UNIVERSITY OF RHODE ISLAND STUDENT SENATE, INC.

BY-LAWS
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Article 1. MEMBERS

In order to be elected as a member in any branch of the Student Senate, a candidate shall be required, upon request, to furnish written proof that they have not been in poor academic standing, defined as having a GPA of 2.00/4.00 or lower, for greater than two (2) consecutive semesters. A letter from the Office of the Registrar will serve this purpose. This duty will be given to the Coordinator of the Student Senate, or to the Advisor should there be no Coordinator. No other eligibility requirements shall be imposed which requires examination or release of academic, disciplinary, or other private records protected under the law.

Section 1. Legislative Branch

Part 1. Representatives

1. Each representative shall be responsible for interacting with, advocating for, and engaging regularly with the members of their constituency. Such engagements can include but are not limited to; sponsoring a bill or resolution on the Student Senate floor that directly affects their constituency, organizing meet ups with constituents, discussing Student Senate affairs with constituents, and/or engaging constituents in the elections process.

2. Non-matriculating students who pay the Student Activities Tax are considered members of University College for all purposes. College Representatives shall serve ex officio as the formal liaison to the college which they are elected to represent, and to this end shall work directly with the Dean of the corresponding college and with the Dean's subordinates. They shall meet with the Dean of their college at least once a month.

3. The on-campus constituency shall consist of all undergraduate students who live in any capacity on any property under the jurisdiction of the URI Campus Police, and all other students shall be members of the off-campus constituency. It shall be the duty of the Committee on Elections to determine the number of representatives to which each constituency is mathematically entitled such that the distribution of seats is proportional to the number of students in each constituency.

4. First year seats will be eligible to any undergraduate student who is spending their first year at the University of Rhode Island. The first year is determined by their first Fall semester and their first Spring semester, regardless of order.

5. At Large seats will draw their constituency from all undergraduate students who pay the Student Activities Tax.

Section 2. Executive Branch

2.1 The President serves ex officio as the President of the Student Body.

2.2 The Vice President serves ex officio as the Vice President of the Student Body.

2.3 The Director of Treasury serves ex officio as the Treasurer of the Student Body and has fiduciary responsibility to the Student Body.

2.4 The Director of Operations serves ex officio as the Treasurer of the Student Senate and has fiduciary responsibility to the Student Senate.

2.5 The offices of the President and Vice President may not be held simultaneously with any officership of any recognized student organization.

Section 3. Liaisons

3.1 Each branch of the Student Senate shall be allowed to appoint liaisons to various people and organizations with the assumption that each liaison position serves to help further the work of the branch that appointed them. Liaison positions do not grant voting power.

Part 1. Liaisons to the Assembly

3.2 Any liaisons appointed by the Assembly gain all the rights of any representative except the right to vote. Liaisons to the Assembly are created by a majority vote of any committee and are appointed by the Chairperson of that committee. Liaisons are expected to attend all meetings of the committee to which they were appointed if summoned by the Chair and are expected to deliver a report of their work bi-weekly to the Chairperson of their appointing committee.

Part 2. Liaisons to the Cabinet

3.3 Any liaisons appointed by the Cabinet gain all the rights of any Cabinet member except the right to vote. Liaisons to the Cabinet are created and appointed by the President. Liaisons are expected to attend Cabinet meetings and are expected to deliver a report of their work bi-weekly to the President.

Part 3. Inter-Senate Liaisons

3.4 In order to maintain healthy communication between the Student Senate and its members, positions of some members also serve as acting liaisons to other branches. The Speaker of the Assembly serves as the Legislative Liaison to the Cabinet and the Court. The President serves as the Executive Liaison to the Assembly and the Court. The Head Jurist may appoint a Judicial Liaison to serve between the Assembly and the Cabinet. These positions are for reporting purposes, and do not come with any additional powers.
Section 4. Rights, Privileges, Obligations

Part 1. Assembly

4.1 Each person who is a representative of the Assembly shall have the right and obligation to be present for the duration of all general meetings of the Assembly. They shall enjoy the right to engage in commentary and debate on the Assembly floor, and to make or second motions, as well as vote on motions, bills, and resolutions put before the Assembly, and vote on questions put before committees of which they are a member.

