

**Undergraduate Student Government (USG)  
University of Connecticut-Hartford**

**Bylaws**

**February 2022**



**USG HARTFORD**

## **MISSION**

The mission of the Undergraduate Student Government is to enrich the lives of the undergraduate student body through advocacy and programming. We will strive to help student organizations reach their fullest potential. We will strive to enhance the educational, social, and cultural opportunities at the University of Connecticut-Hartford. We will strive to foster a culture of engagement, collaboration, and inclusiveness.

## **ARTICLE I. MEMBER ELIGIBILITY**

- Section I. Each Member of the UConn Hartford Undergraduate Student Government's Executive Board must meet the following requirements:
- (A) Member is a Fee-Paying, Undergraduate Student at the University of Connecticut, Hartford
  - (B) Member holds one of the following positions: (1) President; (2) Vice President; (3) Treasurer; (4) Chief Communications Officer; (5) Student Affairs Committee Chair; (6) Programming Committee Chair

## **ARTICLE II. EXECUTIVE BOARD MEMBER RESPONSIBILITIES**

- Section I. Executive Board Membership Meetings
- (A) Executive Board Members consist of: President, Vice President, Treasurer, Chief of Communications, Committee Chairs.
- Section II. Attendance
- (A) Every member is expected to be at the Executive Board weekly meetings & the General Senate Meeting. One (1) summer and winter session meeting is also required for planning and maintenance purposes.
    - i. If a member cannot attend these meetings, they must inform the President and the rest of the Executive Board.
  - (B) Two (2) unexcused absences among elected members will be subject to mandatory impeachment proceedings. Unexcused absences is anything the President and Vice President deem unreasonable. For example, failure to inform

the President and Vice President of absence prior to the Senate meeting. The number of excused absences to members will be determined by the President and Vice President.

### Section III. Responsibilities, Roles, Expectations

- (A) Executive Board Members must be easily accessible and available for communication.
- (B) Executive Board Members must remain professional and attentive during meetings and events.
- (C) Executive Board Members must remain impartial and must make evidence based decisions.
- (D) Executive Board Members shall not make important decisions in isolation and should consult with the Executive Board when necessary. Executive Board Members work alongside the chair to lead and help accomplish the mission of the committee.
- (E) Executive Board Members have full autonomy to make decisions alongside the members on their particular task item or event.
- (F) Executive Board Members should seek advice from the president and advisors at all times, they should never lead alone.
- (G) Executive Board Members must be there for the weekly Executive Board meetings, and they must attend the USG meetings.
- (H) Executive Board Members should check in with the President and Advisors for 1:1 meetings.

### Section IV. Office Hours

- (A) Executive Board Members are required to schedule and post individual office hours (at least one per week) before the start of each semester and are required to attend assigned office hours throughout the whole semester.
  - i. A member must first confirm with the President before making any changes to his/her office hours.
- (B) At least one Executive Board Member must be in the USG office from Monday - Friday from the hours of 10:00AM - 5:00PM unless of unmitigable circumstances.
  - i. Office Hours should not be scheduled during meetings or 1:1s.

## ARTICLE III. MEETINGS

### Section I. Senate Meetings

- (A) Executive Board Members are required to attend the General Senate Meeting that is scheduled ahead of the semester and in accommodation of member (Executive Board and Senators) schedules.
- (B) The purpose of the General Senate Meeting is to review and vote on budget requests, report on performance, share ideas and information, benefit from professional development activities, and discuss relevant news.
- (C) All legislative action takes place in the Senate Meeting.

### Section II. Executive Board (E-Board) Meetings

- (A) Executive Board Members are required to attend a weekly Executive Board Meeting.
  - i. The purpose of Executive Board Meetings is to discuss proposals, new ideas, and detailed discussion topics (e.g. *The Programming Committee Chair is resigning and would like ideas on how to recruit a new committee chair. Since this topic might take a lot of thorough discussion & is very case-specific, it should be discussed at an Executive Board Meeting.*).
- (B) Executive Board Members shall place any topics of discussion in the President's shared Executive Board Meeting agenda document at least 24 hours in advance of the meeting.
- (C) The USG advisor is expected to attend Executive Board Meetings.
- (D) Executive Board Meetings are not open to the public.

