



## **Standing Rules**

Ratified: April 8th, 2021

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# **Article I. General Provisions**

## ***Section 1: Purpose of these Standing Rules***

- A. This document will hereby serve as the Rutgers University Student Assembly (referred to as “RUSA” or “the Assembly”) Standing Rules. The RUSA Standing Rules shall describe the normal operation of the Assembly. Changes to this document require approval of two-thirds of the current Assembly.

## ***Section 2: Relationship with Other Governing Documents***

- A. Any additional election procedure not outlined in Article V of the RUSA Constitution for these positions will be stipulated in the RUSA Elections Code. The Elections Code shall serve as the Election Guidelines.
- B. RUSA shall also adopt a Code of Ethics and Ethics Statutes to govern the behaviors of its members.

## ***Section 3: Responsibility and Pledge of Office***

- A. All newly elected members shall receive a packet of information including the Constitution and Standing Rules.
- B. All members shall be required to go to (a) training session(s) unless otherwise excused.
- C. Members shall be required to recite the following Oath of Office in the presence of at least two executive board, executive committee, or elections commission members prior to exercising the privileges of their office: “I do affirm that I will faithfully execute the powers of the position to which I was elected and will, to the best of my ability, abide by, preserve, and uphold the Constitution of the Rutgers University Student Assembly on behalf of the undergraduate students of Rutgers University.”
- D. No member shall be deemed qualified until that member has taken their oath of office

## ***Section 4: Suspension of these Rules***

- A. The procedures outlined in this section shall supplement the procedure of suspension of the rules provided for in Robert’s Rules of Order. The suspension of rules procedure provided under Robert’s Rules shall not be construed to allow suspension of rules provided for in the Standing Rules. A motion to suspend the rules under this section shall be in order when the equivalent motion under Robert’s Rules of Order is in order.
- B. This Article may not be suspended under any circumstance.
- C. Suspension of the Rules, under this rule, shall only be in order only during a regular meeting of the Assembly with sufficient quorum present.
- D. Any member making a motion to suspend the rules must specify the particular rule or rules being suspended and the duration of such suspension. The Presiding Officer,

Parliamentarian or Internal Affairs chair may rule a particular suspension proposal out of order if it does not comply with this Article or the Constitution. Such a ruling may not be appealed.

- E. By unanimous consent, any rule may be suspended, except as otherwise stated in this article.
- F. The Assembly may by two-thirds vote suspend any rule in these Standing Rules or rules of debate for a portion of a meeting or a full meeting if such rule does not require previous notice.
- G. No suspension of a rule or rules may last past the adjournment of the Assembly during which the rule or rules were suspended.
- H. The following rules may not be suspended under any circumstance:
  - a. Article I. 3,
  - b. Any rule included in Article II. 1,
  - c. Article II. 3(C)c.
  - d. Article II. 4(E),
  - e. Article VI. 2,
- I. Article II. 4(O) shall not be suspended without the unanimous consent of the Assembly unless at least two members of the Assembly have been afforded the opportunity to speak on the “con” list against the pending motion.

### ***Section 5: Amending these Rules***

- A. Amendments to the Standing Rules may be made by a two-thirds vote by the Assembly.
- B. Before legislation to amend the Standing Rules can be submitted, the RUSA Internal Affairs Committee must determine if the proposed amendments are constitutional.
- C. All amendments to these rules must be introduced at least a week prior to any vote to adopt them.
- D. Any members of RUSA may submit a bill to amend these standing rules, with Internal Affairs reporting it to the Executive Board. This shall not be construed as all amendments changing the Standing Rules needs the sponsorship of Internal Affairs.

### ***Section 6: Formation of New Student Councils***

- A. Should the students of a professional school or similar unit desire to form a new representative council that will be recognized by and hold seats on RUSA. they must submit a petition signed by 10% of their student body and appeal to the Assembly. The Assembly must approve their formation by a 2/3 majority vote of voting Assembly members present.

## **Article II. The Assembly**

### ***Section 1: Members and Associations of the Assembly***

#### A. Qualification for Membership of Assembly

- a. The Internal Affairs Committee shall solely judge the qualifications of all voting members.
  - i. Membership qualification requirements shall be:
    1. Maintain a GPA of at least 2.5
      - a. There shall be no GPA requirement for students without a GPA, such as first semester students.
    2. Be full time undergraduate students
    3. Not be on Restrictive Probation, as defined by the Office of Student Conduct
  - ii. In the event a member is deemed to lack qualifications to be elected to office due to University Policy, the RUSA Constitution, or these standing rules, the candidate who received the greatest number of votes and is qualified to be elected to the position shall be deemed the prevailing candidate. If no candidate is qualified the position shall be deemed vacant.
  - iii. In the event a member is deemed to be no longer qualified to their position due to University Policy, the RUSA Constitution or these standing rules, but was nonetheless qualified to be elected to their position, their position shall be deemed vacant.

#### B. Caucuses

- a. Enumeration of Caucuses
  - i. Residential Area Caucus
    1. The Residential Area Caucus shall represent the students of their particular campuses.
    2. The Caucus shall be composed of the 27 Residential Area Representatives.
    3. The Caucus Chair shall be required to make themselves available to meet with elected officials from each campus RHA (Residence Hall Association) and the Commuter Student Association.
  - ii. School of Arts and Sciences Class Representative Caucus
    1. The School of Arts and Sciences Class Representative Caucus shall represent their class year and the SAS community jointly with the SAS Senate Caucus.
    2. The Caucus shall be composed of School of Arts and Sciences Class Representatives.
  - iii. School of Arts and Sciences Senator Caucus

1. The School of Arts and Sciences Senator Caucus shall represent the SAS Senators in RUSA to facilitate discussion among the Senators.
  2. The SAS Senate Leader shall be the Chair ex officio of this caucus, to be confirmed and elected by the SAS Senate caucus.
  3. One SAS senator who is a member of Douglass Residential College (DRC) will be designated a DGC Senator, and will sit on DGC, RUSA, and the Senate. This position will be elected by RUSA during the first meeting of the Fall Semester. If there is no SAS Senator, who is also a member of the Douglass Residential College, this position shall remain vacant.
- iv. Professional School Caucus
1. The Professional School Caucus shall represent the students of their respective professional school, as well as the interests of the Rutgers undergraduate academic community.
  2. The Caucus shall consist of Professional Student Representatives, Professional Student Government Liaisons, and Residential Student Council Liaisons.
    - a. Professional Student Representatives
      - i. Professional Student Representatives shall represent their respective professional school.
      - ii. The allocation and election of these representatives will be determined in the Elections Code.
    - b. Professional Student Government Liaisons
      - i. Any of the following may send one (1) liaison:
        1. Engineering Governing Council
        2. Pharmacy Governing Council
        3. SEBS Governing Council
        4. Mason Gross Student Government Association
        5. Rutgers Business Governing Association
    - c. Residential Student Council Liaisons
      - i. Each of the following organizations may send one (1) voting representatives:
        1. Douglass Governing Council
  3. The Secretary, in consultation with the Chair of the Judicial Council shall determine the appropriate number of representatives by requesting enrollment numbers from the appropriate University official by the March 1st preceding the date of Spring elections.

4. Election of Liaisons for the Professional Schools & Residential Colleges shall be handled by those organizations, unless otherwise requested by the organization, in which case it would be handled by the RUSA Elections Commission.
  5. Schools that currently do not have a student governing body may receive this right if they choose to establish a governance system and approve the Constitution of the Rutgers University Student Assembly.
  6. Each Professional School and Residential College Liaison shall only count for quorum and be able to vote if the President of each Professional School or Residential College provides notice to the Secretary and Internal Affairs Chair of the election or appointment of this representative. Such notice must be given at least 24 hours prior to the start of any Assembly meeting.
- v. Special Interest Caucus
1. The Special Interest Caucus shall represent the interest of all of the special population groups as dictated by the Constitution.
  2. Cultural Umbrella Organization Representatives
    - a. Each of the following organizations may send one (1) representative:
      - i. Asian Student Council (ASC)
      - ii. Latino Student Council (LSC)
      - iii. United Black Council (UBC)
      - iv. Queer Caucus
  3. Special Interest Population Representatives
    - a. Each of the following organizations may send one (1) representative:
      - i. Rutgers Commuter Student Association
      - ii. Residence Hall Association
      - iii. Educational Opportunity Program Students Association
      - iv. Inter-Fraternity Council (IFC)
      - v. Pan-Hellenic Council (PHC)
      - vi. Multicultural Greek Council (MGC)
      - vii. Professional Fraternity Council (PFC)
      - viii. Rutgers University Veterans & Dependents
      - ix. Student Athlete Advisory Committee
      - x. Women's Center Coalition
      - xi. Rutgers University Army ROTC (Reserve Officers' Training Corps) Scarlet Knights Program

- xii. International Student Association
  - b. Each of the following positions shall additionally be considered Special Interest Population Representatives:
    - i. Student Representative to the Board of Governors
    - ii. Student Representative to the Board of Trustees
    - iii. New Brunswick Student Representative to the University Senate Executive Committee
- 4. The Student Representative to the Board of Governors, the Student Representative to the Board of Trustees, and the New Brunswick Student Representative to the University Senate Executive Committee shall be able to vote, unless the holders of these positions already hold a voting position within the Assembly.
- 5. Each representative shall only count for quorum and be able to vote if the President or other responsible person from each Special Population Organization provides notice to the Secretary and Internal Affairs Chair of the election or appointment of this representative. Such notice must be given at least 24 hours prior to the start of the first Assembly meeting attended by the representative.
- b. Caucus Chairs
  - i. Besides the SAS Senate leader, the SAS Class Representative and Professional School Caucus chairs shall be elected by the second meeting of the newly elected Assembly in April. Residential Area and Special Interest chairs shall be elected after the Fall Election.
  - ii. All chairs shall be internally elected or confirmed by their respective caucuses.
  - iii. Caucus Chairs will be responsible for holding meetings at least once per month with their Caucus.
  - iv. Caucus Chairs shall be members of the Appointment Committee.
- C. Coalitions of the Assembly
  - a. On the basis of compelling aspects of personal identity, members of RUSA and of the public shall be able to form recognized coalitions. Aspects of personal identity can include but are by no means limited to:
    - i. Ethnicity,
    - ii. Sexual Orientation,
    - iii. Religion,
    - iv. And Gender Identity
  - b. The process for creating a coalition shall be as follows:
    - i. The coalition must have at least three (3) voting members of the Assembly on the petition.



