The By-Laws of the University of Connecticut Student Union Board of Governors

(Approved by the Student Union Board of Governors, February 2018)
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Responsibilities of Office

Section One: Meeting Attendance

1) All Executive Officers and Committee Chairpersons shall be required to attend all meetings of the Student Union Board of Governors, as well as any other committee or entity that they are a member of, including the Executive Committee and all Standing Committees.

2) Executive Officers and Committee Chairpersons shall not be absent without excuse for more than two meetings that they are required to attend, including but not limited to Student Union Board of Governors Executive Committee and Standing Committee meetings.

Section Two: Event and Training Attendance

1) All Executive Officers and Committee Chairpersons shall be required to participate in the execution of major organization events under the discretion of the Executive Committee. Additionally, any other responsibilities deemed mandatory by the Executive Committee.

2) All Executive Officers and Committee Chairpersons shall be required to participate in all training sessions developed by the Executive Committee.

Section Three: Absences

1) The President shall have the power to excuse the absence of an Executive Officer or Committee Chairperson at their discretion, for reasons including, but not limited to: class, exams, and other extenuating circumstances.

2) The Executive Committee shall have the power to excuse the absence of the President at its discretion for reasons including, but not limited to; class, exams, and other extenuating circumstances.

Section Four: Office Hours

1) All Executive Officers and Committee Chairpersons shall be required to consistently hold five office hours each week, not including weekly meetings, events, or training obligations.
Section Five: Diversity and Inclusion

1) All Executive Officers and Committee Chairpersons shall serve to create a diverse and inclusive environment, both in the experiences created as well as within the organization as a whole.

Section Six: Vice Chairs

1) All Committee Chairpersons shall appoint a standing committee member to hold the position of Vice Chair.
   a. Appointed Vice Chairs cannot hold the position for more than one committee at a time.

2) All Committee Chairpersons shall appoint a standing committee member to hold the position of Marketing Chair.
   a. Appointed Marketing Chairs cannot hold the position for more than one committee at a time.
   b. Appointed Marketing Chairs are required to attend Outreach Committee meetings.

3) All Committee Chairpersons hold the right to create chair positions within their committee as they see fit.

Section Seven: Advertising

1) All Committee Chairpersons shall lead the advertisement of their events in coordination with the Outreach Chairpersons.

2) All Committee Chairpersons are responsible for contributing to the SUBOG Scoop.

Section Eight: Travel and Lecture Events

1) All Committee Chairpersons have the ability, and are encouraged, to create events categorized as travel or lecture.
By-Law II

Budget Allocation and Use of Funds

Section One: Organization Budget

1) The Student Union Board of Governors shall approve a budget for the academic year at its first meeting; designating funds to the Executive Committee, Standing Committees, and all other entities and initiatives it sees fit.

Section Two: Prepositions

1) A Preposition shall be filed by either the Executive Committee or by a Committee Chairperson in order to request that funds from the organization budget be designated to a specific program, event or to initiate an asset.

2) A Preposition must be provided to the Executive Committee at least five days prior to when it shall convene to set the agenda for the next meeting of the Student Union Board of Governors.

3) All Prepositions must be approved by a majority vote of the Student Union Board of Governors in order to allocate funds to a specific program, event, or asset.

4) Upon approval by the Student Union Board of Governors, all Prepositions must be approved by the University of Connecticut Associate Director of Student Activities, or designee.

5) In the case of a break for the academic semester, prepositions must be submitted to the Executive Committee, who will decide if it is an urgent matter. In the case of urgency, a vote will go out through a decided system, requiring a majority vote from voting members.

6) In the case of a break that extends for greater than two weeks, the Executive Committee will create a timeline for the appropriate preposition process.
Section Three: Purchase Requests

1) After the approval of a Preposition by the University of Connecticut Associate Director of Student Activities, or designee, a Purchase Request must be filed with the University of Connecticut Student Activities Business Services Office at least 2 weeks prior to the date that the good or service is required.

2) A Purchase Request must include all foreseen costs for the specific event or program and be approved by an advisor of the Student Union Board of Governors.