### Section III. Emergency Meetings

- (A) An emergency Senate meeting may be called by the President if they become aware of any situation that requires an immediate response.
  - i. In the event that an emergency Senate meeting is called by the President, this meeting will only have one topic on the agenda which may or may not lead to a vote by the Senate.
  - ii. Quorum is needed to make a vote in an emergency Senate meeting.
- (B) Emergency Senate meetings will be made public to the students at least 24 hours in advance of the meeting. Upon notifying students about the meeting

and its topic of discussion, students may submit written statements via email to any USG member.

- i. Any statements sent in will be reviewed for the meeting as long as they are pertaining only to the topic at hand.
- (C) Once discussion amongst the Executive Board and Senate has ended the meeting will be adjourned.

## **ARTICLE IV. PROPOSALS**

### Section I. USG Proposals Tab

- (A) Students with idea proposals for USG shall be directed to submit them formally via the [USG proposal link](#) that is also found on the USG site.
- (B) If a student submits a proposal, it will be reviewed at the weekly Executive Board Meeting.
- (C) If the proposal is endorsed by the Executive Board, it will be sent to the appropriate committee or, if more appropriate, will remain with the Executive Committee, who will act on it as deemed fit.
- (D) If a proposal is not endorsed by the Executive Board (e.g. fails to meet USG's mission statement, no further step will be taken on the proposal and the proposer will be emailed with a brief, written explanation from the Executive Board).

## **ARTICLE V. COMMITTEES**

### Section I. There are to remain four (4) standing committees whose general purposes are as Follows::

- (A) Finance Committee:
  - i. Shall be chaired by the Treasurer
  - ii. Members of the Committee will be appointed by the Treasurer
  - iii. Responsible for monitoring and reviewing all requests for allocations and funding made by Registered Student Organizations (RSOs)
  - iv. Responsible for reviewing and preparing the annual budget and always ensuring a balanced budget
  - v. Responsible for developing, reviewing, overseeing funding policies and

accounting procedures

vi. The entire committee is responsible for reviewing SASFAC as well as taking inventory

(B) Programming Committee:

i. Shall be chaired by a Senator appointed by the President and Executive Board

ii. The chair shall interview and appoint members to the committee

iii. Responsible for planning and executing activities and events in accordance with the USG mission

iv. All members of the committee shall support every programming event unless due to unmitigable circumstances

(C) Communications Committee:

i. Shall be chaired by the Chief of Communications

ii. Responsible for maintaining an active social media presence

iii. Responsible for submitting and filling Agendas and Minutes of the General Senate Meetings in accordance with Robert's Rules

iv. Responsible for developing and maintaining the USG website

v. Responsible for monitoring and filing the USG governing documents

vi. Responsible for keeping UContact up to date

(D) Student Affairs Committee:

i. Shall be chaired by a Senator appointed by the President and Executive Board

ii. Responsible for planning and executing activities with a more service oriented student focus.

iii. Shall engage in advocacy efforts on campus and within the broader community of Hartford.

iv. Responsible for overseeing the Proposals Tab submissions on the USG site.

Section II. Requirements to serve as a Committee Member are:

(A) Maintain a minimum of a 2.5 GPA (current semester and cumulative).

i. The member's academic standing will be confirmed by the Student Activities/USG Advisor.

(B) Regularly attend and participate in weekly committee meetings.

(C) Contribute positively and passionately to the committee mission and programming.

Section III. Responsibilities of Each Committee Member are:

- (A) Attend weekly committee meetings and actively participate in those meetings.
- (B) If a member is not able to attend the weekly meeting, the member will need to give a 24-hour notice to the committee chair.
- (C) Members shall comply with professional standards of non-discriminatory policies and attend professional development workshops organized by USG. (G) Failure to carry out these duties without an official exemption/justification will result in the member's possible dismissal from the committee. Dismissal rests with the committee chair, or if the chair has a conflict of interest, the decision will be deferred to the Executive Board.
- (D) Support the Chair in all efforts of planning and organizing.