- ii. These members shall submit a recognition form to the Secretary and Internal Affairs Chair, containing:
  - 1. The names and Net IDs members of the coalition's members,
  - 2. A title for the coalition,
  - 3. A statement of purpose for the coalition,
  - 4. And contact information of a member of the forming coalition with whom the Secretary and Vice President shall communicate and coordinate.
- iii. Coalitions are officially recognized by RUSA after the coalition is approved by the Appointment Committee.
- c. The following shall further enumerate the purpose and power of coalitions in RUSA:
  - i. Coalitions will function and meet similarly to caucuses.
    - 1. These coalitions shall have their elections overseen in the same way that caucus elections are overseen, as outlined in Article II Section 1 B(b)(i-ii) of these Standing Rules.
    - 2. They will also be able to hold their own meetings and discussions, much the same way that caucuses have. It shall be the role of the Vice President to ensure that these meetings are held.
    - 3. Each of these meetings must have at least three (3) members of the coalition present. Coalitions must have at least three (3) meetings a semester, and are encouraged to meet as frequently as possible. If these attendance requirements are not met, the Appointment Committee may take away the recognition of the coalition.
    - 4. Coalitions will submit an updated member roster to the Secretary and Vice President following membership changes and at the beginning of each semester.
  - ii. The coalitions may petition the Vice President for committee placements and have preference in the placement of their members.
    - 1. The chair of the coalition shall sign and bear responsibility for the petition.
    - 2. They shall be able to request that member A be placed in Committee Y, member B in Committee Z, et cetera.
    - 3. The purpose of this petition shall be to ensure that each committee of RUSA is diverse and more representative of the Rutgers student body.
  - iii. Coalitions shall, after being recognized, be responsible for outreach to the communities which they represent within the Assembly in order to increase their presence and influence in the Assembly and on campus. If such a department or committee has taken up a similar task, or is charged

and engaging in the task, then the coalitions shall coordinate with the department or committee in question.

### ***Section 2: The Appointment Committee***

- A. The Appointment Committee shall be chaired by the Vice President with the caucus chairs as the voting members of this committee. The Internal Affairs Chair shall be an ex-officio, non-voting member of the Appointment Committee.
- B. The Vice President shall establish an application deadline so elected vacant seats can be filled after the Fall Election and before the Spring Organizational Meeting.
- C. The Internal Affairs Chair shall determine if the student is eligible for that position. Upon confirmation of eligibility, said student shall then advance to the interview stage.
- D. The Vice President shall put together an interview schedule for all vacant seats one (1) meeting before the interview week.
- E. A quorum of the Committee shall be three-fifths of the Committee, and if a member cannot attend an interview, they must find a proxy to represent them.
- F. After interviewing all candidates, the committee shall vote, with a simple majority, to appoint a candidate to the said vacant position.
- G. The Vice President shall create a report about these appointments.
  - a. This report shall be filed with the Executive Board, and the Vice President shall report to the Assembly with information on the appointment(s) within one week of the report being filed with the Executive Committee.
  - b. This report should include the names, years, application, and pertinent information from the application process of the appointments.
- H. There will be a one-week holding period where concerns regarding the appointment(s) may be heard following this report.
- I. If a formal complaint rises regarding nominees during the holding period, the Appointment committee must withhold the nomination to allow the Judicial Council to review the case and form a decision under their appellate jurisdiction.
- J. At any point in the process, the Appointment Committee may retract a nominee if the Committee deems it necessary.

### ***Section 3: Standing Committees and Ad-Hoc Committees***

- A. Each voting RUSA member, with the exception of the Vice President, Chief of Staff, and Secretary shall serve on at least one RUSA Standing Committee. The President shall be an ex-officio member of each committee. In this regard, the President shall only be marked as present when present at a certain committee, but shall not be marked absent.
- B. Standing Committees may only be created by a two-thirds vote amending these Standing Rules to include new Standing Committees. Standing Committees may only be dissolved

by a two-third vote amending these Standing Rules to exclude the applicable Standing Committee. This procedure would follow the standard procedure of amending the Rules.

C. Standing Committees shall consist of:

a. Academic Affairs Committee

- i. The Academic Affairs Committee shall be responsible for developing and maintaining a good relationship with the administration and faculty to address student concerns.
- ii. The Academic Affairs Committee shall address student academic issues including but not limited to student advising, course offerings, research and scholarship opportunities.

b. Health and Wellness Committee

- i. The Health and Wellness Committee shall be charged to investigate and advocate on behalf of issues affecting the general health and wellness of students at Rutgers University-New Brunswick.
- ii. This committee shall be charged with investigating student use of drugs and alcohol, public health issues that affect the student body at large, and any issue charged to its subcommittees.

1. The Physical Health Subcommittee shall be a subcommittee of the Health and Wellness Committee, charged with:

1. Investigating solutions for physical health issues on campus,
2. Collaborating with campus organizations and student health centers on physical health initiatives,
3. Advocating on behalf of students for ways to improve physical health services on campus, and
4. Recommending and implementing policy pertaining to physical health at Rutgers.

2. The Mental Health Subcommittee shall be a subcommittee of the Health and Wellness Committee, charged with:

- a. Investigating solutions for mental health issues on campus,
- b. Collaborating with campus organizations on mental health initiatives,
- c. Advocating on behalf of students for ways to improve mental health services on campus, and
- d. Recommending and implementing policy pertaining to mental health at Rutgers.

- iii. The Alcohol and Drugs Subcommittee shall be a subcommittee of the Health and Wellness Committee. The Alcohol and Drugs Subcommittee is charged with:
  - a. Investigating solutions for alcohol and drug related issues on campus,
  - b. Collaborating with campus organizations on alcohol and drug initiatives,
  - c. Advocating on behalf of students for ways to improve alcohol and drug related services on campus, and
  - d. Recommending and implementing policy pertaining to alcohol and drugs at Rutgers.
- iv. The chairs of the subcommittees of this committee shall report on the activities of their respective subcommittees.
- c. Internal Affairs Committee
  - i. The Internal Affairs Committee shall be responsible for ensuring that members act in accordance with the RUSA Constitution and Standing Rules.
  - ii. All Ethics Code investigation shall be handled according to the Code of Ethics and other investigations of RUSA members shall be handled by Internal Affairs. The Internal Affairs Committee shall be charged with investigating and reporting on any legislation or issue that concerns the structure of the Assembly, coordination, assignment or distribution of roles and responsibilities between different parts of the Assembly, any matter which concerns the procedures of the Assembly, and the responsibility of the members or officers of the Assembly.
    - 1. During its investigation, the Internal Affairs Committee, by majority vote, may require any member of RUSA to testify before the committee. Refusal to testify shall subject the member to impeachment, recall, and/or removal from office.
    - 2. No person shall be required to incriminate themselves in any way.
  - iii. All potential amendments to the Standing Rules must be reported to the Internal Affairs Committee, and the Internal Affairs Committee in turn must report said amendments to the Executive Board before being put to a vote by the body.
  - iv. The Internal Affairs Committee shall be responsible for ensuring the Assembly and its committees follows mandates contained in the Constitution and the Standing Rules.
  - v. Any and all petitions meeting the criteria mandated by the Constitution must be processed and presented to the Assembly.

- vi. Members of the Executive Board, except for the President, Parliamentarian, Internal Affairs Chair, and those in an acting position, are prohibited from serving on the Internal Affairs Committee.
- d. Legislative Affairs Committee
  - i. This committee shall advocate for student interests at the local, state and federal government levels on issues that concern and/or affect the student body.
  - ii. This committee reserves the right to remain unaffiliated with University administration, but may work with them and other groups where student interests and the interests of other groups coincide.
  - iii. The Legislative Affairs Chair should remain in contact with Rutgers' Office of Public Affairs to this end, and track the legislative activities of this Office.
- e. Public Relations Committee
  - i. This committee's purpose is to reach out to the Rutgers student body to inform them of the Assembly's involvement with university-wide affairs.
  - ii. The Public Relations Committee will be responsible for assisting the Student Affairs Committee in RUSA's "What's On Your Mind Month" by engaging the University community with one tabling event per campus, per week during this time.
  - iii. This committee shall publicize leadership positions available for fall and spring elections.
    - 1. When vacancies exist in the Assembly between elections, the Public Relations Committee will serve to connect students willing to serve on RUSA with the Appointment Committee, in order to be interviewed for an appointment to the vacancy.
  - iv. This committee shall strive to maintain a good image of the Rutgers University Student Assembly.
  - v. This committee will work with the Elections Commission to increase voter turnout and candidacy during Spring and Fall Election periods
  - vi. The Public Relations Committee shall be charged with devising, recommending, and implementing the Public Relations strategy of the Assembly.
- f. Student Affairs Committee
  - i. The Student Affairs Committee is composed of the caucus chairs and any other persons assigned by the Vice President. This committee shall meet regularly as with all other standing committees.
  - ii. The committee shall be responsible for working with the campus caucus chairs in hosting at least one RUSA sponsored event on each campus

- every year, coordinating RUSA, RHA and each campus' respective governing councils.
- iii. The committee Chair or designee thereof shall be required to foster close relations with RHA by attending the bi-weekly General Assembly Meetings.
  - iv. The committee shall disseminate institutional knowledge of Rutgers University, such as various departments and services the University hosts and provides, to Rutgers Students.
  - v. The committee shall receive student concerns and forward them to the appropriate RUSA member who has the capabilities to resolve the concern.
  - vi. This committee shall be responsible for preparing for RUSA's "What's on Your Mind Month", and work with the Public Relations Committee and the Assembly as a whole on this endeavor.
- g. Sexual Violence Education Committee
- i. The Sexual Violence Education Committee shall be charged with:
    - 1. Investigating the policies and practices that affect incidents of sexual violence and how they are investigated and otherwise addressed by the University,
    - 2. Recommending changes to how the University handles these issues and how the Assembly and the University can increase awareness of sexual violence and ways in which members of the Rutgers community can reduce these incidents, and
    - 3. Advocating for such initiatives to the wider community.
  - ii. This committee shall further work with appropriate departments within Rutgers, including VPVA and the Student Affairs Compliance Department, as well as campus organizations, to further the goals of the committee.
- h. University Affairs Committee
- i. This committee shall work to discern the non-academic concerns of students at the University, and work to investigate the source of these concerns and the appropriate branch of the University which is responsible for these concerns.
  - ii. This committee shall work with the administration to address these students' concerns where the issue falls under University jurisdiction, and work with the municipal government of New Brunswick where the issue falls outside of University jurisdiction.
  - iii. This committee is also authorized to take direct action to resolve student problems, through the implementation of various programs and the use of direct contact between students and administrators.