Section Four: Expense Reports

1) Before the end of each academic semester, and after each event, all members of the Executive Committee and Committee Chairpersons who oversee line items of the organization budget must file an expense report with the Vice President for Finance.

Section Five: Program Co-Sponsorship

1) The Student Union Board of Governors shall reserve the right to co-sponsor an event with a student organization or department at the University of Connecticut should it adhere to the function and mission of the organization.

2) The Student Union Board of Governors shall maintain a set of policies concerning program sponsorship that shall act as an extension of this By-Law and may be amended by a two-thirds vote by the Student Union Board of Governors.
By-Law III
Operations of the Executive Committee

Section One: Meetings
1) The Executive Committee shall meet once a week during the University fall and spring semesters, at a time decided upon by the members of the Executive Committee.

Section Two: Powers of the Executive Committee
1) The Executive Committee shall set the agenda for the Student Union Board of Governors at least forty-eight hours prior to the organization’s formal meeting.

Section Three: Responsibilities of the President
1) The President shall oversee the development and training of the Executive Committee.
2) The President shall select conference representatives in conjunction with the Executive Committee.
3) The President or designee shall be responsible for the organization of all banquets and retreats.
4) The President shall manage communication created and executed by the Student Union Board of Governors.
5) The President shall conduct and oversee research surveys for the Student Union Board of Governors.
6) The President shall oversee communication with the campus, student organizations and departments.

Section Four: Responsibilities of the Vice President of Administration
1) The Vice President of Administration shall act as Student Union Board of Governor’s historian and shall oversee the documentation for events and programs. This includes, but is not limited to: archiving photographs, gimmicks,
and posters.
2) The Vice President of Administration shall oversee and update policies and By-Laws of the Student Union Board of Governor’s.
3) The Vice President of Administration shall oversee the distribution of agendas and meeting minutes for the Student Union Board of Governors.

Section Five: Responsibilities of the Vice President of Programming

1) The Vice President of Programming shall be responsible for the execution of all Week of Welcome events, as well as any other programs or events delegated by the Executive Committee.
2) The Vice President of Programming shall mentor the Committee Chairpersons in regards to program planning and event management.
3) In the event that there is a vacancy for the President, the Vice President of Programming will assume the role of President.

Section Six: Responsibilities of the Vice President of Finance

1) The Vice President for Finance and Administration shall provide financial updates to the Board of Governors at least once every two weeks.
2) The Vice President for Finance and Administration shall assist all Committee Chairpersons in the management of funds delegated to their respective standing committee.

Section Seven: Responsibilities of the Vice President of Membership Development

1) The Vice President of Membership Development shall ensure the development of all Student Union Board of Governors standing committees.
2) The Vice President of Membership Development shall develop a retention program for the organization including standing committee appreciation events and retreat activities.
3) The Vice President of Membership Development shall work to develop the retention skills of all Committee Chairpersons.
By-Law IV
Definition and Function of the Standing Committees

1) Comedy Committee
   a. The Comedy Committee shall serve to provide students with entertaining comedic performances and events.
   b. The Comedy Committee shall serve to provide students with periodic comedy shows.

2) Concert Committee
   a. The Concert Committee shall serve to provide students with a wide variety of major and minor music performances and events.
   b. The Concert Committee shall serve to provide students with at least one major on-campus event.

3) Films Committee
   a. The Films Committee shall select and manage the weekly film series in the Student Union Theatre.
   b. The Films Committee shall serve to provide students with events related to films and fine arts.

4) Major Weekends Committee
   a. The Major Weekends Committee shall serve to provide students with traditional and non-traditional major weekend events, including but not limited to: Homecoming, Winter Weekend and Senior Activities.

5) Special Events Committee
   a. The Special Events Committee shall serve to provide students with a wide variety of events.
   b. The Special Events Committee shall serve to provide students with events or activities during the school day hours.

6) Sports Promotion Committee
a. The Sports Promotion Committee shall serve to provide students with performances and events related to fitness and athletics.