Part 2. Cabinet

4.2 Each person who is a member of the Cabinet, the Vice President, and the President shall have the right and obligation to be present for the duration of all Cabinet meetings. They shall enjoy all the same rights on the floor of a Cabinet meeting as representatives have on the Assembly floor.

Part 3. Court

4.3 Each member of the Court shall have the right and obligation to be present for the duration of all meetings of the Court. They shall enjoy all the same rights during any meeting of the Court as a representative would have on the Assembly floor.

Part 4. Conflict

4.4 The right to miss part or all of a meeting due to an educational conflict (class time, exam, etc.) can be given by the meeting’s presiding officer.
Article 2. 

**Legislative Branch**

**Section 1. Office Hours**

1.1 Each member of the Legislative branch must spend at least two (2) hours every week in the Student Senate's office so that they may better communicate with their peers, conduct their projects, and be available to their constituents.

1.2 Any member of the Legislative branch may substitute a single office hour weekly attending either a Student Senate-run event or a student organization meeting of which the person is not a member.

1.3 Members of the Senate must make it publicly known that they are missing their office hours.

1.4 Once office hours are established for those who require set times, changes to those times must be posted two (2) weeks in advance.

**Section 2. Chairpersons**

2.1 Chairpersons are to have at least four (4) office hours per week.

2.2 Every Chairperson is to be i-Stand, Mental Health First Aid and Safe Zone certified.

2.3 Chairpersons will write a written warning to the Vice President should a member of their committee miss two (2) meetings.

2.4 Chairpersons chair, call and conduct all meetings of their committees, and oversee all activities of their committees.

2.5 Create and appoint liaisons to relevant organizations to the charge of the committee.

2.6 Chairpersons may call special meetings of their committees following the guidelines outlined in Article 2 Section 5, except that they must provide one (1) business days' notice and cannot call special meetings while the University is not in session.

2.7 If the Assembly is to create a special committee of any kind, the committee will vote internally to appoint one of their members to the position of Speaker. Speakers act as the voice of the special committee and chair meetings of the committee, but do not hold the same powers and privileges as Chairpersons. The Speaker will appoint a Vice Speaker, who will take minutes of meetings and assume the position of Speaker should the seat be left permanently vacant.

2.8 Chairpersons are required to attend the weekly chair meeting hosted by the Speaker of the Assembly.

2.9 Chairpersons are expected to remain updated and aware of their committee's charge over the summer months and may continue their work through the summer months.

**Part 1. Chairperson of Student Organization Committee**

2.10 The office of Chairperson of the Student Organization Committee may not be held concurrently with any other executive office in any other Senate recognized student organization.

2.11 The Chairperson may immediately freeze or suspend any organization's financial accounts if they are in violation of established financial policies and procedures on a temporary basis. This suspension must be reported to the Director of Treasury and the Student Accounts Clerk with opportunity to appeal afterwards. This action may be overturned by a three-quarter (3/4) vote of the Student Organization Committee. The group may appeal it to the General Senate.

2.12 Chairperson of the Student Organization Committee must have at least five (5) office hours a week.

2.13 Organize and attend the monthly Presidents meeting.

2.14 Work with the Director of the Treasury to develop, maintain, and spread literacy for the Model Constitution as well as the Finance Handbook. Any changes to these documents must be made through Assembly legislation. Both instruments shall be binding upon all Senate recognized organizations.

**Part 2. Chairperson of Instruments Committee**

2.15 Chairperson of the Instruments Committee maintains the updating of all Senate documents online and within the office.

2.16 The Chairperson must develop and update the Senate's instruments of organization with the aid of the Instruments Committee.

2.17 Organize an annual meeting between themselves, the Chairperson of the Student Organization Committee, the Director of Treasury, and the Student Accounts Clerk.

