

B F2020.09

An Amendment to the Second, Fourth and Fifth Chapters of the Bylaws to Change the General Meeting Attendance Requirements of the Budget Allocations Committee Chair and Vice-Chair

A bill for the consideration of the College of Literature, Science, and the Arts Student Government

October 4, 2020

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Whereas, the mission of the College of Literature, Science, and the Arts Student Government (hereafter LSA SG) is to “actively seek the voices of LSA students and advocate their interests to improve academic and non-academic life”;¹ and,

Whereas, LSA SG utilizes its Bylaws to structure and facilitate official business, and recognizes the need for amendments to the Bylaws to improve its function; and,

Whereas, LSA SG strives to be an accessible student organization to all members of the College of LSA who wish to participate in their representative student body; and,

Whereas, the present and former Budget Allocations Committee (hereafter BAC) Chairs, along with a few of their predecessors, have identified the most important role of the BAC Chair being the Chair of Funding Allocation Review Meetings; and,

Whereas, the present and former BAC Vice-Chairs, along with a few of their predecessors, have identified the most important role of the BAC Chair being the Vice-Chair of Funding Allocation Review Meetings; and,

Whereas, the BAC Chair and Vice-Chair would benefit from more time during the week to dedicate to soliciting funding applications and communicating with student organizations; and,

Whereas, the Treasurer, as a permanent committee member of BAC and the overseer of all government assets, is knowledgeable on the weekly operations of BAC; and,

Be it therefore resolved, that the Treasurer will report on the actions of BAC during the Treasurer’s report; and,

Be it further resolved, that the BAC Chair and Vice-Chair are no longer required to attend government General Meetings; and

¹ The Constitution of the College of Literature, Science, and the Arts Student Government. Article II

Be it further resolved, that the Bylaws be updated according to the language in Appendix A; and,

Be it finally resolved, that this change takes immediate effect.

Appendix A:
Chapter 2
Meeting Procedures

2.00.03 **Agenda.** The Vice President shall prepare an agenda that is emailed to all members at least twenty-four (24) hours prior to each general meeting. The agenda shall include previously tabled motions as part of Old Business, and newly submitted motions as part of New Business. The Government will not issue paper agendas unless requested. Each of the following are defined as agenda items. Items under agenda items shall be called subagenda items. The agenda shall be in the following form:

- I. Call to Order
- II. Convening Business
- III. Announcements
- IV. Amendment and Approval of the Agenda
- V. Amendment and Approval of Previous Minutes
- VI. Constituents' Time
- VII. Guest Speaker(s)
- VIII. Executive Officer Reports (President, Vice President, Treasurer, Counsel, Academic Relations Officer, External Relations Officer, Student Life Relations Officer, Secretary)
- IX. Committee Reports (in alphabetical order *excluding the Budget Allocations Committee*)
- X. Task Force and Subcommittee Reports (in alphabetical order)
- XI. Individual Representative Reports (in alphabetical order)
- XII. Appointments, Elections, and Nominations
- XIII. Budget Allocations Committee Recommendations
- XIV. Old Business
- XV. New Business
- XVI. Matters Arising
- XVII. Snaps
- XVIII. Closing Roll Call
- XIX. Adjournment

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2.00.08 **Form of Reports.** Reports shall be in person by *each the appropriate* executive officer or committee chair. An absent committee chair aware of the conflict prior to the meeting must contact the vice-chair of his or her committee to present the committee report. Should the vice-chair also be unavailable, the committee chair must submit a report to any member of the Government, who will read the report at the meeting.

Chapter 4
The Executive Officers

4.01.02 **Treasurer.** The Treasurer shall perform the following duties:

- (a) **Committee Chair Requirements.** The Treasurer shall serve concurrently as the chair of the Fundraising Committee. The Government shall not elect a Fundraising Committee Chairperson during Internal Elections.
- (b) **Liaison.** The Treasurer shall serve as a liaison between LSA SG and LSA Advancements.
- (c) **Disbursement.** The Treasurer shall disburse all funds appropriated by the Government in accordance

with the financial procedures (see Chapter 3).