- iv. This committee shall be charged with evaluating and making recommendations to the Assembly on which organization should be chosen to participate in Meal Swipes for Charity for that semester.
- D. Standing Committees chairs are to be elected internally by the Assembly at the Spring Organizational meeting of RUSA.
- a. Committee meetings may be run in a manner at the discretion of the Committee Chair, using a loose consensus or discussion model in place of Robert's Rules; however, any legislation may only be sponsored by majority vote.
  - b. Committee Chairs may delegate tasks and create positions internal to their committee to better facilitate the operation of their committee. These positions may be used to determine a member who will chair the committee in the absence of the Committee Chair. Any position permitting a member to chair the committee in the absence of the Committee Chair must be declared in advance of the committee meeting.
  - c. Committee meetings are open to all Rutgers students, but can be closed by a two-thirds vote of the committee.
  - d. All committee meetings must have at least a ten minute public session.
  - e. In the event that any chair position is vacant throughout the year, the executive committee may schedule an internal election at a RUSA meeting.
  - f. A committee chair may create subcommittees from the committee they chair and appoint a chair of this subcommittee.
  - g. Any Standing Committee, Ad-Hoc committee, or Subcommittee may adopt internal provisions to regulate their own committee as long as these provisions are consistent with the Constitution, the Standing Rules, or any other bills and resolutions enacted by the Assembly. If a committee does adopt these internal provisions, then, it is required to report to the Secretary within 48 hours to be properly documented.
- E. All Chairs of Standing Committees are required to submit a report to the Vice President of the Assembly after each committee meeting and prior to the subsequent RUSA General Body Meeting.
- F. Unless the Executive Board, by majority vote, adopts a different meeting schedule, all committees shall meet at the discretion of the chair of the committee.
- G. Ad-Hoc Committees are committees that have a one-time purpose and which dissolve at the Spring Organizational meeting following their creation. The general purpose of an Ad-Hoc committee should be to identify and research pressing issues in order to, ultimately, furnish a report to the Executive Board and the Assembly. An Ad-Hoc Committee may be created at any Assembly meeting by a resolution by the majority (50% +1) of the Assembly, or by the decision of the President, and may be dissolved in the same way they were created.
- a. An Ad-hoc Committees must be chaired by an undergraduate student who is:

- i. Chosen by a method specified by the resolution which created the committee;
  - ii. Chosen by a method specified by the President, if the committee was created by the decision of the President.
- b. All Ad-Hoc Committees:
  - i. Must be formally created by either the passage of a resolution by the Assembly, or by the submission of a document outlining purpose and membership to the Executive Board by the President;
  - ii. Once created, are directly answerable to the Executive Board and shall be managed by the Vice President;
  - iii. Must file a report with the Executive Board, showing all conclusions, findings, and recommendations, before the committee is dissolved;
  - iv. May be dissolved at either the discretion of the President or by a resolution of the Assembly, with the method of dissolution being in line with the method of creation of the Ad-Hoc Committee.
  - v. Shall automatically be dissolved at the Spring Organizational meeting of the new administration.
- H. The Standing Committees shall be Open Committees.
- I. Members of Committees that are established to negotiate with or represent RUSA to other entities (such as governmental or administrative bodies) are to be considered Special Interest Representatives, and are able to make reports on their activities during the “Special Interest Representative” portion of the agenda (see Appendix A).
- J. Any bill or resolution being considered for sponsorship by a committee must be presented, voted on, and approved by a majority vote of the committee during a committee meeting or through any medium where the vote can be recorded in order to gain sponsorship. A record of the vote must be submitted with the bill in order for it to be considered by the Executive Committee.
- K. Every bill and resolution sponsored by a committee shall be assigned a number by the Secretary. Additionally, as an alternative track for proposing legislation, a member of the Assembly may draft a resolution or bill and file it with the Secretary who shall assign it a number; thereafter, the Executive Board may refer the resolution or bill to the appropriate committee(s) of RUSA, to the Allocations Board, or to another student government or to the University Senate. Nothing in this section shall be construed to circumvent the requirement to obtain committee sponsorship legislation, nor shall this section limit the powers of committees.

#### ***Section 4: Procedures for RUSA Assembly Meetings***

- A. The Rutgers University Student Assembly shall conduct meetings of the Assembly (“General Body” meetings) every week during the fall and spring semester. General Body



meetings are the highest level of decision-making in the operation of the Assembly, and shall operate under the latest version of Robert's Rules of Order Newly Revised, unless otherwise specified in the Constitution or Standing Rules. General Body meetings, unless otherwise decided by the Assembly, are held each week on Thursdays during the fall and spring semester. Additional special meetings may be scheduled by the executive board or by action of the Assembly, in accordance with the procedures in Robert's Rules.

- B. The Vice President, or in the absence of the Vice President, the Parliamentarian shall chair all General Body meetings. The chair shall only vote where the passage or failure of the motion would be determined by the chair's vote.
- C. Voting on main motions in General Body Meetings shall be conducted by iClicker, unless otherwise decided by a motion to choose a voting method. All votes shall be part of the public record.
- D. Agendas for General Body meetings should be prepared by the Monday before the General Body meeting. The agenda shall be created by the Executive Board.
  - a. Agendas approved by the Executive Board with attached bills should be distributed to all representatives at least 48 hours prior to meeting.
  - b. Prior to approval, the agenda of the Assembly may be amended by a majority vote of the Assembly; however, new items may only be added to the agenda during the General Body meetings by two-thirds vote.
  - c. The amendment must be read to all members present before a vote is called to amend the agenda.
    - i. Unless a particular bill or resolution is subject to a discharge petition, all bills included on the agenda must have at least one of the following as a sponsor: one standing committee, one ad-hoc committee, one caucus, or the executive board.
  - d. Any RUSA member may file a discharge petition for a particular bill or resolution with the Executive Board. The Executive Board may act to schedule a vote on this bill or resolution for the next General Body meeting. If the Executive Board does not vote in the affirmative to schedule this bill or resolution at the next meeting and the same RUSA member refiles the petition with the signatures of a majority of RUSA members, that bill or resolution must be included in the next agenda.
  - e. Discharged bills are not required to be sponsored or reviewed by any committee, unless such action is required under the constitution.
- E. A quorum must be present in order to conduct any official business at any General Body or Executive Board meeting.
  - a. A quorum for General Body meetings is defined as one-third of voting members of the Assembly. For the Executive Board and Committee, quorum shall be defined as fifty percent plus one (50%+1) of the number of voting members. There shall be no quorum requirement for other committees; however, the

- Assembly may resolve to impose quorum requirements on specific committees, which shall not exceed the majority of the members of the committee.
- b. Neither the President, nor unfilled seats count for either the total number of members or the number of members present when establishing a quorum.
- F. The Assembly may make a meeting closed to the public by a two thirds vote. If a meeting is closed after the meeting has begun, all members of the public must leave the meeting before business may continue.
- G. Debate shall follow the rules prescribed in Robert's Rules of Order, with the following modifications:
- a. There shall be eight minutes for debate with time equally divided among two speakers for and two speakers against at the start of each debate period. This shall not apply to debate periods on a motion where there is not a for or against option.
  - b. The Assembly may vote to specify specific additional debate procedures by majority vote after the end of the debate period, with the person who moved said motion being given speaking preference.
  - c. A motion to lay on the table shall be allowed for subsidiary motions. If adopted this motion shall only lay that subsidiary motion on the table and that particular motion or one substantially similar to it may not be renewed in regards to the main motion (or primary amendment if the subsidiary motion was a secondary amendment).
  - d. Any proposed amendments to these Standing Rules must be introduced at least one meeting prior to a vote on the motion to adopt amendments to the Standing Rules.
  - e. Section a and b shall only be construed to specify specific debate and speaker structure, all other motions in order during debate under Robert's Rules shall continue to be in order during debate under a.) and b.), including motions to extend time, limit debate, and other allowed motions.
  - f. Upon request by one-fifth of members present, a record of each member's vote on a particular motion shall be made.
  - g. The Presiding Officer shall decide the initial time limits for presenting reports; this time limit may be changed by a motion to extend or limit debate.
- H. Spring Organizational meetings will be held each year after the Spring elections. At these meetings, all newly elected members of the Assembly will be sworn in but, as per attendance requirements, all duly elected members of the Assembly will be required to attend.
- I. The new Vice President shall chair Spring Organizational meetings, and remaining positions on the Executive Board shall be filled through Internal Elections. Given the membership of the Executive Board under Article III, the Executive Board will be barred from voting on legislation until a majority of the Executive Board is elected.

- J. Over the course of the Spring Organizational meetings, the President should announce their selections for the various appointed positions. Spring Organizational meetings should be used to facilitate confirmation should confirmation be required.
- K. The Assembly shall conduct Spring Organizational meetings internal elections so long as a quorum is present. Individual votes for Internal Elections are confidential, but the numerical results are public.
- L. In the case of three or more candidates vying for one position, Instant Runoff Voting (IRV) shall be used.
  - a. Instant Runoff Voting consists of ranking the candidates in order of preference. If no candidate has a majority in the first round, the candidate with the lowest number of first-choice votes is eliminated, and the votes for that candidate are redistributed to the second-choice. This continues until a candidate receives a majority.
  - b. In the case of many candidates vying for multiple equal positions (as is the case in with some External Representative positions) one candidate with the least number of votes shall be eliminated in each runoff round, until the number of candidates remaining is equal to the number of positions.
  - c. If there is no candidate with the least number of votes, due to a tied vote, all such candidates shall be eliminated, unless their combined vote count is greater than or equal to 50% of the total vote. In that case the President shall, in the President's tie-breaking capacity, decide the candidate that is not eliminated. After that, the Instant Runoff Voting process shall continue.
- M. The Presiding Officer of the Assembly at a meeting may allow the use of traditional runoff voting instead of instant runoff voting.
- N. All Rutgers Undergraduate Students shall have access to the agenda of the Assembly and appropriate notice of any meetings. These provisions shall be referred to as the RUSA Sunshine Provisions.
  - a. The Secretary of the Assembly shall maintain an email list of undergraduate students, who currently attend Rutgers University, hereby referred to as the "Public List".
  - b. All students who currently attend Rutgers University, or enrolled to attend the following year, may request to be added to the "Public List". Students may do this in person during office hours, at the end of a regular Assembly meeting, or by emailing the official Assembly email and requesting to be added to the list. Furthermore, there shall be a sign in sheet for members of the public at the beginning of every RUSA meeting so they may write their full name and email address to be added to the list in question.
  - c. The Secretary of the Assembly shall give public notice of the Assembly at least 24 hours before the start of the meeting. This notice shall consist of an email

containing the Agenda and all legislation referred to within the agenda sent to all emails on the “Public List”.