Section IV. Committee Chair Responsibilities

- (A) Empower, guide, and advise the committee to achieve the overall vision.
- (B) Act as spokesperson on behalf of the committee to the USG and student body.
- (C) Plan, organize, and execute all programming activities, and follow proper inventory procedures before and after all activities.
- (D) Complete and submit all programming documentation (budget requests, space requests, logo approval forms, attendance sheets) in accordance with the rules and procedures of the Trustee Student Organization Support.
- (E) Facilitate the weekly meetings, along with organizing training workshops in the winter and summer sessions ahead of each semester.
- (F) Hold two (2) office hours per week for their members and the community at large in the Student Activities space.
- (G) Has the power to assign sub-committees to meet the demands, interests, proposals of committee members and the student body.
  - i. The chair will set a defined and finite timeline for the sub-committee and require weekly reports from the committee as well as a final report.
- (H) Communicate effectively with their committee members and other USG members.
- (I) Attend the weekly E-board meeting.
- (J) Attend the weekly General Senate Meeting a provide a brief executive report on their committee's activities.
- (K) Communicate effectively, professionally, and in accordance with financial policies and processes, with vendors and contractors.
- (L) Exercise impartial judgment of violations of the code of conduct.

## Section V. Committee Member Conflict Resolution

- (A) Any committee member (including the chair) who endangers, discriminates, or abuses their power and position, damages the USG reputation, or puts themselves or others at risk will be subject to dismissal by their committee chair or by the Executive Board.
- (B) If a member in conflict is a committee member (someone other than the chair), the chair will have the decision-making power to dismiss the member from the committee with a written justification to the Executive Board.
- (C) If the chair is unable to mediate the conflict, the decision-making power will be deferred to the Executive Board.
- (D) If the member in conflict is the chair, the decision-making power to remove them will rest with the remaining Executive Board/President.

## **ARTICLE VI. MEMBER (CHAIR) RESIGNATION/SUCCESSION**

### Section I. Process

- (A) Communicate their decision to resign with the Executive Board and then with their committee.
- (B) The chair can seek support/counsel from the Executive Board as to how best to proceed with the resignation.
- (C) The chair has the privilege to identify and nominate a new chair.
- (D) If a new chair is not identified from within the committee, interest will be solicited from the rest of USG.
- (E) Candidates for chair will interview with the President and Vice President.
- (F) Once the interviews are completed, the decision will rest with the Executive Board, who will present their nomination to the Senate in the immediately next General Senate Meeting where a vote will take place.
- (G) Once the nominee is confirmed by the Senate, the official transition process will commence: Oath of Office, followed by an orientation session with the Executive Board and Advisor.



## **ARTICLE VII. IMPEACHMENT PROCEDURES**

### **Section I. Elected Officers**

- (A) The Senate shall be the Hearing Board and the President shall preside over impeachment hearings.
- (B) In the case of the President being subjected to an impeachment hearing, the Vice President shall preside over the hearing.
- (C) Any elected member of the USG will be subject to impeachment should they fail to perform their responsibilities, not meet good academic standards, abuse their power, damage the USG reputation, or cause an unsafe or unwelcoming working environment.
- (D) Any undergraduate student of the Hartford Campus may bring forward a charge of impeachment by notifying the Executive Board.
- (E) The member being charged shall have the charges against them publicly read at an emergency meeting and notification of the charges must be sent (emailed in letter format) to all Executive Board members.
- (F) The member being charged shall be given one (1) week to prepare their defense and shall have the right to witnesses and any other evidence to support their case.
- (G) Conviction includes a majority ( $\frac{1}{2} + 1$ ) Senate vote and includes the dismissal from office.
- (H) Appointed members will not be subject to Impeachment procedures, but instead, to alternative procedures (see Article V, Section 5).

