



**Undergraduate Student Government at  
University of Illinois at Chicago  
Bylaws**

*Est. 2018-2019*

## ARTICLE 1: ESTABLISHMENT

### SECTION:

- I. Those duties and powers assigned to USG and its officers in the Constitution are considered as implied under the bylaws.
- II. For the purpose of conflict resolution the Bylaws shall be utilized to interpret language contained within the Constitution.
- III. In the event that the Constitution is amended, the Speaker of the House shall, at the next scheduled meeting of USG, provide an interpretation of the Constitutional Amendment and an opinion to USG as to whether the Constitution Amendment necessitates the amendment of the bylaws.
- IV. In the event that the Speaker of the House determines such an amendment should be made, the Speaker shall propose such an amendment to the Bylaws, in accordance with the procedure established herein for the amendment.

## ARTICLE 2: GENERAL OPERATIONS

### SECTION:

- I. The USG shall meet Monday's from 6:00pm-8:00pm. Doors will open promptly at 5:30pm. The Speaker of the House may change the meeting place or time of any one Legislative session with three (3) days notice to the USG and the Student Body.
  - A. All Legislative Sessions shall be open to the Student Body and the university community.
  - B. The House of Representatives may vote by two-thirds ( $\frac{2}{3}$ ) to enter into Executive Sessions, during which only **members** of the House, officers, and any person the body invites may be present.
- II. A Legislative Session may be canceled by the President, Speaker, or majority vote of the Executive Cabinet. Such vote may occur no less than three (3) days in advance of that meeting, except in the case of severely inclement weather, natural disaster, or other catastrophic event in which travel or attendance at the meeting would place anyone in danger.
- III. A quorum for the USG shall include all of the following: at least half ( $\frac{1}{2}$ ) of the voting members of the House of Representatives, and at least three (3) members of the Executive Branch.

## ARTICLE 3: MEETINGS

### SECTION:

- I. All meetings shall be maintained by the Speaker of the House.
  - A. In the event that the Speaker of the House will be absent, an Interim Speaker will be designated by the Speaker or President.
- II. Robert's Rules of Order shall govern the meetings.

- A. There shall be a section at the beginning of each General Body meeting dedicated to public comment. The facilitation of the public comments section should function as follows:
  1. All people looking to participate in public comment shall sign-up with the secretary no later than 5 minutes before the meeting is to be called to order.
  2. All levels of enrolled students, current faculty and current staff are eligible to participate in public comment. Any community member (non UIC affiliated people) must be invited as guest speakers.
  3. There shall be 4 slots for public comment. Each slot should be 2 minutes. One person can speak per slot, and the slots should be given on a first come first serve basis.
  4. The secretary shall collect the name, preferred pronouns, email, organization affiliation (if applicable) and UIC affiliation of each person who will speak in the meeting minutes. If the person has materials, they would like to share with the body, they should be collected by the secretary and given out during said persons slot. The materials should be included in the record of the meeting (meeting minutes).
  5. Speakers shall not be required to have a written copy of their remarks. But the secretary shall keep a record in the meeting minutes at minimum the topic of the remarks. If the speaker does have a written copy of their testimony it is to be entered into the record of the meeting.
  6. Public comment shall not be a time for discussion and debate. The body may answer pressing questions posed by the speaker, but it should remain minimal. Members can use other appropriate times designated in the agenda for response and comment on the testimony given.
- III. The USG shall convene regularly during the academic school year. During the summer, the USG shall convene when a meeting is called for by the President with seven days notice and the ability to call in.
- IV. USG members shall be dressed in USG or business (casual or professional) attire during meetings.
- V. All votes before the USG require a majority of those present to pass, unless otherwise stated.
- VI. Special meetings may be called by the President, or a majority of the Executive Branch, with a minimum three days notice.
- VII. All USG House of Representative members are allowed three (3) unexcused absences. Any additional unexcused absences will result in the automatic removal

from the House of Representative body. USG members shall contact the Speaker of the House at least one business day in advance as notification of anticipated absence.

#### ARTICLE 4: EXECUTIVE APPOINTMENTS

##### SECTION

- I. Executive Cabinet Positions shall be recommended by the President unless otherwise stated within the Bylaws.
- II. A nominee may only come before the Legislative Branch for confirmation twice per semester.
- III. Each recommendation must be approved by a majority vote of the House of Representatives.
- IV. All nominees must be present at the time of nomination and be prepared to speak for up to five minutes on behalf of themselves in front of the House of Representatives.
- V. Individuals requested for appointment may be nominated and confirmed within the same meeting, with appropriate three-days notice given to the Legislative Branch.
- VI. For Committees formed by a President's executive order, the Chairman shall be appointed by the President.
- VII. The President shall give one-week notice when filling a Committee Chairman position. If a member is interested, a Letter of Intent should be submitted within two (2) business days to the Office of the President with documents outlined by the President (i.e Resume, Curriculum Vitae, Personal Statement, etc.)