- d. All RUSA agendas shall bear the following notice: *“Public notice of this meeting has been given to all undergraduate students requesting such notice. Please speak to the Secretary of the Assembly after this meeting to learn more about how you can join the email list to receive a 24 hour meeting notice and a copy of the Agenda.”*
  - e. All Agenda for a meeting for which 24 hour notice has not been issued, shall not bear the previous label. Additionally, such a meeting shall be referred to as a non-compliant meeting. All votes on main motions taken at a non-compliant meeting shall not take effect unless:
    - i. The Assembly votes to ratify all actions taken at a non-compliant meeting by majority vote at the next compliant meeting; OR
    - ii. The Assembly classifies the main motion as an emergency motion. This classification may be done by two-thirds vote of the members present at a non-compliant meeting.
  - f. The Secretary of the Assembly will post the upcoming agenda and additional legislation at least 24 hours in advance on the RUSA website. Those members responsible for the maintenance of the website shall furnish the Secretary with any credentials necessary to do so.
  - g. The Secretary shall be required to post all bills and resolutions introduced, passed, or rejected by the Assembly on the RUSA website within 7 days of the bill or resolution being passed or rejected by a vote of the Assembly. If the bill includes a referendum question, it shall be made available within 7 days of the bill being passed by a vote of the Assembly or by the first day of the election, whichever comes first.
  - h. Any video and audio recordings of RUSA meetings count as both official record and public record.
  - i. All General Assembly meetings, with the exception of closed meetings must be recorded in their entirety if appropriate recording equipment is available.
- O. The General Order of Business for RUSA shall be:
- a. Call to Order and Determination of a Quorum
  - b. Pledge of Allegiance
  - c. Approval of the Agenda
  - d. Approval of the Minutes
  - e. Consent Agenda
  - f. Officer Reports
    - i. Executive Board Reports
    - ii. Committee Reports:
      - 1. Standing Committees

## 2. Ad- Hoc Committees

- g. Invited Speaker
  - h. Old Business
  - i. New Business
  - j. Advisor Report
  - k. External Representatives Report
  - l. Public Sector
  - m. Adjournment
- P. Notwithstanding the above, debate and deliberation for all main motions (excluding consent agenda items) and amendments:
- a. For each debatable main motion and amendment shall be two running speakers list: one pro and one con based on the motion as written or otherwise stated.
  - b. Unless the Assembly adopts a special rule through legislation, members of the Assembly, externally elected officers, and internally elected or appointed chairs of committees or heads of departments, may add themselves to the speakers list by standing in the appropriate line, and the presiding officer shall recognize speakers from each list, alternating and starting with the con list.
  - c. The speaker, when recognized shall have the privilege of using the podium or lectern and may direct comments and questions to the presiding officer, to the author of the legislation or motion if they choose to yield to questions, or address the Assembly as a whole.
  - d. If no speakers exist on the con speakers list, then the Assembly may adopt the motion unanimously or move the previous question; otherwise, at least two individuals shall be permitted to speak against the motion if they so choose, before someone may move the previous question (“call to question”).
  - e. The speaker shall be limited to a speaking time not to exceed 3 minutes per turn, unless extended by the Assembly. Making motions shall not count toward the speaking time, nor toward the minimum speaker requirement under the above subsection. Other speaking limits shall accord with Robert’s Rules, unless suspended.
  - f. The above shall not prohibit the presiding officer to ask the Assembly if it wishes to approve a motion unanimously (e.g., in the case of grammatical amendments).
  - g. The following motions shall be out of order in the pro speakers line: to amend (except for grammatical/clerical amendments adopted unanimously), postpone indefinitely, table, insert a blank, and reconsider. All other motions as prescribed in Robert’s Rules shall be in effect, unless otherwise prohibited by these Standing Rules.

## **Article III. Executive Committee**

### ***Section 1: Structure and Membership of the Executive Committee***

- A. The powers and privileges of the Executive Committee, which consists of the Executive Board and Cabinet, shall be as follows:
- a. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, all chairs of Standing Committees, the Allocations Chair, and the SAS Senate Leader. The Parliamentarian shall be a member of the Executive Board as a non-voting, ex-officio member of the Board and may break tied votes. The Chair of the Judicial Council shall serve as a non voting ex-officio member of the Board.
    - i. The President shall only hold the Office of President, and no other office on the Executive Committee or within the Assembly.
    - ii. All other Executive Board members shall hold no other office on the Executive Committee except if the office is the chair of an Ad-Hoc committee.
    - iii. Serving on the Executive Board shall count as membership in the Assembly. Therefore, a term of a full year on the Executive Board shall count as a full year as a member of the Assembly.
    - iv. Each of the aforementioned members shall enjoy full voice, full voting rights on the Executive Board, the ability to attend closed sessions of the Executive Board, and the responsibility of updating the Assembly regarding their actions through Officer Updates.
    - v. These members alone shall be the basis of a determination of quorum.
  - b. The Cabinet shall consist of the Big Ten Liaison, Chief of Staff, Deputy Chief of Staff, Special Advisor to the President, Special Events and Projects Coordinator, the Athletics Coordinator, the chairs of Ad-Hoc committees, chairs of codified Subcommittees, directors of all Departments, and Caucus chairs.
    - i. The purpose of the Cabinet Members is to facilitate the proper and appropriate functioning of the Assembly, and conducting duties essential towards the maintenance of a successful Assembly.
    - ii. These members shall not count towards an Executive Board quorum, but shall have the privileges of being able to attend closed sessions of the Executive Board, may give Officer Updates during meetings of the Assembly, and shall participate in discussions of the Executive Board as equals.
    - iii. Serving as a Cabinet Member shall not count toward Assembly membership. However, one may be a Cabinet Member and simultaneously hold an elected seat within the Assembly.

- c. All Executive Board members, the Big Ten Liaison, Chief of Staff, Deputy Chief of Staff, Special Advisor to the President, Special Events and Projects Coordinator, and the Athletics Coordinator must attend Executive Board meetings unless otherwise stated by this Standing Rule and all lack of attendance shall be punished accordingly.
- B. The President, in their role as chief executive, may enjoy plenipotentiary powers and shall be the central focal point of communication between the Assembly and high-level members of University administration, other universities, and other student governments.
  - a. Standing Committee chairs shall command a significant degree of independence in regards to communications which fall under the purview of their committee. They are expected to inform the Executive Board and the Assembly regarding these communications in order to foster accountability and openness.
  - b. Cabinet Members should maintain the ability to reasonably communicate with relevant third-parties, so long as the ability to do so falls under their role or the ability to do so is devolved unto them from a member of the Executive Board. In general, Ad-Hoc chairs should inform the Vice President, Subcommittee chairs should inform their relevant Committee Chair, and department directors must be in coordination with the President.
- C. The Executive Board is responsible for coordinating the Assembly committees and General Body meetings, and setting the agenda for the Assembly.
- D. At the President's discretion, an emergency Executive Board meeting may be called with twenty-four (24) hour advanced notice to the Executive Board membership. Missing an emergency executive board meeting will not result in an absence.
- E. All Executive Board members shall receive notification of an Executive Board meeting at the same time. The President shall set the Agenda for meetings of the Executive Board and additional items may be added by a majority vote.
- F. Executive Board meetings shall be scheduled prior to each RUSA General Body meeting. All meetings of the Executive Board shall be scheduled at a time suitable to the largest number of Executive Board members. The Executive Board shall create the agenda for General Body meetings and may prescribe time limits for debate on any agenda item.
- G. Any bill, resolution, or other item to be included on the agenda must be submitted to the Executive Board no later than 11:59 PM the day before the Executive Board meeting prior to the Assembly meeting. Exceptions to this rule may only be made by two-thirds vote of the Executive Board.
- H. The Executive Board is empowered to act on behalf of the Assembly provided:
  - a. An emergency situation requires immediate action,
  - b. This emergency requires that action be taken before the next meeting of the
  - c. Assembly,
  - d. The President or designee reports this action to the Assembly at the next meeting of the Assembly,

- e. Actions taken by the Executive Board are approved by the Board with the same voting standard as would that action require if it were taken by the Assembly, and
  - f. Such action is neither inconsistent with the Constitution or these rules, nor attempts to amend the Constitution or Standing Rules.
- I. The Executive Board shall have the power to draft and propose its own legislation to the Assembly by an excess of a two-thirds vote of the Executive Board; in the event that the vote is exactly two-thirds, it shall be considered a tied vote and resolved accordingly.
- J. The Executive Board may propose changes to legislation which has been submitted by a committee, but which has not yet been introduced on the floor of the Assembly. However, the committees which sponsored the legislation can reject the amendments within a forty-eight hour period after being notified of such amendments. If the sponsoring committee(s) rejects the changes, then the amendments shall be presented to the Assembly upon a proper motion.

## ***Section 2: Executive Board***

- A. The President
- a. The President of RUSA shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring Elections.
  - b. The President will act as the official representative of the Rutgers University student body.
  - c. They will serve as a liaison between the student body, members of the RUSA and the administration.
  - d. It will be the responsibility of the President to chair meetings of the Executive Board.
  - e. It will be the responsibility of the President to delegate duties to the various committees and executive officers. They will also be responsible for enforcing these duties and ensuring that all executive officers and committees are performing their respective duties and are productive.
  - f. The President shall ensure that all RUSA members are active members of at least one RUSA Standing Committee.
  - g. The President shall make it their responsibility to meet at least bi-monthly with the Vice Chancellor of Student Affairs to maintain a healthy dialogue between the RUSA and the Rutgers University administration. In addition, the President shall be expected to meet with the RUSA advisers on a regular basis.
  - h. The President shall be required to give an up-to-date report of their activities at each RUSA meeting.
  - i. The President shall have the power to make appointments to positions requiring confirmation of the body during the recess periods of the assembly.



- i. All appointments made by The President during the recess periods of the Assembly shall be approved by the Executive Board by majority vote.
    - ii. A recess appointment shall expire at the adjournment of the next Assembly meeting, unless the Assembly confirms the appointment prior to adjournment.
    - iii. Once a recess is concluded the Assembly may vote to confirm the appointments made by the President during the recess.
  - j. The President shall have the power to veto legislation from the Assembly.
    - i. A Presidential Veto may be overturned with a two-thirds vote of the Assembly.
    - ii. The President must respond to the bill within 10 days of a legislation's passage. If the President does not respond within that time frame, the legislation shall automatically come into effect.
    - iii. Any bill or resolution vetoed by the President shall automatically become the first item of discussion in the next general meeting of the Assembly. The Executive Board, only through an  $\frac{2}{3}$  vote, may decide to delay the veto-bill by one general meeting.
  - k. The President may call a special meeting of the Assembly, given that there was at least 24 hours for the notification of such a special meeting. Representatives shall not be penalized for failure of attendance for such a special meeting.
- B. The Vice President
  - a. The Vice President shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring Elections.
  - b. The Vice President will act as the representative of the Assembly and the student body whenever the President is unable to do so and shall assist the President in all of their duties whenever possible and/or necessary.
  - c. The Vice President shall assume the powers and responsibilities of the President in the event of a temporary or permanent vacancy of the Office of the President.
  - d. The Vice President shall be in charge of supervising the RUSA Committees. As such, the Vice President shall make it their duty to meet with the various committee chairs at least monthly to ensure that the Committees are operating in a productive manner and to take the necessary actions to ensure that the committees are productive.
  - e. The Vice President shall review all Committee reports and committee attendance reports weekly to further ensure the efficiency of the committee system.
  - f. The Vice President will be required to give an up-to-date report of their activities at each RUSA meeting.
  - g. The Vice President shall be in charge of committee membership assignments, except as otherwise prescribed in the Constitution, these rules, or by resolution of the Assembly.