## **ARTICLE VIII. MEMBER COMPENSATION**

- ### **Section I.**
- The USG reserves the right to advocate for compensation (monetary and/or academic credit) for its contributions to student activities and campus culture. If and when students successfully advocate to be compensated, the compensation structure will be effective when approved by higher administrative officials, such as the Trustee Student Organization Support, and higher. The compensation cannot be applied retroactively. The compensation structure shall be as Follows:

- (A) The following USG members (officers) shall be eligible to receive monetary compensation or academic credit (depending on financial aid/work study considerations), but not both:
- i. (1) President, (2) Vice President, (3) Treasurer, (4) Chief of Communications, (5) Student Affairs Committee Chair, (6) Programming Committee Chair. (Any vice/co-chair who assumes the role of their chair in case of the chair's absence shall be compensated for their work.)
  - ii. Officer-elects must officially transition into their roles (complete the Oath of Office) to be eligible for compensation.
  - iii. Officers must maintain good academic standing (Article II, Membership) to be eligible for compensation.
  - iv. Officers are expected to work no more than ten (10) hours per week to be eligible for compensation.
  - v. The rate of pay for these positions is determined by the level of the job at the student employment level, regardless of whether earnings are paid through the work-study or student labor payrolls.
  - vi. The officers are expected to report labor irregularities or oversights to the Student Activities Staff.

## Section II. Wages/Pay Scale for Monetary Compensation

- (A) Each officer shall be compensated at the following rate classes as defined by the University of Connecticut:
- i. [The Wage Classes/Levels to be adhered to are defined by the University of Connecticut.](#)
  - ii. The President and Treasurer shall be compensated at one dollar (\$1) above the lower bound of Class IV pay scale.
  - iii. The Vice President and Chief of Communications, shall be compensated at fifty (50) cents above the lower bound of Class IV rate scale.

Section III. Academic Credit

- (A) The following USG members shall be eligible to receive only academic credit for their service:
- i. Senators, Student Affairs Committee Chair, and the Programming Committee Chair. (Any vice/co-chair who assumes the role of their chair in case of the chair's absence shall be compensated for their work.)
  - ii. Senator-elects must officially transition into their roles (complete the Oath of Office) to be eligible for academic credit.
  - iii. Senators shall work no less than three (3) or more than ten (8) hours per week to be eligible for academic credit.
  - iv. Senators, as all officers and USG members, shall maintain good academic standing (Article II, Membership) to be eligible for academic credit.
  - v. Students with an undocumented state or of a certain visa type.

**ARTICLE IX. ADVISOR RELATIONS**

Section I. Expectations

- (A) The advisor(s) will work alongside the President and Executive Board to counsel and empower the USG mission as well as general student activities.
- (B) The Advisor(s) are responsible for attending the Senate meetings as well as the E-Board meeting.
- (C) The advisor(s) and USG President will sign off in agreement on these expectations (this page) at the beginning of every new term (last General Senate Meeting of the academic year).

*President:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Advisor:* \_\_\_\_\_ *Date:* \_\_\_\_\_

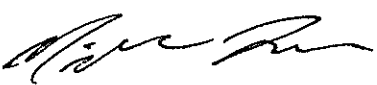


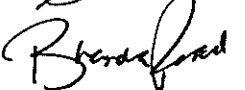
## ARTICLE X. ACCEPTANCE OF BYLAWS

### Section I. Effect

- (A) These Bylaws shall take effect immediately upon their ratification and approval by the Senate, and shall include all officer signatures to be recorded in Section II of this Article.
- (B) These Bylaws can in no way infringe or usurp the rules and powers set forth in the present and acknowledged Constitution that governs the actions of the USG at UConn Hartford.
- (C) In every winter and summer session, the Bylaws must be reviewed in full by the Executive Board and Senators, and any proposed revisions must be considered and discussed during a regular meeting of the General Senate.

### Section II. Officer Signatures

- (A) These Bylaws shall be signed, under the supervision of the Student Activities Staff/Advisor, by the President, Vice President, Treasurer, and Chief of Communications. (If positions are vacant, a signature is not required.) This document must be signed before it and the remaining governing documents are sent to the Trustee Student Organization Support for official confirmation of its record.

<u>Title</u>	<u>Name (Print)</u>	<u>Signature</u>	<u>Date</u>
President	Nicholas Lanza		9/21/2023
Vice President	Romina Flores Dora		9/21/2023
Treasurer	Shirali Padaliya		9/21/2023
Chief of Communications	Bhavindra Pesad		9/21/2023