2.18 Expand the Senate's literacy of its working documents.

2.19 Keep up to date with changes to the Student Handbook and University Manual.

**Part 3. Vice Chairs**

2.20 In order to be appointed Vice Chair, a representative must be able to meet the qualifications of a chairperson in order to assume the role in the absence of the current chair.

2.21 Chairpersons must nominate a vice chair. Vice chairs will assume the Chairperson's position should the seat become permanently vacant until a replacement is elected.

2.22 Provide the Director of Information with meeting minutes within two (2) business days and to maintain a portfolio of the committees past and present work to be provided to the Director of Information.

**Section 3. Relief**

3.1 Any member of the Assembly may be temporarily excused from their duties for reasons including, but not limited to, a personal illness or injury, death or serious illness or injury in the family, an exam, or a religious holiday.
Section 4. Parliamentary Procedure

Part 1. Standing Rules

4.1 Any branch of the Student Senate may internally adopt such standing rules as it may deem necessary.

Part 2. Legislation

4.2 Legislation (resolutions and bills) must be typed and submitted to the Speaker of the Assembly to be put on the agenda a minimum of two (2) business days prior to the distribution of the agenda. Resolutions may be considered on the day it is introduced to the Assembly. Bills may not be considered by the Assembly until at least five (5) business days have passed since its appearance on the agenda except by the consent of three-fourths (3/4) of the Assembly. No legislation may be considered until a committee or any group of five (5) or more representatives has provided recommendations for passage, failure, or amendments. Should multiple committees sponsor legislation, and a representative is a member of multiple committees, they must choose one committee to vote with.

Part 3. Debate

4.3 No person may speak for longer than five (5) minutes consecutively on a single question without permission from the Assembly by majority vote.

4.4 There shall be no limit on the number of times a person may speak in debate, provided that persons not having spoken on a question will be given preference in obtaining the floor over those who have spoken and over non-members of the Assembly.

4.5 No member may yield to another person after using the floor to argue.

Part 4. Voting

4.6 Each duly elected representative may cast one (1) vote on each question put before the Assembly but may not cast their vote except in person. It is the right of any representative to demand that a vote be taken by roll call in which case the vote of every member will be recorded in the minutes, or by secret ballot. A call for a vote by roll call takes precedence over a call for secret ballot.

Section 5. Meetings

5.1 Regular meetings of the Student Senate Assembly shall be held in the Student Senate Chambers of the University of Rhode Island Memorial Union at 6:30 p.m. every Wednesday on which classes are held from September to May; inclusive, unless otherwise ordered in an exceptional situation by the Chairpersons. The Student Senate shall not meet on the Wednesday prior to Thanksgiving.

5.2 The first regular meeting of April shall be known as the Annual Meeting and shall be for the purpose of swearing in newly elected representatives, the newly elected President and Vice President, the opening of internal elections for the Cabinet and Chairpersons, and for any other business that may arise.

5.3 Special meetings of the Assembly may be called by the President or by the written request of seven (7) representatives, which shall be submitted to the Vice President. The purpose of the meeting shall be stated in the call, and no business may be transacted except that mentioned in the call. If the special meeting is requested while school is in session for a day when classes meet, then at least two (2) business days' notice shall be given. If school is not in session, then at least ten (10) business days' notice shall be given. Quorum must be confirmed before binding business can be conducted. Scheduled class attendance shall be considered an excuse for absence at a special meeting in addition to the excuses listed as acceptable within these documents.

5.4 Any committee of the Assembly or the Assembly as a whole may hold a meeting closed to the public upon the affirmative vote of the majority of its members, if the meeting consists of the following conditions:

- Discussion of job performance, character, or physical or mental health of a person or persons, provided that such persons have been notified in advance. Such persons can require that the discussion be held at an open meeting.
- Any investigation proceedings regarding allegations of misconduct, either civil or criminal.
- Any matter, including the investment of public funds, whereupon the premature disclosure would adversely affect the public interest.