- h. The Vice President shall be charged with chairing all general Assembly meetings.
- C. The Treasurer
- a. The RUSA Treasurer shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring Elections.
  - b. The RUSA Treasurer shall handle all financial transactions of the Assembly and keep accurate, up-to date records of such transactions. The Treasurer shall give a regular report on all such transactions.
    - i. The Treasurer shall report a running, annotated form of the RUSA budget, adjusted for expenditures and transfers, and shall make the same available upon request, and the Assembly shall make the same available on the RUSA website.
    - ii. Quarterly budget reports are to be furnished by the Treasurer on the basis of the fiscal year concurrent with University accounting starting on July 1st. The quarterly budget must be provided on the RUSA website as soon as it is given to the Assembly.
    - iii. Public notice of the most recent RUSA Operating Budget and RUSA allocation of club funding will be made available on the current RUSA website, in addition to any personal inquiry given to the Treasurer, following the same procedure for requesting records as the RUSA Allocations Process Transparency Act (RAPTA). Each line item of the RUSA operating budget must be delineated, including a statement of purpose of each line item, in the public budget document on the RUSA website.
  - c. The Treasurer shall be responsible for submitting an annual budget to the RUSA Allocations Board, and for requesting extra funds from the Allocations Board as authorized by the Assembly.
  - d. The Treasurer shall be required to give an up-to-date report of their activities at each RUSA meeting.
- D. The Secretary
- a. The RUSA Secretary shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA and continue to serve until a Secretary is elected following the Spring Elections the following year.
  - b. The RUSA Secretary shall establish and maintain all non-financial records of the Assembly.
  - c. It will be the responsibility of the Secretary to prepare the minutes, agenda, and attendance report for each meeting of the Assembly and shall be responsible for filing them in an accessible and efficient manner.
  - d. It will also be the responsibility of the Secretary to prepare the roster and contact information of the Assembly and maintain it throughout the year.

- e. The Secretary shall be required to give an up-to-date report of their activities at each RUSA meeting.
- f. The Secretary shall be responsible for maintaining up-to-date records of office supply inventory, and communicating them to RUSA and Allocations.
- g. The RUSA Secretary shall be responsible for maintaining non-financial correspondence of RUSA at the direction of the Executive Board, including but not limited to checking and responding to the Assembly email address, and maintaining current and accurate records of email addresses.
- h. Between the Spring Elections and RUSA's Spring Organizational meeting, the Secretary is responsible for contacting the outgoing presidents of the Professional School and Residential College Councils, as well as the outgoing presidents of the Cultural Councils and Special Populations, and obtaining a list of the newly-selected representatives from those organizations to RUSA.
- i. The Secretary shall be responsible for coordinating any processes involved with organizing a RUSA trip or retreat.
- j. The Secretary is required to email all bills and resolutions introduced, passed, or rejected by the Assembly with and without amendments to [rusa.assembly@gmail.com](mailto:rusa.assembly@gmail.com) and [rusa.iacommittee@gmail.com](mailto:rusa.iacommittee@gmail.com) within one day of the bill or resolution being passed or rejected by a vote of the Assembly.
- k. The Secretary is required to create and maintain two solid state memory storage devices (backed up by the Cloud) containing all bills and resolutions introduced, passed, or rejected, both in their original format and with amendments. One of these storage devices shall be given to the RUSA advisor. The Secretary shall be required to update these drives within 14 days of a bill or resolution being passed or rejected by a vote of the Assembly. Additionally, the Secretary shall keep electronic records and provide electronic copies to the RUSA advisor and to members of the Assembly and the public. The records shall include the bill/resolution number, the title, the committee sponsor, the text of the legislation, and the final vote (if any) and the disposition status (i.e., passed, rejected, tabled, postponed, referred to committee, or expired (if supervened by an adjournment sine die)).
- l. The Secretary is required to create and maintain an online repository accessible to all RUSA members. This repository shall contain all bills and resolutions introduced, passed, or rejected, both in their original format and with amendments. The Secretary shall be required to update this account within 14 days of a bill or resolution being passed or rejected by a vote of the Assembly.
- m. The Secretary shall ensure all General Assembly meetings are either a video or audio recorded, if appropriate equipment is available. Any recordings must be accessible online by members of the public within 14 days of their creation.

- n. If the Assembly includes a provision in legislation to refer the matter (including a committee report, if applicable) to a Chancellor, Vice Chancellor, Director of a Department, another administrator, or a Dean of the School of Arts and Sciences, the Secretary shall provide the official(s) with the resolution, bill, or report and shall request a formal response. If a formal response is returned, it shall be reported to the Assembly and published in the Assembly's records alongside the legislation as adopted and on the website or online folder.
- E. The Parliamentarian
- a. The RUSA Parliamentarian shall serve a term of one year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA and continue to serve until a Parliamentarian is elected following the Spring Elections of the following year.
  - b. The RUSA Parliamentarian shall be responsible for initially interpreting the Constitution and these Standing Rules.
    - i. All interpretations shall either occur during a General Assembly meeting where the interpretation may be recorded in the minutes and referenced in the future, or in a written ruling.
      - 1. All interpretations during a meeting shall be as limited in scope as possible and the Parliamentarian must issue a written ruling explaining the justification and holding after the conclusion of the meeting.
      - 2. All written rulings shall either be performed in the manner above or after a question is posed by an Assembly member or an undergraduate student before the Parliamentarian.
      - 3. The Parliamentarian shall publicly indicate any questions posed before the Parliamentarian and allow for any interested party to submit arguments on the issue within a week. These arguments shall be considered when issuing the ruling. The ruling must be issued within two weeks of a question being posed.
      - 4. All interpretative rulings from the Parliamentarian can be subject to an appeal from the Judicial Council via a writ of certiorari by at least 7 persons being filed to the council and henceforth can be overturned or stayed.
    - ii. The Parliamentarian, attached with a ruling, shall be able to form a writ of mandamus and/or an injunctive relief for germane questions brought to their attention.
      - 1. These actions can be subject to an appeal from the Judicial Council via a writ of certiorari by at least 7 persons being filed to the council and henceforth can be overturned or stayed.
    - iii. Frivolous questions shall not be entertained by the Parliamentarian.

- iv. Rulings made by the Parliamentarian under this section shall be binding in future cases, unless overturned by the Judicial Council.
  - v. Rulings made by an acting Parliamentarian under this section shall be binding for the current meeting of the Assembly and persuasive in future cases, unless overturned by the Judicial Council.
  - c. The Parliamentarian shall advise the presiding officer on Robert's Rules of Order and parliamentary procedure.
  - d. The Parliamentarian shall sit on and advise, but not vote on (unless the vote would otherwise be tied), the Executive Board, as an ex-officio member; they shall also serve as an ex-officio member of the Internal Affairs Committee.
  - e. In the absence of the Parliamentarian, the President Officer may designate an acting Parliamentarian for the duration of a RUSA General Assembly meeting.
- F. The SAS Senate Leader
- a. The SAS Senate Leader shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA following the Spring Elections.
    - i. The previous year's Senate leader shall continue to exercise the duties of their office in regards to representing RUSA in the current Senate body, whereas the newly elected Senate leader shall exercise their duties at the organizational meeting of the Senate and all functions of the new University Senate body. Only the newly elected Senate leader shall be part of the Executive Board.
  - b. Candidates for the position of SAS Senate Leader must be elected SAS Senators sitting on the Assembly.
  - c. They shall also serve as the ex officio Chair of the SAS Senate Caucus.
  - d. The SAS Senate Leader is responsible for maintaining information on the current charges and initiatives of the University Senate, and coordinating action within the University Senate on issues of concern to the Assembly.
  - e. The SAS Senate Leader will ensure active participation of SAS Senators in each the Senate's committees, determine Committee placements of the SAS Senators and convey them to the Executive Secretary of the University Senate, and maintain relationships with other Senators (students and non-students alike) outside of the New Brunswick SAS Caucus.

### ***Section 3: Cabinet Officers***

- A. The Chief of Staff, and Deputy Chief of Staff
  - a. The Chief of Staff shall serve as the premier administrative officer of the Assembly. As such, the essence of the role should be to maintain the orderly

conduct and functioning of the Assembly, within the bounds defined as follows.  
The duties of the Chief of Staff shall consist of:

- i. Assisting the President in administrative duties as assigned,
  - ii. Leading the Cabinet according to the President's direction,
  - iii. Overseeing the Office Hour Schedule, as posted online and in print,
  - iv. Serving as an Officer of the Assembly,
  - v. Taking office hour attendance,
  - vi. Though the departments shall ultimately be accountable and responsible to the President, the Chief of Staff shall manage departments on the President's behalf, should the President allow it.
- b. The Deputy Chief of Staff shall assist the Chief of Staff in all duties outlined in XV § 7(a). Towards this end, the Chief of Staff may devolve any of these duties to the Deputy Chief of Staff.
- i. The Deputy Chief of Staff shall have the duty to perform any tasks delegated by the President or Chief of Staff.
  - ii. The Deputy Chief of Staff shall be appointed by the President, with input from the Chief of Staff, and serve at the pleasure of the President.
- B. The Big Ten Liaison
- a. The duties and responsibilities of the Big Ten Liaison shall be:
    - i. Communicate with all Big Ten schools and the ABTS board and create monthly reports of the happenings of the ABTS.
    - ii. Must attend all Association of Big Ten Students Conferences and help coordinate Big Ten trips for the Rutgers delegation.
    - iii. Help create the application for Big Ten trips, and help in the selection of the delegation.
    - iv. Attend meetings coordinated by the Association of Big Ten Executive Board.
    - v. Assist committees on projects and share insights on behalf of other Big Ten Schools.
    - vi. Act as the conference coordinator for any Big Ten conference held at Rutgers University.
    - vii. Required to attend weekly Executive Board meetings at the discretion of the President.
    - viii. The President shall nominate, and with the consent of the Assembly, appoint, an undergraduate student to the position of the Big Ten Liaison.
- C. The Events and Special Projects Coordinator
- a. The Events and Special Projects Director shall:
    - i. Coordinate between the President and the Student Affairs Chair,
    - ii. Coordinate with other organizations on hosting events and town halls,
    - iii. Assist the President with event planning,

- iv. Perform other duties the President shall assign.
  - b. The Events and Special Projects Coordinator shall be appointed by the President and serve at the pleasure of the President.
- D. The Athletic Coordinator
  - a. The Athletic Coordinator shall:
    - i. Represent the voices of all student athletes, intercollegiate, club, and intramural,
    - ii. Work to increase student participation and involvement in athletics on campus,
    - iii. Recommend to RUSA initiatives on collaboration, innovation, and input on Rutgers Athletics,
    - iv. Work to preserve the excellence of Rutgers Athletics,
    - v. Advocate on behalf of recreation and academic policies to benefit Division One athletes.
  - b. The Athletic Coordinator shall be appointed by the President, with consent of the Assembly, and shall serve until a new Athletic Coordinator is appointed or for a period of 1 academic year.
- E. The Special Advisor to the President
  - a. This position shall be filled solely at the discretion of the President. Any administration may appoint a Special Advisor; the President may choose not to appoint a Special Advisor if the President so wishes without the fear of penalty.
  - b. The position of Special Advisor will serve as a personal policy and legislative aide to the President. As such, they are expected to have knowledge in various fields and should be able to effectively convey their expertise to the President and the Executive Board. Towards this end, the roles of the Special Advisor shall include:
    - i. Attending meetings with the president, providing for note-taking and advice when applicable,
    - ii. Advising the President in the development and implementation of various policy ideas,
    - iii. And helping maintain schedules for the president.
  - c. Further, the position of Special Advisor shall act as a personal aide to the president. They are expected, in this capacity, to give relevant advice regarding different situations in which the President may not have experience. Towards this end, the roles of Special Advisor shall additionally include:
    - i. Providing their insight during contentious debates within the Assembly or the Executive Board,
    - ii. Giving advice for instances of controversy on campus, regarding issues pertinent to faculty, students, and members of the Assembly,

- iii. And, in general, supporting the President and other members of the Executive Boards for tasks that need to be completed.
  - d. In circumstances where the President or Vice President cannot attend a high-level administrative meeting, the Special Advisor may attend on behalf of the Assembly. When they are given the due consent of the President, Vice President, or Chief of Staff to attend these meetings, they shall be given plenipotentiary powers; towards that end, they would be required to duly report to the Executive Board regarding the meetings attended.
- F. Any other technological tasks that do not fall under the jurisdiction of Standing Committees or other departments.