#### ARTICLE 5: COMMITTEE CHAIRMEN

##### SECTION:

- I. All Committees must have a Deputy Chair. The Deputy Chair shall be appointed by the Committee Chairman.
- II. In the absence of the Committee Chairman, the Deputy Chair shall function as Chairman in regards to presiding over Committee meetings, meeting prerequisites for quorum, and reporting to the Legislative Branch or the President.
- III. The Committee Chairman has the power to create and dissolve Sub-committees under that Committee as long as the duties of the Sub-committee fall under the scope of the Committee. Official documentation must be provided to the Legislative Assembly after a Sub-committee is created or dissolved.
- IV. The Committee Chairman also has the power to appoint the Chair of that Sub-committee. At least half of that sub-committees members must be members of the original committee under which the sub-committee was formed.
- V. The regular duties of the Deputy Chair shall be determined by the Committee Chairman.

- VI. In the event that a Committee Chairman resigns or is removed, the Deputy Chair shall serve as Interim Committee Chairman until a new Committee Chairman is elected.

## ARTICLE 6: COMMITTEE RESPONSIBILITIES

### SECTION:

- I. The Five (5) established Committees will be required to:
- II. Hold weekly scheduled meetings.
- III. Follow the rules set forth by the Committee Chairman established at the first Committee meeting of each semester.
- IV. Submit a bi-weekly written report of progress to the Chief of Staff, Speaker of the House, and an oral report to the Legislative branch.
- V. Submit a weekly report for Committee meetings to the Chief of Staff and Speaker of the House.

## ARTICLE 7: VACANCIES

### SECTION:

- I. The USG shall attempt to fill any vacancies by a special election for that purpose, except when less than four weeks remain in the term of the position or when this constitution provides otherwise.
  - A. A vacancy of seats in the legislative body shall occur when a position remains unfilled after an election in which that position was eligible to be filled or the member resigned or is impeached. There are 45 possible members of the Legislative Body.
    1. Vacated positions must be advertised to the student community for no less than ten school days.
    2. Word of vacated positions must be posted on all official USG social media accounts and the official USG website.
  - B. Vacancies of elected positions shall be filled through Internal Elections. Internal Elections shall proceed as follows:
    1. The application shall follow the structure in the document “The Undergraduate Student Government for the University of Illinois at Chicago Seat Vacancy Application (Example)”.
    2. Applicants shall submit appropriate paperwork indicating interest in joining USG to the offices of the Vice President and the Speaker of the House. This paperwork shall be created by the President, Vice President and Speaker of the House by majority vote and circulated to all voting members by the President before voting. The USG website shall link to resources on campus to help students complete the application.
    3. Applicants shall appear before the House of Representatives at a General Body meeting at which time the House shall have the opportunity to question applicants. Internal elections shall be held at the next meeting in a committee of the whole.
    4. All voting members of the body shall have the right to vote.

5. A majority shall be the threshold for election
6. Members may abstain from voting
7. Upon announcement of the election results, the winner(s) shall begin their term of service immediately. Winners are to take their seat with the body for the remainder of the meeting for which they are voted in to start their term.

## ARTICLE 8: POWERS AND DUTIES OF THE EXECUTIVE BRANCH

### SECTION:

- I. President
  - A. The President shall serve as chief executive officer of the organization. The President shall appoint all Committee chairs. The President shall have other powers and duties as may be prescribed by the organization in the Constitution.
- II. Vice-President
  - A. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President shall have other powers and duties as may be prescribed by the organization in the Constitution.
- III. Treasurer
  - A. The Treasurer shall handle all financial affairs and budgeting of the organization. The Treasurer must also maintain all necessary accounting records. The Treasurer shall have other powers and duties as may be prescribed by the organization in the Constitution
- IV. Executive Cabinet
  - A. Chief of Staff
    1. Shall assist the the President and the Vice-President in coordinating USG initiatives.
    2. Shall primarily provide Cabinet members with resources necessary to accomplish goals of the USG and their respective committees.
    3. Shall establish and maintain a positive and productive culture within the Cabinet.
    4. Shall assist the President and Vice President with any administrative needs and event/meeting planning.
    5. Shall attend committee meetings at their discretion and be updated about current initiatives by the Chairman and/or Deputy Chair.
    6. Shall levy monetary strikes against Executive Branch members within the suggested framework:
      - a) Monetary Strikes are confirmed or denied by a one-half (1/2) vote by Executive Board members.
      - b) If the Executive Board denies the monetary strike, the Chief of Staff may appeal to the House of Representatives.