7) Outreach Committee

a. The Outreach Committee, comprised of two Chairpersons, shall serve to coordinate the marketing and advertising for the Student Union Board of Governors with the support and guidance of the President.
b. The Outreach Committee will research and execute the purchasing of general SUBOG promotional items and ensure that the Student Union Board of Governor’s promotional items are available for all events.
c. The Outreach Committee will oversee the promotion of the organization and its events through various social media platforms.
d. The Outreach Committee will maintain the mailing lists including, but not limited to the SUBOG Scoop.
e. The Outreach Committee will maintain the organization website including the posting of pictures.
By-Law V
Operations of the Selection Committee

Section One: The Selection Committee

1) The Selection Committee shall consist of a chairperson appointment by the outgoing president, three non-returning members of the Student Union Board of Governors, one member of the Undergraduate Student Government, and one non-voting staff advisor.
   a. In the event where there are insufficient non-returning members, a non-voting staff advisor will appoint the selection committee.
   a. If a President is seeking re-election, a non-returning Vice President shall make the appointments.

2) The Selection Committee shall be responsible for the advertisement of all open positions of the Student Union Board of Governors.

3) The Selection Committee shall provide nominations for all open positions of the Student Union Board of Governors.

4) The Selection Committee shall nominate a President within sixty days of the beginning of the spring semester.

Section Two: Selection Committee Selection Process

1) Nominations from current board members, excluding the Selection Committee Chair, will be accepted and considered in the process of Selection.
   a. The appropriate nomination process will be opened prior to the opening of Selection Board applications at the discretion of the Selection Chair.
   b. The nominator of an individual will be kept confidential by the Selection Chair and advisors.
   c. Those nominated by fellow board members will be notified through the Selection email, and be requested to fill out an application.
2) No less than five members, including the Selection Chair and new President, will make up the Selection Committee.
   a. One of the Selection Committee members must be from another Tier III organization, and be chosen by the Selection Chair through the Selection Committee application process.
   b. At least four of the members, including the Selection Chair, must be current SUBOG members holding board or executive positions who are graduating seniors, or do not plan on returning to the board for the upcoming selection year.
   c. The newly elected president will become a voting member of Selection Committee after they are selected.

Section Three: Position Nominations

1) Nominations from current SUBOG members, excluding members holding a board position, will be accepted and considered in the process of Selection.
   a. A SUBOG member may nominate another SUBOG member for a specific board position to apply for.
   b. The nominator of an individual will be kept confidential by the Selection Committee and advisors.
   c. The appropriate nomination process will be opened prior to the opening of the SUBOG Board application.
   d. Those nominated by fellow SUBOG members will be notified through the Selection email, and be requested to fill out an application.

Section Four: Application Screening

1) All applications will be screened by the Selection Committee.
2) The Selection Committee has the right to not extend invitations for an interview to all applicants.
3) The Selection Committee will initially review applications independently and then extend invitations for an interview after a group consensus.
By-Law VI

Offenses and Penalties

Section One: Offenses

1) An offense shall be defined as the action or lack thereof taken by an Executive Officer or Committee Chairperson of the Student Union Board of Governors that fails to adhere to the Constitution and By-Laws of the Student Union Board of Governors including, but not limited to, the malfeasance of duties designated to that Executive Officer or Committee Chairperson.

Section Two: Penalty

1) On the first offense of failing to adhere to the Constitution and By-Laws of the Student Union Board of Governors, the offending Executive Officer or Committee Chairperson shall receive a written warning from the President.

2) On the second offense of failing to adhere to the Constitution and By-Laws of the Student Union Board of Governors, the offending Executive Officer or Committee Chairperson shall receive a written warning from the President; be required to attend a meeting with the President, another member of the Executive Board, and an advisor; as well as lose all organization privileges for a time period decided by the Executive Committee, including, but not limited to, compensation tickets and seating at free events.

3) On the third offense of failing to adhere to the Constitution and By-Laws of the Student Union Board of Governors, the offending Executive Officer or Committee Chairperson shall be required to meet with the Executive Committee where it may decide to present articles of impeachment to the Student Union Board of Governors.