#### ***Section 4: Departments***

- A. Departments are executive bodies that are created to serve the purpose of enacting projects and initiatives which would be best completed outside of a traditional committee structure. A Department:
- a. Must be directed by an undergraduate student who is directly selected by the President and confirmed by a simple majority of the Executive Board, with the chair of a department addressed as “Director of *said project*”.
  - b. Must be formally created by the submission of the specifically outlined duties and responsibilities of the Department and through a confirmatory vote by a simple majority of the Executive Board, where the duties and responsibilities:
    - i. Must be clearly outlined and delineated, and not overlap with the duties or responsibilities of a Standing Committee;
    - ii. And should encompass the entirety of the scope of the Department, with the Department lacking the ability to move past these established goals unless the President amends the outlined duties and responsibilities
  - c. May be partially or fully dissolved, in a manner as elaborated, whereas a two-thirds vote of any Standing Committee, or a majority vote in the Internal Affairs Committee, has occurred, and whereby the following procedures and regulations must be used:
    - i. A vote in a Standing Committee towards any of the following will require the presence of the Secretary to verify the vote. All votes shall require a twenty-four hour notice to the President, Secretary, Internal Affairs Chair, and Parliamentarian.
    - ii. A partial dissolution may be voted on by a Standing Committee in cases of partial excess. Partial excess shall be if a limited number of duties or tasks given to the department, but not the entirety or essence of the department, unduly and inappropriately overlap or infringe on a Standing Committee’s charges, duties, or tasks.



- iii. In the case of partial dissolution due to partial excess, the applicable Standing Committee may assume the appropriate charges given to the department, and the department shall continue to execute the rest of its duties. This shall occur after a writ of certiorari is made toward the Judicial Council and it is accepted accordingly, as outlined in the Judicial Council By-Laws. Once accepted the case shall follow regular hearing procedures of the Judicial Council until a decision is made whether the Department is guilty or not of partial excess.
- iv. A department shall be guilty of outright excess if the department, as a whole, unduly infringes on or includes the duties of a single or multiple Standing Committees.
- v. Outright excess shall be, in the second case, if the department is intentionally being used by the President to circumvent a power, duty, or responsibility or a Committee, codified Subcommittee, Executive Board member, or Officer of the Assembly.
- vi. In either case of outright excess, the applicable Standing Committee(s) shall assume the duties of the department, and the department and director shall cease all action. This shall occur after a writ of certiorari is made toward the Judicial Council and it is accepted accordingly, as outlined in the Judicial Council By-Laws. Once accepted the case shall follow regular hearing procedures of the Judicial Council until a decision is made whether the Department is guilty or not of outright excess, according to the aforementioned examples of outright excess.
- vii. The second case of outright excess should be noted as an abuse of power by the President. The appropriate steps as outlined under the Code of Ethics should then follow.
- d. May submit legislation directly to the Executive Committee, if the Department requires additional funding or that the Assembly take a formal stance on an issue through the passage of a resolution.
- e. May receive funding from either the President or the Assembly, whereby:
  - a. Departments may receive funding from the Presidential Initiatives line-item of an administration's budget, dependent on the President informing the Executive Board upon allocation.
  - b. Should additional funding be required, they may submit legislation to the Assembly, through the Executive Committee and working with the Treasurer, in order to determine from where funds may be appropriated. Such a bill would require a simple majority to pass.
- f. Shall have their directors update the Assembly reasonably often once the Department has been formed and until it is no longer active during Officer Updates.

- g. Shall exist until the department is fully dissolved. However, directors shall serve at the pleasure of the President and shall have their terms end at the end of the term of the President who appointed them. A new President may, thereafter, appoint a new director to an extant department.

## **Article IV. Judicial Council**

### ***Section 1: The Judicial Council***

- A. These Standing Rules shall outline the powers of the Judicial Council, as well as their interactions with the Assembly and the Executive Committee of RUSA. For its internal procedures, the Judicial Council shall have its own “RUSA Judicial Council By-Laws”.
- B. The Judicial Council shall have Original Jurisdiction over matters pertaining to but not limited by:
  - a. Final Interpretations of the Constitution and Standing Rules;
  - b. Constitutionality of Legislation and Executive Orders;
  - c. Election and Referendum Disputes.
- C. The Judicial Council shall have Appellate Jurisdiction over matters pertaining to:
  - a. General Parliamentarian Rulings;
  - b. Writs of Mandamus;
  - c. Injunctive Reliefs;
  - d. Student Organization Impeachment.
- D. The Judicial Council shall have investigatory powers for all matters pertaining to violations of the Code of Ethics; such powers will be further laid out in the Code of Ethics.

## **Article V. RUSA Finances and The Allocation Board**

### ***Section 1: Allocations Board***

- A. The RUSA Allocations Board shall be an affiliated committee of RUSA that operates separately from RUSA.
- B. Its purpose shall be to objectively recommend the distribution of student activities fees to student groups properly registered at Rutgers University, using student fees collected under the School Fee, which includes the Student Activities Fee, and distributed by the Allocations Board and through subsequent funding boards. Funding shall follow the following required distribution:
  - a. The recognized Professional School Councils, through the Allocations Board, shall receive eighty percent (80%) of the student activity fee of the students

enrolled in that professional school, after any direct disbursement referenda fees are subtracted. The remaining twenty percent (20%) shall remain with the Allocations Board for distribution to those directly affiliated with the Board. Professional School Councils shall have the ability to waive this allocation, and instead have the student activity fee of students in the respective professional school allocated to the Allocations Board.

- b. One hundred percent (100%) of student fees collected from the graduate students of School 31, the School of Pharmacy, shall be directly dispersed to the Pharmacy Governing Council's Allocations Board. (The members of School 31 are P3 and P4 students within their 5th or 6th year of the pharmacy program.)
- C. The RUSA Allocations Board may establish subordinate operating rules and regulations, along with formal Guidelines for Funding. Any such rules and regulations must be conveyed to the Secretary and Internal Affairs Chair to ensure proper recordkeeping. No such rule or regulation shall take effect until it is conveyed to the Secretary and Internal Affairs Chair.
- D. Amendments to the RUSA Allocations Board 'Guidelines for Funding' must be made in the semester prior to the intended date of implementation and must be passed by two-thirds vote of the Assembly before implementation.
- E. Members of the Allocations Board are appointed by an application process during the Spring Semester to serve a one-year term ending the next Spring.
  - a. The Allocations Board consists of Officers, with the positions of Chairperson, Vice Chairperson, Treasurer, Auditor, and Secretary; five (5) at-large Rutgers University students, with at least one (1) of the five from a Professional School, and one (1) of the five from SAS.
  - b. The RUSA Treasurer, who is elected directly to the Assembly by the student body, shall serve as a permanent, voting liaison to the RUSA Allocations Board.
  - c. The Allocations Board may be considered the RUSA Treasurer's assigned Committee; however, this clause shall not be construed to preclude the Treasurer from serving on any other committee.
  - d. The RUSA Treasurer shall be required to attend any and all meetings and retreats of the Allocations Board, unless otherwise excused.
  - e. The Chair of the RUSA Allocations Board will be responsible for reporting attendance of the RUSA Treasurer at all RUSA Allocations Board meetings to the Secretary on a bi-weekly basis.
  - f. Selection Process
    - i. The Vice Chairperson of the Allocations Board is responsible for recruiting candidates for the Allocations Board.
    - ii. The Assembly's Public Relations Committee, in consultation with the Secretary of the Allocations Board, is responsible for advertising open

positions on the Board two (2) weeks prior to the selection of new members to the Board.

- iii. The Selection Board for RUSA Allocations consists of outgoing members of the current year's Allocations Board, a representative from RUSA chosen by internal election, and the current adviser to RUSA Allocations.
- F. The Assembly Allocations Board shall recommend the distribution of student activities fees to student organizations properly registered with the Department of Student Centers and Involvement or any successor office in a viewpoint-neutral manner and according to established legal precedent. Recommendations are made to the Assembly for approval. All recommendations by the Allocations Board shall be publicized at least a week prior to any vote by the Assembly on the motion to adopt the recommendations.
- G. RUSA shall consider the funding recommendations of the Assembly Allocations Board on a semester-to-semester basis without regard to viewpoint, content, political orientation, ideology, or the public popularity of any individual student organization.
- H. The Assembly shall determine whether or not the Assembly Allocations Board has made its recommendations according to the approved Guidelines for Funding and that it has done so in a fair and impartial manner.
- I. If the Assembly does not approve the allocation recommendations, the Allocations Board is responsible for submitting revised recommendations in a timely manner.
- J. Requests for Special Events Funding are processed by the Allocations Board, but are voted on by the Assembly.
- K. Any requests for Special Events funding, as presented to the Assembly by the Allocations Board, must include a presentation discussing the description of the event and a summary of the budget for the event. However, the Allocations Board is not required to release confidential information in regards to student organizations if not providing such information is necessary to comply with neutrality rules.
- L. No action on an item proposed by the Allocations Board may be taken unless such actions comply with the procedures detailed in this article.
- M. In addition to the terms established above, the Allocations Board, its members, and surrogates, shall comply with all temporary and standing orders and directives of the Assembly and shall comply with the RUSA Code of Ethics (See Appendix B).
- N. The Allocations Board, through its bylaws, may establish the non-voting, member positions outlined in this section, and such positions shall serve as surrogates of the Board at its pleasure.
  - a. The Allocations Board may commission the position(s) of Deputy Auditor(s) and Assistant Deputy Auditor(s) to exercise the auditing powers of the Allocations Board, under the direction of the Auditor and to the extent permitted by the bylaws of the Allocations Board.
  - b. The Allocations Board may commission the position(s) of Allocations Liaison(s) and Assistant Allocations Liaison(s) for the purpose of advising and assisting

RUSA-funded student organizations, operating under the guidance of the Vice Chair of the Allocations Board and in accordance with the by-laws of the Allocations Board.