If any of these conditions are not met, the meeting shall be held open to the public, and the minutes of that meeting shall also be accessible to the public. The reason for closing a meeting, as well as the results of any vote taken during the meeting shall be made available to the public at the next general meeting of the body unless disclosure
of such information would adversely affect the Senate or Student Body.

5.5 No one aside from members of the Assembly, the Speaker of the Assembly and the Advisor are allowed to be present during the proceedings of a closed meeting. Members of the Executive are required to recuse themselves from any closed meetings, at the discretion of the Assembly, except in cases of a discussion of public funds. Members of the Court are required to recuse themselves from any closed meetings, except in cases where they are managing a complaint, or for impeachment proceedings.

5.6 The minutes of a closed meeting shall be stored under the supervision of the Director of Information and shall be accessible only to the Director of Information, the office of the Director of the Memorial Union, and members of the body who were present for the entirety of the meeting until those minutes are approved for public disclosure.

5.7 Minutes of a closed meeting shall be open to the public upon an affirmative vote of the majority of the body who entered the closed meeting, who shall review such minutes only upon receipt of a written request. No minutes shall be reviewed more than once per academic year.

Section 6. Attendance

6.1 All members of the Assembly shall have the duty to attend each general meeting of the Assembly, as well as each committee meeting to which they are a member of.

6.2 Attendance shall be defined as being present at both roll calls at the general meeting, or at the start of the committee meeting.

6.3 If a member is present during only one roll call, then they will be issued a lateness. After the third lateness the member will be issued a full absence.

6.4 Each member of the Assembly will be allowed three (3) absences from Assembly meetings, as well as two (2) absences from each committee the member is a part of. A request to be excused from a general meeting must be presented to the Speaker of the Assembly before the general meeting starts, or to the Chairperson of the committee meeting.

6.5 Validity of the absence is to be determined by the Vice President or Chairperson, respectively. If a member has reached their absences limit, all future absences are to be reported to the Court.

6.6 If a member reaches their limit for absences, they can meet with the Vice President to have one of them repealed.

6.7 Chairpersons are required to report all absences from committee meetings. They are also required to send written warning to the member at the first and second offences.

6.8 The Vice President will notify a member if they have reached their limit of absences. If there can be no agreement to repeal an absence, the Vice President must send a dated complaint to the Court within two (2) business days of the latest absence.

6.9 If there is a conflict of interest between the member and the Court that cannot be solved by normal procedures, or if a Jurist accumulates these absences, then a special committee will be created to solve the issue, following the procedures outlined in Article 5.

Section 7. Agenda

7.1 The Agenda for each meeting of the Assembly is to be managed by the Speaker of the Assembly. The Speaker of the Assembly may change the Agenda however they see fit, as long as they announce such changes two (2) business days before a general meeting.

7.2 If no Agenda is provided from the Speaker of the Assembly, the meeting's Agenda will default to the following basic format:

A. Call to Order
B. Roll Call
C. Approval of the Agenda
D. Reading and Approval of the Minutes
E. Announcements
F. Public Forum
G. Committee Reports
H. Executive Reports
I. Court Reports
J. Reports of Special Committees
K. Special Orders
L. Unfinished Business
M. New Business
N. General Discussion and Open Forum
O. Roll Call
P. Adjournment

Section 8. Reports and Records
8.1 All written committee reports and other documents dealing with Assembly business must be filed with the Director of Information within two (2) business days of the committee meeting. Such information, together with the minutes of all meetings of the Assembly, will be available at all times for examination. Confidential materials will be placed in a confidential file.

Section 9. Standing Committees

9.1 Members will gain voting privileges at the second meeting they attend, at the first meeting of the semester, or the second meeting after being elected.

9.2 Committees are expected to follow the following procedures:
   a. The chair may be overruled on any matter with a three-fourths (3/4) vote of the committee.
   b. A recommendation for action upon legislation shall be determined by a majority vote of the committee.
   c. Each standing committee shall meet at least once during each week that the Assembly holds a regular meeting but may not meet while the Assembly is called to order. This requirement is excused if the usual meeting time takes place on a day when school is not in session.