This appeal would also need a one-half (1/2) vote to approve the monetary strike.

- c) With each strike, the monetary strike increases: \$100, \$150, \$250, \$500. However, monetary strikes should be determined based on the level of the offense.

B. Chairman of Diversity and Inclusion

1. Shall work with student organizations and campus initiatives that enhance multicultural inclusion on campus.
2. Shall represent and attend student organizational meetings across campus.
3. The Committee strives to build a coalition of student groups to ensure the voices of all communities are heard to administrators and the USG leaders.
4. Shall advocate for equal treatment for the groups identified under the Equal Opportunity Statement, which include race, gender, sexual orientation, age, disability, national origin, and religion, and recommending ways in which the campus climate might be made more supportive of diversity;
5. Participating in the development, review, and recommendation of changes in University policies supporting equal treatment for the groups identified above

C. Chairman of Legislative Affairs

1. Shall serve to promote and raise civic awareness on campus as well as to promote community outreach and political engagement.
2. Shall be responsible for maintaining contact with local, county, state, and federal officials on issues pertaining to higher education
3. Shall lobby a branch/agency of the government or other officials/entities at least once in the Fall semester and once in the Spring semester with consultation of the membership of the Committee.
4. Shall work to organize voter registration drives on campus.
5. Shall work closely with political student organizations on campus to promote initiatives and host/co-host lobby days.

D. Chairman of Public Relations

1. Shall be responsible for promoting outreach of USG by facilitating communications between the House of Representatives, the student body, and the UIC community.
2. Shall serve to spread the vision and message of USG to the undergraduate student body and distribute information and updates regarding USG

3. Shall follow a consistent posting schedule (at the minimum weekly postings) for all USG social mediums to create and distribute all official publications between USG and the UIC community.
4. Shall be responsible for coordinating publicity of initiatives.
5. Shall conduct a campus-wide satisfaction survey on the work of the current USG administration and the expectations of the incoming administration. This survey shall be executed on an annual basis during the Spring Semester

E. Chairman of Student Life

1. Shall work closely with administration to improve the quality of life for all students and to respond to student's needs in a timely and efficient manner.
2. Shall work with various UIC offices to enhance the student experience at the University of Illinois at Chicago
3. Shall focus on the issues pertaining to, but not limited to, sustainability, campus life, housing concerns, safety concerns, transportation
4. Shall be responsible for gauging student satisfaction with living, working, and studying conditions on campus and addressing student issues that occur inside and outside of the classroom environment.
5. Shall focus on everyday issues that affect the students' health and wellness

F. Chairman of Treasury Committee

1. All appropriations shall originate in the Treasury Committee
2. Shall develop standardized forms to allow student organizations to submit a budget for general allocations and request for supplemental allocations and loans.
3. Shall create guidelines, subject to the approval of ½ of the treasury committee, of which student organizations should be funded, subject to approval of the House of Representatives
4. Shall manage the USG budget and be notified of all requests for USG funds not allocated to the President or Vice President's discretionary budget, and make recommendations if needed.
5. The Treasurer shall serve as the de-facto Committee Director for the Finance Committee.

G. Graphics Designer

1. Shall manage and create all of the Undergraduate Student Government graphic designs, images, and promotional material.

2. Shall develop an annual marketing plan with the assistance of a Committee Chairman
3. Shall attend necessary Committee meetings as requested by the USG body
4. Shall produce marketing materials that may include, but not limited to: ads, posters, brochures, newsletters, flyers, digital ads, displays, banners, window signs, special events, mobile apps, and websites.
5. Shall prepare final digital and print files, as well as deliver completed projects to USG as needed.
6. Shall regularly attend Public Relations Committee meetings unless waiver by the chair.

#### H. Webmaster

1. Create and keep up-to-date the Student Government website and maintaining the online USG roster and Committee assignments of members
2. Shall organize and manage appropriate material of the website to increase transparency and information flow from USG to undergraduate students, faculty, and staff.
3. Shall work with Officers to create their own section within the website to showcase their Committee, their achievements, and upcoming events.
4. Shall ensure collaboration with the Speaker and Secretary to upload Resolutions and weekly Agenda packets according to the Illinois open meeting act.
5. Shall execute any other tasks delegated to from the Office of the President.