- c. No commission shall last past the approval of the new Allocations Board by the Assembly, though they may be renewed. All commissions will last until the approval of the new Allocations Board, but the Allocations Board may issue commissions for shorter periods of time. The Allocations Board may revoke any commission at will, provided they notify the Assembly.
- d. The Allocations Board, in granting any commission under this section, shall notify the Assembly through its Secretary a minimum of two weeks before the commission shall be effective, and the Assembly may rescind any commission by majority vote; however, the Assembly must explicitly approve the commission of any person who was previously impeached by the Assembly or any student government recognized under the RUSA Constitution, or whose commission was previously rescinded by the Assembly.
- O. Any provisions of legislation, including budgets, by the Assembly which would limit access of the public to records of the Allocations Board shall accord with the same procedure required under Article I. 5 of these Rules for amendments to the same. This section shall be narrowly construed so as to only affect those specific provisions in violation of this section, with those provisions being considered severed and null, while leaving all other valid provisions unaffected.

## ***Section 2: RUSA Finances***

- A. RUSA is funded by the RUSA Allocations Board, using the same student fees as other organizations.
- B. The RUSA Treasurer will create the budget for the Assembly with input from the Committee Chairs, to be approved by the Assembly before being submitted to the Allocations Board.
- C. RUSA, in its position as the elected student Assembly, enjoys a wider degree of freedom to set its own budget, request extra funding from Allocations, and exceptions to the RUSA Allocations Guidelines for Funding.
- D. Requests for reimbursement out of RUSA's budget must be processed by the RUSA Treasurer.
- E. Any uncertainty about from where in the budget money is to be withdrawn is to be resolved through inquiry by the RUSA Treasurer.
- F. Only the President, Vice President, and Treasurer shall be authorized to withdraw funds from the account.
- G. The Treasurer shall oversee the authorization of expenditures from the RUSA account.

- a. The Assembly shall, on an annual basis, establish line items within the budget for each Standing committee.
  - i. Following any Assembly operating budget, all funds allocated to specific Committees shall require a majority vote of said committee in favor to authorize spending, except that this section shall not allow a committee to circumvent the requirements under Article V. 2(H), nor shall a committee sponsor an event not sponsored, endorsed, or created through the Assembly.
- b. Any funding from line items that exceed \$500 must be explicitly authorized by a vote of the Assembly. The same must be used for the sale, transfer, or disposition of any real property, rental (excluding temporary room rentals), or other physical property held by or for the Assembly, excluding promotional items, if the book value exceeds \$500. Should the value not exceed \$500, the expense shall require the consent of the Committee upon which funds are being drawn.
- c. For discretionary line items, the Treasurer may reallocate up to \$500 to another line item, only if the Treasurer has the advice and consent of the Executive Board and provides notification of the Assembly through the Secretary or through other official communication. However, such power shall be restricted if the Assembly has either expressly prohibited it or has already committed said funds. In amounts in excess of \$500 or where the Executive Board has not approved the reallocation, the Assembly's assent shall be required through appropriate legislation.
- d. All other funds from the Assembly budget shall be spent at the direction of the Assembly, in accordance with these rules, or in such cases where the purpose and spending authority is specified in the budget, said authority may cause for funds to be used, in accordance with all applicable governing rules and regulations.
  - i. The Treasurer shall be authorized to transfer funds from other line items for the purpose of balancing RUSA expenses, provided the original responsible party for spending such funds consents to the requisition of funds.
- e. Requests for funding shall be submitted through the Treasurer.
  - i. Expenditures authorized by Section 2(F) of this Article and in compliance with all other applicable rules shall be reported to and supervised by the Treasurer.
  - ii. The Treasurer must respond to requests within 4 University business days during which SABO is open.

H. Events Funded Out of the RUSA Budget

- a. Events and Activities relating to previously adopted resolutions by RUSA, or in direct relation to the activities of a particular funded committee, may be funded without a vote of the Assembly at the discretion of the RUSA Treasurer, Vice President, or President.

- b. Events and Activities that are unrelated to previously adopted resolutions of the Assembly or the direct work of a funded Committee must be voted on by the Assembly, and passed by a two-thirds vote. Any bill authorizing such funding must state explicitly that funding comes directly from RUSA's budget, where in the budget said funding will come from, and if funded from a previously agreed-upon project/committee, said resolution must have the expressed consent of the leading representative for that project/committee.
- c. Any legislation or amendments to legislation of the Assembly, which include funding for events or organizations already funded by the Assembly, shall require two-thirds vote for adoption and any vote on such a question must be taken by roll call.

### ***Section 3: Student Fee Advisory Committee***

- A. The Student Fee Advisory Committee is an elected and optional Adhoc Committee of the Rutgers University Student Assembly charged with making recommendations to the university administration in order to coordinate a university-conducted change in the student fee(s).
- B. Beginning no later than February 1st, the appropriate University Official should file a report on the proposed student fees with either the Office of University Budgeting or the Director of Business & Administration, giving specific departmental budget information.
- C. Should the ad-hoc be created, The Assembly will internally elect a chairperson to head the committee, as well as five other representatives.
- D. Additionally, the Secretary shall be responsible for contacting the Presidents of each of the Professional Schools & Residential Colleges, as well as the President of the Graduate Student Association, and request a representative from each for the Committee.
- E. This Committee should consist of 14 students, with seven, including the Chair, selected by Internal Election from RUSA.
- F. The committee will meet with several department heads to review the budgets and increases in student fees for the upcoming year.
- G. This committee will create a timeline for the Student Fee Advisory Committee within two weeks of its creation and submit it to the President and Assembly.
- H. The Student Fee Advisory Committee will meet with appropriate campus officials to recommend a change in the Student Fee to the pertinent university administration in the form of a report.
- I. The chairperson's responsibilities will include scheduling meetings, distributing necessary information on student fees to members of the Committee and interested parties, and acting as spokesperson on student fees to the Assembly, and from the Assembly to both the administration and the student body.

- J. The Chairperson will also be responsible for assembling the final report on the issue of student fees, and delivering it to the appropriate officials by May 1st.

## **Article VI. Office Hours, Attendance, Sanction and Recalls**

### ***Section 1: Office Hours and Attendance***

- A. The Chief of Staff shall determine the number of office hours required of Assembly members in a given academic year.
  - a. At the beginning of each fall semester, the Chief of Staff shall introduce legislation that dictates Office Hours requirements for the coming academic year. This legislation must be introduced no later than the first assembly meeting following Fall Elections.
  - b. Any such legislation must conform to the following restrictions:
    - i. The President and Vice President must serve at least 1, but no more than 5, office hours per week.
    - ii. All other Executive Committee members must serve at least 1, but no more than 2, office hours per week.
    - iii. Ad-hoc committee chairs and Caucus chairs may be asked to serve no more than 1 office hours per week; or, the Chief of Staff may choose not to require office hours for Ad-hoc committee or Caucus chairs.
    - iv. General Assembly members may be asked to serve no more than 1 office hour per week; or, the Chief of Staff may choose not to require office hours for General Assembly members.
  - c. Any such legislation must be co-sponsored by the Internal Affairs Committee or Executive Committee.
  - d. The Chief of Staff, instead of introducing new legislation, may instead choose to re-introduce the previous year's legislation.
  - e. If the Assembly fails to pass any such legislation by the deadline, the past year's requirements shall remain in effect until such legislation is passed.
- B. The Chief of Staff shall also be responsible for scheduling and overseeing office hours.
  - a. Office hours shall be held between 8am-8pm, Monday through Fridays.
  - b. Executive Committee members may include administrative meetings towards their total weekly office hours.
  - c. The requirement for office hours shall be satisfied for External Representatives who attend the meetings of the student government or organization from which they are sent, except for additional hours as may be required by assuming an internal position within the Assembly.



- d. The Chief of Staff shall report on members' attendance to the Internal Affairs Chair on a weekly basis.
  - e. The Chief of Staff may, at their discretion, designate valid locations for and appropriate methods of completing office hours.
- C. Members of RUSA shall be permitted a limited number of unexcused absences.
- a. The Internal Affairs Chair shall be responsible for distinguishing excused and unexcused absences in the first instance. Decisions of the Internal Affairs Chair may be appealed to the Internal Affairs Committee.
  - b. Members of RUSA are permitted 2 unexcused absences from Assembly meetings per semester.
  - c. All RUSA members serving office hours are permitted a number of unexcused office hours per semester as is equal to twice their office hours per week.
  - d. A member may miss at most three meetings of their assigned committee. Only the chair of the committee shall have the authority to excuse a member from their committee; however a refusal to excuse a member by the committee chair may be appealed to the Internal Affairs Committee.
  - e. Any absence from a mandatory RUSA activity without approval from the Internal Affairs Committee shall count for one absence.
  - f. Each member shall receive half an absence for being tardy to meeting. Tardiness shall be defined as entering the meeting more than thirty minutes after it has started.
  - g. Any member who leaves prior to thirty minutes before the Assembly adjourns for that meeting shall be given half an absence.
  - h. Each Executive Board member shall be permitted two unexcused absences from Executive Board meetings. More absences shall subject the member to recall.
  - i. Absences from committee meetings may be made up at the discretion of the committee chair. Absences from office hours may also be made up rescheduling any missed office hours prior to the end of the semester in which they were missed.
  - j. If a member exceeds their absence threshold in any category listed in this article, that member may be expediently removed.
  - k. All Executive Committee members shall be held to the same meeting attendance requirements as members of the Assembly.
- D. RUSA Senators shall be permitted no unexcused absences from Senate meetings.
- a. Any SAS Senator is not allowed any unexcused senate absences per Senate session. A Senate session shall be defined as starting during the organizational meeting of the Senate and continuing until the last meeting of the Senate for that academic year.
    - i. SAS Senators must request to have their absences excused by the Executive Secretary of the Senate.

- ii. In addition to requesting that absences be excused by the Executive Secretary of the Senate, Senators must also request to have their absences excused by the RUSA SAS Senate Leader, subject to appeal to the Internal Affairs Committee. Senate absences can be excused multiple times by the SAS Senate Leader for the following reasons: personal injury/illness, family emergency, religious holiday, or irregularly-scheduled exam. Other excuses may be accepted at the discretion of the SAS Senate Leader.
    - iii. Absences which are not excused by both the Executive Secretary and SAS Senate Leader will be deemed unexcused.
    - iv. Any unexcused absences, upon conviction after a RUSA impeachment trial, will result in removal from their position as SAS Senator within RUSA, removing them from the University Senate.
  - b. SAS Senators shall have at most one (1) unexcused committee meeting per Senate session.
  - c. Absences must be excused by the appropriate University Senate authorities and the SAS Senate Leader. Denials of excuse requests by the SAS Senate Leader may be appealed to the Internal Affairs Committee.
- E. Types of Excused absences
  - a. Absences can be excused multiple times for the following reasons: personal injury/illness, family emergency, religious holiday, transit problems, or early departure for the purpose of getting home at a safe hour. Absences can be excused for the following reasons: irregularly-scheduled exam, irregularly-scheduled work shift, or an exam the following day. Other excuses may be accepted at the discretion of the Internal Affairs Committee.
- F. Medical Leave Procedure
  - a. Any member of the Assembly who is unable to perform the duties of their office due to mental health issues or physical health issues shall be allowed to take a leave of absence from the Assembly.
    - i. The maximum term of the leave shall be 6 weeks. Members may choose to extend the leave in maximum increments of 6 weeks indefinitely or until their term with RUSA has expired.
    - ii. Medical leave shall have a minimum leave period of 2 weeks.
      - 1. Members may terminate their leave at any time after the first two weeks of their leave
    - iii. Members must wait 1 meeting after their return to active status before they may once again vote in the Assembly.
    - iv. This leave and all extensions must be granted automatically by the Internal Affairs Committee pursuant to Article VI. 1(F)b.
  - b. Members applying for medical leave must provide appropriate documentation to the Internal Affairs Chair.