(d) **Monitoring Assets.** The Treasurer shall monitor the distribution of the Government's financial assets.

(e) **Budget.** The Treasurer shall prepare the initial draft of the Government's annual budget within three weeks of the start of the fall semester.

(f) **Budget Allocations Committee.** The Treasurer shall attend the Budget Allocations Committee funding cycle. The Treasurer shall work with the Budget Allocations Committee during each cycle to ensure proper allocation of funds to student groups. *The Treasurer shall report on the activities of the Budget Allocations Committee during each General Meeting during Executive Officer reports.*

(g) **Funding Government Sustainability.** The Treasurer will be trained in the Planet Blue Ambassadorship program to better identify and enforce reimbursements only for zero-waste events.

Chapter 5

Member Obligations

5.00.00. **Member of Government.** The members of the Government shall be defined as all executive officers, all elected, appointed or associate representatives as well as the committee, subcommittee, and task force chairs and vice-chairs. In order to serve as an executive officer of the Government, one must be enrolled in the College of LSA at the time of election and throughout the length of their term. Elected and appointed representatives must be enrolled in the College of LSA at the time of their election and throughout the length of their term in said position. Associate representatives must either be enrolled in the College or must have at least an LSA minor. Refer to Chapter 5 Section 3 Subsection B regarding a representative's inability to maintain affiliation with the College of LSA.

5.00.01. Member of the General Assembly. The members of the General Assembly shall be defined as all executive officers, all elected, appointed or associate representatives as well as the committee, subcommittee, and task force chairs and vice-chairs with the exception of the BAC Chair and Vice-Chair.

5.00.0~~2~~**2. General Assembly Meetings.** A roll call shall be taken and recorded by the Secretary (or a designee) at the beginning and end of each general meeting of the Government. All members *of the General Assembly* are expected to be present for both roll calls.

5.00.0~~23~~**3. Committee Meetings.** Each member *of the General Assembly* shall attend, at minimum, one committee, subcommittee or task force meeting per week. It is strongly encouraged that each member *of the General Assembly* should be a permanent member of at least one committee, subcommittee, or task force.

5.00.0~~34~~**4. Office Hours.** At no later than the second general meeting of the Government each semester, the Secretary shall circulate a sign-up sheet for office hours. Each elected, appointed, and associate representative, committee chair and committee vice-chair of the Government must sign up for his or her own hour, Monday-Friday between 10 AM and 4 PM and is responsible for holding a fixed office hour for the semester. Each member shall spend that hour each week in the Government's office, assisting constituents or performing other duties of the Government. The Secretary's member obligation log shall be kept in the office and each member shall sign in and out during his or her office hour.

5.00.0~~45~~**5. Steering Committee.** All members of the Steering Committee, which consists of all executive officers and the chairs of all committees, subcommittees and task forces, must attend each Steering Committee meeting.

5.00.0~~56~~**6. Inclusive Language.** All government members shall make an active effort to use

gender-inclusive language in all LSA SG events, meetings, and communications.

5.00.067. **Government Sustainability.** All voting members and associate representatives shall become Planet Blue Ambassador certified within two weeks of the commencement of their term in office.

Minimum Attendance Requirement

5.01.00 **Absences.** An absence shall be incurred by any member of the Government in the following ways:

- (a) The member *of the General Assembly* misses either of the two roll calls taken at the general meetings of the Government (missing both roll calls constitutes two absences).
- (b) The member *of the General Assembly* fails to attend any committee, subcommittee or task force meeting during the week.
- (c) The member fails to sign in for his or her weekly office hour.
- (d) Any Steering Committee member shall incur an absence when that member fails to attend a Steering Committee meeting.
- (e) Any voting member that misses the Appointments' Candidate Selection Meeting.
- (f) The chair of a subcommittee or non-bloc head committee fails to attend their bloc head committee meeting to deliver the subcommittee report.
- (g) Any voting member that fails to attend at least one Appointments' Candidate interview per semester.
- (h) Any voting member or associate representative that has not obtained Planet Blue Ambassador Certification within the required timeline. An additional absence will be incurred each General Meeting this requirement has not been fulfilled.