## ARTICLE 9: THE POWER AND DUTIES OF THE LEGISLATIVE BRANCH

### SECTION:

- I. Speaker of the House
  - A. Shall be elected and voted in by the majority of the House of Representatives at the last meeting of the session.
  - B. Shall have the power to name a member of the House as Interim Speaker.
  - C. Shall serve as an ex-officio of the Cabinet and non-voting member unless in the event of a draw.
  - D. Shall serve as a bridge between the Executive and Legislative Branches.
  - E. Shall forge relationships with and among Representatives.
  - F. Shall focus on the development of Representatives as leaders.
- II. Secretary

- A. Shall be able to partake in campus initiatives and co-sponsor USG resolutions.
  - B. Shall have the power to vocalize their opinion on USG resolutions but may not vote on them.
  - C. Shall assist the Speaker in organizing the agenda and working with the Legislative Branch.
- III. House of Representatives
- A. Shall exercise authority over all matters relating to the policy and operations of this organization.
  - B. Shall authorize, in advance, all expenditures made and contracts entered into by this organization except as otherwise specified in the Bylaws.
  - C. Shall periodically direct the President with regards to goals and programs deemed worthy of the USG's activities and attention; and,
  - D. Shall consist of no more than 45 members.

## ARTICLE 10: STIPENDS FOR USG MEMBERS

### SECTION:

- I. Outline
  - A. USG may grant service awards to its officers as stipends, in recognition of contributions made to the student organization.
  - B. Funds for stipends to USG members will be paid from the amount allocated to the USG Operating Budget.
  - C. The House of Representatives are not eligible to receive service awards.
  - D. All officers receiving service awards will be paid by the end of the semester.
  - E. Stipends will be set according to the budget inflation.

## ARTICLE 11: TOWN HALLS

### SECTION:

- I. For the purpose of facilitating communication between students and their representative(s) in the House, all USG Representatives shall join together in holding a public Town Hall meeting with the student body each semester, excluding summer and winter semesters.
- II. Such meetings shall be publicized in an appropriate way to the constituency involved at least seven calendar days in advance.
- III. For each semester Town Hall meeting a USG Representative fails to attend, they shall be assessed an unexcused absence towards their House of Representative record. Excused absences are left to the discretion of the Speaker.

## ARTICLE 12: EXPECTATIONS

### SECTION

- I. Any USG Representative who accumulates a combined total of three (3) or more unexcused absences from House of Representatives meetings and Committee meetings shall promptly and automatically be removed from organization on the grounds on nonfeasance.
- II. Any USG Representative who accumulates four (4) or more consecutive excused House of Representatives absences shall promptly and automatically be removed from office on the grounds of nonfeasance.
- III. The Speaker of the House shall notify and remove USG Representatives who violate the attendance policy.
- IV. In cases where a USG Representative is removed by the Speaker of the House due to attendance policy violations, the USG Representative may appeal the decision to the USG Advisor within three (3) calendar days after removal.
- V. In the case of extraordinary circumstance, their removal from the House of Representatives shall be subject to the discretion of the Speaker.

## ARTICLE 13: VOTING

### SECTION

- I. A majority of the members of the House of Representatives shall constitute a quorum of all meetings of the House of Representatives.
- II. No official and binding votes can be taken at any meeting when a quorum is not present. The meeting may, however, be called to order, the roll called, announcements made, and the meeting recessed or adjourned.
- III. Any member of the House of Representatives may, by a point of order, request a determination of the presence of a quorum. Such request shall suspend all business and the only action at this point shall be a roll call to determine the presence of a quorum.

## ARTICLE 14: UNIVERSITY ADVISOR(S)

### SECTION:

- I. The advisor shall fulfill the responsibilities specified in the University of Illinois at Chicago Undergraduate Student Government Constitution and Bylaws. Advisors shall serve on academic year basis or until their successor has been selected.
- II. The advisor shall participate in the Student Life Advisor training/recertification process yearly.

## ARTICLE 15: AMENDING THE BYLAWS

SECTION:

- I. The USG shall be empowered to adopt its own rules and procedures, through bylaws, consistent with the USG Constitution.
- II. Newly introduced bylaws and amendments to the Bylaws may be introduced by all branches.
- III. A  $\frac{2}{3}$  majority of members present is required to amend or change the Bylaws. This vote shall be taken during a legislative session.
- IV. Upon approval of any amendments to the Bylaws, the Speaker of the House shall be responsible for updating the Bylaws to reflect the amendments made by the Undergraduate Student Government.