Part 1. Student Organization Committee

9.3 The Student Organization Committee provides the Assembly recommendations on legislation concerning the recognition of student organizations and assists them in carrying out their missions. They may freeze accounts that are in violation of established financial policy by a three-fourths (3/4) vote. They can review stipends by a majority vote.

9.4 In the case where there is a dispute between student organizations, the Student Organizations Committee have all powers necessary and proper to mediate and settle these problems. Upon receiving a complaint, the Chair must reach out to both student organizations and schedule a meeting between them and the Committee if deemed necessary to fix the issue. If a final decision needs to be made between the organizations, the Committee will vote by majority as to the course of action that needs to be taken.

Part 2. Campus Affairs Committee

9.5 The chairperson of the Campus Affairs Committee will appoint the Campus Housing Liaison, who will be required and empowered to act as the formal liaison to the Office of Housing the Residential Life. The committee shall be charged with informing the general Student Senate regarding issues particular to their residential constituents and shall work directly with the Director of Housing and Residential Life.

Part 3. Academic Affairs Committee

9.6 The Academic Affairs Committee shall be concerned with student life of an academic nature, including but not limited to, educational standards and requirements, academic rights, course availability, registration procedures, library services, grading, examinations, tuition, and faculty evaluation. The Academic Affairs committee shall have all powers necessary and proper to:

9.7 Recommend students for faculty and university wide committees related to academic issues to the President.

9.8 Act as a liaison between the Student Senate and Faculty Senate. This will involve attending monthly Faculty Senate meetings and serve on various Faculty Senate committees.

9.9 Communicate any grievances if a complaint or problem arises in an Academic College or academic services and will recommend a course of action with the Office of the Ombuds, college's liaison, university committee and/or the relevant staff to maintain communication and distribution pertinent to the complaint.

9.10 Review submitted College Liaison reports and notify the College Liaison if further inquiries from the report is required. This communication takes place between the College Liaison and a representative of their college. The Committee will coordinate with the Director of Information to help foster this communication by offering College Liaisons meeting templates, suggestions/questions for discussion, contact information, etc.

Part 4. External Affairs Committee

9.11 The chairperson of the External Affairs Committee shall appoint the Commuter Housing Liaison, who is required and empowered to serve as the formal liaison to the Commuter Housing Office. The External Committee will work in areas concerning students to remain knowledgeable about off campus issues and student rentals.

Part 5. Cultural Affairs Committee

9.12 The Cultural Affairs Committee shall be concerned with cultural issues, including but not limited to building and maintaining a unified and inclusive campus community, creating university traditions, promoting multiculturalism, and ensuring equal opportunity. The Chairperson shall be in communication with the Liaison related to the pertinent topics of Cultural Affairs Committee. The chairperson shall organize and execute at least one program during their term.

Part 6. Instruments Committee

9.13 The Instruments Committee oversees the governing documents and articles of the Student Senate and promotes literacy regarding them.
Article 3. **EXECUTIVE BRANCH**

Members of the Cabinet are to have three (3) office hours a week, while the President and Vice President are to have five (5). Members of the Executive must make it publicly known that they're missing their office hours. Every member of the executive branch is to be I-Stand, Mental Health First Aid and Safe Zone certified. Any member of the Executive branch may substitute a single office hour weekly attending either a Student Senate-run event or a student organization meeting of which the person is not a member.

