by the University Student Congress Legislature
- c. Submit additional reports to the University Student Congress Legislature as specified by the University Student Congress Legislature
- d. Assist the Student Body President with the selection of all student appointments to all University-wide bodies and committees

#### 3. Enumerated Powers

- a. Refer any issue that it deems belonging to another committee to that committee subject to the approval of the University Student Congress Legislature

### J. Guidelines of the Scholarship Committee

#### 1. Responsibilities and Duties of the Chair

- a. Members must attend all Scholarship Committee meetings pursuant to the Scholarship Committee's attendance policy
- b. Hold committee meetings as necessary to develop and institute scholarship programs

- c. Ensure the integrity of the University Student Congress Scholarship Program
    - d. Maintain a continuing file of business transacted at meetings of the Scholarship Committee
    - e. Submit a report to the University Student Congress Legislature by the fourth week following the distribution of award packages which contain, but not limited to:
      - i. Names of award package recipients
      - ii. Additional feedback about the scholarship process
  - 2. Responsibilities and Duties of the Committee
    - a. Set criteria relevant to the application procedure
    - b. Ensure that the application procedure is fair to all eligible students
    - c. Establish a clear timeline for operational endeavors
    - d. Ensure that all applicants are treated fairly and impartially
  - 3. Enumerated Powers
    - a. To determine the recipients of the University Student Congress Scholarship Program
    - b. To issue award packages to qualified members of the student body
  - K. Additional (ad-hoc) Committees
    - 1. All committees not defined in these Bylaws or the Student Congress Constitution:
      - a. Must submit Guidelines for approval to the University Student Congress Legislature within four weeks of establishment
      - b. Expire at the end of each Congressional session
- VII. Committees of Appointed Agents**
- A. Enumerated Powers of Committee Chairs:
    - 1. Retains the authority to remove any committee member
    - 2. Retains the authority to set an attendance policy for the committee
  - B. Guidelines of the Environmental, Health and Wellness Committee (EHWC)
    - a. Responsibilities and Duties of Committee Members
      - i. Members must attend all EHWC meetings pursuant to the EHWC's attendance policy
      - ii. Assist the Environmental, Health and Wellness Director on accomplishing initiatives and administering events focusing on the awareness and improvement of environmental sustainability, health, and wellness for the Student Body
      - iii. Must diligently and faithfully pursue the goals of the EHWC as set forth by the committee, its Chairperson and/or the University Student Congress
    - b. Enumerated Powers
      - i. Refer any issue that it deems belonging to another committee to that committee subject to the approval of the University Student Congress Legislature
  - 2. Guidelines of the Visual Communications Committee (VCC)
    - a. Responsibilities and Duties of Committee Members
      - i. Must endeavor to attend all VCC meeting and adhere to its attendance policy
      - ii. Assist the chair in the creation of University Student Congress graphics and promotional materials

**VIII. Line of Succession**

- A. Presidential Succession in General Body Meetings
  - 1. President
  - 2. Vice President

3. Steering Chair
4. SAFB Chair
5. Student Services Director
6. Legislative Affairs Director
7. Financial Affairs Director
8. Marketing Director
9. Diversity and Inclusion Director
10. Administrative Assistant

**IX. Student Cords**

**A. Student Congress Cords**

1. The adopted style and color for graduation cords is single strand “royal blue”
2. Members of Student Congress that have at least one year of continuous service are authorized to wear an honor cord during their respective graduation
3. The term ‘Member’ includes the Executive Board, Legislators, and members of the Congressional Court
4. Congressional members that do not meet the requirement of ‘one year continuous service’ can petition the Student Body President for a waiver of this requirement. In the event the member’s service is noteworthy, the President may grant a waiver that must be approved by the majority vote of the Legislators. If the Student Body President grants the waiver and the Legislature approves the waiver, the member is authorized to wear Student Congress cords during their respective graduation

**X. Ratification**

- A.** These Bylaws shall take effect upon ratification by the Oakland University Board of Trustees of the University Student Congress Constitution created by the 2014-2015 Constitutional Commission