- i. The Internal Affairs Chair shall be required to maintain the confidentiality of this documentation.
- c. Members shall be considered temporarily inactive members for the duration of the leave period. A temporary inactive member shall not be allowed to vote for the duration of their leave.
- d. A temporarily inactive member shall not count towards the total number of RUSA members for the duration of their leave.
- e. Members taking a leave of absence are exempt from all attendance requirements listed under this article of the Standing Rules and all other attendance requirements listed in the Standing Rules.
- f. If a committee chair or caucus chair takes a leave of absence, the members of the committee shall, by a majority vote, select a member of the committee or caucus to serve as interim chair. They shall be confirmed by the Executive Board.
- g. If an SAS senator takes a leave of absence, that senator shall ask for a leave of absence from the Senate and an interim senator shall be appointed by the SAS Senate Leader and confirmed by the Executive Board. This shall be done in accordance with Rutgers Policy 50.2.1.
- h. If the President takes a leave of absence, the Vice President shall serve as interim President, and the interim Vice President shall be appointed by the President, subject to confirmation by a majority vote of the Assembly.
- i. If the Vice President or Treasurer takes a leave of absence, a Vice President or Treasurer shall be appointed by the President, subject to confirmation by a majority vote of the Assembly.
- j. If a member with an internally elected or appointed position, other than the positions mentioned above, takes a leave of absence, an interim person to hold that position will be appointed by the Executive Board.
- k. The person holding the position of interim committee and caucus chair; interim internally elected position; interim SAS senator; interim President; interim Vice President; or interim Treasurer shall serve until the leave of the originally elected or originally appointed officer either expires or is terminated by the return of the person holding the internally elected position.

## ***Section 2: Sanctions and Recall***

### **A. Sanctions and Recall**

- a. Though the nature of any impeachment, censure, or recall is subjective in nature, it must be materially based in violations of the Constitution and Standing Rules, or other actions as outlined in Article VI. 2.
- b. Impeachment is the removal of any RUSA member from any and all positions.

- c. Censure is the removal of debating privileges, or less serious sanctions, for infractions which may not require impeachment but would necessitate limiting a member's ability to disrupt meetings. As such, the censure of a member shall involve removal of debating privileges for either the remainder of the semester or the remainder of their term, as outlined in the bill of censure. Other less serious sanctions may be brought up depending on the charge.
  - d. Recall is a method of removing any members of the Executive Committee (except for the President, Vice President, and Treasurer) elected by the Assembly from their position on the grounds that said members, as entrusted by the Assembly, are not conducting themselves in a proper manner and, as such, will be removed and replaced. Standards may be subjective based in the Standing Rules and Code of Ethics. Recall shall not apply to the President, Vice President, and Treasurer on the basis that these positions are elected directly by the student body; these positions shall be removed through the method outlined for impeachment.
  - e. Any and all Executive Board members, Officers of the Assembly, and members of the Assembly may be impeached, censured, or recalled. Consequently, a position which "serves at the pleasure of the President", or which is directly appointed by and only by the President, may still be subject to impeachment, censure, or recall.
- B. Procedures for Impeachment or Censure
- a. Should the Internal Affairs Committee of the Assembly conclude that the parties under investigation stand responsible for an offense punishable by impeachment or censure, the Internal Affairs Committee must bring the charge to an Executive Board meeting.
  - b. Each RUSA member is entitled to a fair hearing of their case and shall be in no way intimidated into accepting resignation.
  - c. At this closed meeting the individual being considered for impeachment or censure shall have the opportunity to present their case for equal amounts of time as the Internal Affairs Chair.
  - d. An initial time limit of thirty minutes in total will be set for the hearing, but can be abridged by a two-thirds vote or extended by a majority vote.
  - e. The vote for impeachment or censure shall be taken at this meeting and two-thirds ( $\frac{2}{3}$ ) majority vote in the affirmative shall remove the member from office or simple majority vote in the affirmative shall censure them for the time specified by the Internal Affairs Committee's report
  - f. If a member is impeached from the Assembly, said member's representative organization will be immediately responsible for electing a new RUSA representative. The organization may decide to pursue charges against said member itself as well.
- C. Proceedings for Recall

- a. A petition for Recall may be brought against any RUSA Officer or appointee (here forward referred to as ‘said member’) by any four (4) members of the Assembly. Said member must be notified 48 hours in advance of a Recall Vote by the Internal Affairs Committee and be notified of the reasons why a body member is making such a motion. In order to carry, a motion of no confidence must pass by a 60% vote.
  - b. The debate over a Recall Vote will be considered a closed meeting. The said member(s) may choose to remain in the meeting during debate and will be allowed to make a closing statement immediately preceding the final vote. Hearings shall begin with a speaker’s list for and against recall consisting of up to five speakers from each side. No member may speak more than twice. There will be no questions for any speaker, except for those relating to the verification of factual claims.
  - c. A Recall vote cannot be appealed.
- D. Resigning from an Elected or Appointed Position
- a. If any member of the body wishes to resign from their position, that member must do so in a letter or email presented to the RUSA President, Vice President, Secretary, and Internal Affairs Chair. The letter must list all positions from which the person is resigning, including committee membership, as well as the reason for resignation.
  - b. The resignation will take effect immediately and cannot be revoked once taken effect. The member must resign their previous seat if they win the new position.
  - c. Vacant Officer positions will be filled in the manner described below:
    - i. A Permanent Vacancy in the Office of RUSA President will be filled by the RUSA Vice President, as set forth in the RUSA Constitution.
    - ii. Vacancies in the Remaining Executive Board positions, Committee Chairs, External Representatives, and Elected Committees be filled by an Internal Election of the full Assembly.
    - iii. Vacancies in the position of Caucus Chairs, excluding SAS Senate Leader, shall be selected by the members of that Caucus, at a caucus meeting chaired by the President or Vice President of the Assembly.

## **Article VII: Constitutional Amendments and Referendums**

### ***Section 1. Constitutional Amendments via RUSA***

- A. Any member of RUSA may submit a Constitutional amendment to the Internal Affairs Committee, which must prepare the amendments for Executive Board and Assembly consideration.

- B. The President or Assembly can also decide to form a Constitution Amendment Ad-Hoc or other forms to review the constitution. It is recommended that such an Ad-Hoc should be formed at least every two to three years.
  - a. The Ad-Hoc's membership shall be at least 5 members. The amendment submitted by the Ad-Hoc committee shall be reviewed by Internal Affairs, who may give suggestions regarding the said amendments to be decided by the Assembly. However, Internal Affairs cannot directly amend the submitted amendments without the consent of the Ad-Hoc.
  - b. The Internal Affairs Chair shall serve as the Committee on Constitutional Amendments Chair unless the position is declined or as otherwise moved by the Assembly.
  - c. Internal Affairs, in consultation with the relevant referendum administering commission, shall determine the timeline of such constitutional amendment.
- C. Once the Internal Affairs Committee submits a proposed referendum to the Executive Board, it must be placed on the agenda for the next meeting of the Assembly. The Assembly, in a manner similar to amendments to the Standing Rules, shall have a presentation followed by at least a week one gap before a vote. The President shall have veto power, inline with procedures outlined within the Constitution.
- D. If such referendum questions are approved by the Assembly, then the referendum process shall follow the procedures outlined in the Election Code.

### ***Section 2. Referendum Process via Petition***

- A. As dictated by Constitution Article VII Section 1, 2% of undergraduate students may petition for constitutional amendments and other ballot initiatives.
- B. This petition shall be submitted either digitally or through other reasonable means to the Internal Affairs Chair and the President of RUSA.
- C. Once the Internal Affairs Chair has determined that the petition has enough students, they must notify the Judicial Council and the Assembly within 2 days, who shall then also prepare a timeline for such a referendum for Assembly approval.
- D. The Assembly must discuss such a petition and approve the timeline by the next regularly scheduled meeting; it may not substantively amend the petitioned changes. It may only amend the petitioning question for spelling errors.
- E. After the approval, the referendum process shall follow what is outlined in the Election Code.

### ***Section 3. Other Referendum Processes***

- A. Any member of RUSA or the public may initiate a referendum bill through the appropriate committee. Internal Affairs must report on the bill if the referendum bill makes constitutional changes.

- B. Unless 2% of the student population petitions to a referendum, such a referendum bill shall have at least one week of discussion and debate in the appropriate committee. With a simple majority, the appropriate committee may submit such a bill to the Executive Board. The bill shall have the referendum question and potential timeline attached to such a referendum.
- C. The Executive Board shall then prepare such an amendment for the Assembly. The Assembly shall have two weeks; the first week to have presentation and debate while it shall be voted on by the second week.

#### ***Section 4. Referendum Timeline***

- A. If a referendum is to be administered as part of a specific voting period, it shall be administered by the corresponding Elections Commission. If a referendum is to be administered *outside* of a specific voting period, a Referendum Commission must be assembled. The nature of both commissions shall be as described in the Elections Code.
- B. If the Assembly wishes for a referendum to be part of a specific voting period, it must pass the referendum bill, or public petition acknowledged, at least three Assembly meetings before the beginning of the corresponding voting period. The Election Commission, in this case, shall administer the referendum.
  - a. If the referendum in question is changing the Constitution, or raising or lowering the Student Fee, and the Assembly wishes for a referendum to be part of a specific voting period, it shall be presented to the Assembly at least four Assembly meetings before the corresponding voting period.
- C. If the Assembly wishes for a referendum to occur *outside* of a specific voting period, it must pass the referendum bill, or public petition acknowledged, at least three Assembly meetings before the referendum vote is set to occur. A Referendum Commission, in this case, must be assembled to administer the referendum.
  - a. If the referendum in question is changing the Constitution, or raising or lowering the Student Fee, and the Assembly wishes for the referendum to be *outside* a specific voting period, it shall be presented to the Assembly at least four Assembly meetings before the referendum vote is set to occur.
- D. All legislation that calls for a referendum must have a public relations plan included in the bill.
  - a. The public relations plan may include graphics, tabling locations, campaign ideas, and other relevant items.
  - b. The public relations plan may be modified after the passage of the legislation by the appropriate authorities, and all changes shall be reported to the Assembly.

## **Appendix A:**

### ***Sample General Body Meeting Agenda***

1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Approval of Agenda
  5. Approval of Minutes
  6. Public Sector
  7. Special Interest Representatives Business
  8. Committee Announcements
  9. Officer Reports
  10. Internal Representatives
  11. Press Questions
  12. Public Sector
  13. Advisors
  14. Roll Call
  15. Adjournment
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