Section 1. **President**

**Part 1. Powers and Responsibility**

1.1 The President acts as the official representative of the Senate in executing its acts and instructions.
1.2 Facilitates an open line of communication between the Senate and the administration of the University.
1.3 Serves ex officio as the chairperson of Cabinet meetings.
1.4 Appoint interim officers to any vacant position of the Cabinet until the Assembly elects a person to fill the role.
1.5 Make nominations for vacant Cabinet and Court positions as necessary.
1.6 Create and appoint Cabinet Liaisons.
1.7 Appoint students to University boards, committees, and agencies unless objected upon by the Cabinet.
1.8 Temporarily withhold Senate stipends, through a formal complaint to the Court, until the Court can make a ruling on such a decision.
1.9 Must create and distribute a Presidential Agenda no later than the first Assembly meeting of the Fall Semester.
1.10 Call for a Special Meeting of any body within the Senate. Business of these meetings must be stated in the call, which must happen five (5) business days before the meeting is scheduled to happen.
1.11 Calls for special meetings may be rejected with a unanimous vote of the called upon body.
1.12 Should both the President and Vice President positions become simultaneously vacant, the first office of the Cabinet appearing in the Constitution that is not vacant will assume the Presidency.

**Part 2. Relation to the Assembly**

1.13 Approves legislation passed by the Assembly, unless vetoed. Upon passage of a piece of legislation, the President has two (2) business days to approve or veto it. This period starts at the adjournment of the meeting that the legislation was passed. If no action is taken before the two (2) business days are complete, the legislation goes into effect as if it was approved.
1.14 Legislation that was vetoed by the President is referred back to the sponsor(s). Such legislation requires a 2/3 vote to pass, cannot be amended, and cannot be vetoed again.
1.15 Vetoes are restricted to legislation that will have effects outside of the Assembly.

Section 2. **Vice President**

2.1 Act and speak on behalf of the President in that officer's temporary absence.
2.2 Work with the Chairperson of the Instruments Committee to promote instrument literacy.
2.3 Advise the Senate on when elections are to be held.
2.4 Develop and conduct Senate orientation before the Annual Meeting.
2.5 Hold individual progression meetings with each member of the Cabinet every two (2) months.
2.6 Maintain internal group dynamics and mediate informal disputes. Should the Vice President or President be involved in any informal disputes, they are to be taken to the Senate's Advisor.
2.7 Serve as the organizer of the committee for the selection of the Student Senate Scholarship, Zoompa Scholarship, and Commencement speaker.
2.8 Review posted office hours and report missed hours to the Court.
2.9 Assume the position of President should the office be left permanently vacant.

Section 3. **Director of Treasury**

3.1 Maintain control of all assets of the Senate.
3.2 Attend the President's meetings held by the Student Organizations Committee.
3.3 Work with the chairperson of the Instruments Committee to amend, maintain and promote the literacy of the Finance Handbook.
3.4 Maintain the inventory records and oversee the contracts between student organization presidents and the Senate to ensure proper purchasing and disposal of inventory.
3.5 Meet with the Senate Accounts Clerk to discuss the accounts of the Student Body and propose changes.
3.6 Approve contingency grant requests and category transfers.
3.7 Impose fines on student organizations.
3.8 Freeze loans to student organizations.
3.9 This position may not be held concurrently with any position in the Senate Accounts Office.
3.10 Proposes the Student Senate's annual budget in the Spring semester for the following fiscal year with the assistance of the Student Organizations Committee.
Part 1. **Vice Director of Treasury**

3.11 The Vice Director of Treasury is pulled from the Assembly. The Vice Director of Treasury may not be a Chairperson or Vice Chair.

3.12 The Vice Director of Treasury is appointed by the Director of Treasury and confirmed by the Cabinet.

3.13 The Vice Director of Treasury is to advise the Director of Treasury on the allocation of the Student Activities Tax fund.

3.14 Should the Director of Treasury act outside of their authority or break the rules set forth for the position, it is the duty of the Vice Director of Treasury to report it to the Court.

3.15 Should the Director of Treasury impose fines on an organization, or freeze an account, they must report that action to the Vice Director of Treasury immediately. The Vice Director of Treasury must bring a bill approving the Director's actions to the Assembly, if and only if the freeze or fines are to last longer than ten (10) business days.

3.16 The Vice Director of Treasury sponsors Contingency Grant bills on behalf of the Director of Treasury.

3.17 The Vice Director of Treasury may approve Student Organizations expenditures along with the Director of Treasury but is not a signatory.

3.18 Has the power of the Director of Treasury in the officer's absence.

3.19 Should the Director of Treasury seat become permanently vacant the Vice Director of Treasury assumes the seat until a new Director of Treasury is elected by the Assembly.

3.20 All consequences of actions of the Vice Director of Treasury are shared with the Director of Treasury.

Part 2. **The Treasury**

3.21 The Treasury is to act as if it were a committee with the goal of advising the Director of Treasury as needed and helping with the annual budgeting process.

3.22 The Treasury is chaired by the Director of Treasury.

3.23 The Treasury is vice chaired by the Vice Director of Treasury.

3.24 The Treasury is to be called as needed by the Director of Treasury. When budgeting is not being worked on the Treasury will consist of only the Director and Vice Director of Treasury.

3.25 Once budgeting begins, the Treasury will gain three additional members from within the Senate, nominated and elected by SOC.

3.26 The Vice Director of Treasury may leave their standing committee and use the Treasury to fulfill the role of committee involvement as outlined in Article 1, Section 4.

3.27 If a representative joins the Treasury and wishes to serve on the Treasury instead of their previous standing committee, they must gain approval from both the Director of Treasury as well as the Speaker of the Assembly.

Section 4. **Director of Operations**

4.1 Have responsibility for, administer and record the internal accounts of the Senate.

4.2 Annually prepare and present the internal budget of the Senate.

4.3 This position may not be held concurrently with any position in the Senate Accounts Office.

4.4 Upon passage of legislation involving the spending of money in the Senate's internal accounts, the Director of Operations must follow the recommended action stated in the legislation's Resolved(s).

4.5 Hold at least one (1) senate event per semester that specifically pertains to fundraising.

Section 5. **Director of Communications**

5.1 Oversee the dissemination of information regarding the functions and activities of the Senate to the campus community and all relevant external parties, with the goal of informing the university community about recently completed, current, and future projects of the Senate.

5.2 Promote and communicate activities, events, and programs put on by the Senate and its recognized organizations with a focus on distributing through social media.

5.3 Develop and distribute the monthly Senate newsletter no later than the third of every month.

5.4 Maintain the Senate's advertising space.

5.5 Keep open communication with the Senate's recognized student organizations and the Student Event Advising Office.

5.6 Report to the President on the Senate's status in the media.

5.7 In the case of a General Assembly Meeting being canceled, the Director of Communications will issue a notice, via email or some other form of media, to inform the public of the cancelation.

Section 6. **Director of Information**

6.1 Collect minutes from Vice Chairs and Recording Secretaries from all parts of the Senate.

6.2 Publish and maintain meeting minutes online for public use.

6.3 Have responsibility for, administer, and record the Senate's institutional knowledge, as well as act upon requests for institutional knowledge from any member of the URI community.

6.4 Ensure the integrity of the Senate's records.

6.5 Collect all transitional materials from all members of the Senate and distribute them to appropriate students joining the Senate.
6.6 Organize and present a comprehensive report to the Assembly, which shall include at minimum the status of work and record keeping by the Director of Information, to be published annually two weeks prior to the Annual Meeting of the Assembly.

Section 7. Speaker of the Assembly
7.1 The Speaker of the Assembly will appoint a Recording Secretary of the Assembly, who will record minutes at meetings of the Assembly.
7.2 The Speaker of the Assembly will compile and distribute the agenda and weekly committee minutes to the Assembly’s meetings no later than two (2) business days before the start of the meeting.
7.3 The Speaker of the Assembly may reject any legislation brought to the floor that was not on the night's agenda.
7.4 The Speaker of the Assembly may refer matters to committees on the floor.
7.5 The Speaker of the Assembly may yield time to members of the Court or Executive without a representative giving them the floor in order to read reports.
7.6 The Speaker of the Assembly may yield time to anyone attending an Assembly meeting in order to speak during General Discussion and Open Forum without a representative giving them the floor.
7.7 Decisions of the Speaker of the Assembly may be overturned by a majority vote of the Assembly.
7.8 The Speaker of the Assembly takes attendance at the beginning and end of Assembly meetings.
7.9 The Speaker of the Assembly will chair a meeting directly after the Assembly meeting. This meeting will be for Chairpersons to deliver progress reports to the Speaker of the Assembly, as well as to vote in vice chairs. This meeting is not weekly, but instead is called for, when necessary, by the Speaker of the Assembly.

Section 8. Meetings
8.1 The Cabinet is to hold meetings when called by the President. Meetings are to follow the same guidelines as outlined for Assembly meetings in Article 2, Section 5, and are chaired by the President.
8.2 Any member of the Cabinet may record minutes for meetings, so long as they are submitted to the Director of Information within two (2) business days.
8.3 Chairpersons, Speakers, and Jurists are allowed to attend and participate in Cabinet meetings at the request of the President but may not participate in voting.

Section 9. Relief
9.1 Any member of the Executive may be temporarily excused from their duties for reasons including, but not limited to, a personal illness or injury, death or serious illness or injury in the family, an exam, or a religious holiday.
9.2 A leave of absence will take effect upon written notice to the President.
9.3 Unless a temporary replacement has been duly appointed or elected, it is the responsibility of the excused representative to ensure that their office is faithfully conducted during their absence.

Section 10. Stipends
10.1 All stipend positions or positions that are looking to be stipended must go through a yearly review process.
10.2 The position will go through a review process by the Student Organizations Committee, who will determine if the position becomes approved to continue or become a stipended position.
10.3 If the Student Organizations Committee decides the position is worthy of a stipend, then the position in question will then go to the Treasury who will determine the amount of money the stipend will be worth.
10.4 In the case of the stipend for a Student Senate position, the decision of the Treasury will then go to the Court to determine if the stipending process was fair.
10.5 Should the Court determine that the process for internal stipends was unfair, the Court will submit a recommendation for the stipend to the Assembly who will vote to uphold the Court's decision or return to the original recommendation.
10.6 The position in question should be notified at all points in this process.
10.7 If a person wishes to appeal, they may do this during any point in the process, they may direct their appeals in the form of a letter to the Court.
Article 4. **JUDICIAL BRANCH**

Section 1. **Authority**

1.1 The Court may overturn any act of the Executive or the Assembly if it is not in compliance with the Student Senate's instruments of organization.
1.2 The Court may only rule on questions after attempting to hear all relevant arguments.
1.3 The Court may enforce its own rulings or require the Executive to enforce rulings. These judicial decisions grant the Court all power necessary and proper to carry out their rulings, as long as those actions fall in line with Federal, State and University policy.
1.4 Decisions of the Court may not be appealed.
1.5 The Head Jurist may appoint a constituent to be the Recording Secretary of the Court. The Recording Secretary is a non-voting member of the Court and takes minutes during all closed meetings.

Section 2. **Proceedings**

2.1 Proceedings involving the Court must take place at meetings which are open to the public unless proceedings concern possible disciplinary action such as a hearing.
2.2 If the Court challenges an act or action of the Legislative or Executive branch because it may not be in compliance with the Student Senate’s instruments of organization, the Court by unanimous vote may temporarily suspend all of the effects of any measure until a final ruling is made.

Section 3. **Meetings**

3.1 The Court will meet as necessary at the call of the Head Jurist or any two (2) Jurists.
3.2 The reason for the meeting must be stated in the call.
3.3 Reasonable notice must be given.
3.4 The Court may not convene over the Summer except with the unanimous consent of the Jurists and may not summon others to its meetings during this time.

Section 4. **Records**

4.1 The Court will store independent records of its meetings and acts in a secure location.
4.2 No person other than a Jurist or the Court Recording Secretary may access the Court records without approval.

Section 5. **Reversal**

5.1 Court decisions may only be overturned by unanimous vote of the Court.
5.2 Only the Court may ask itself to reverse decisions.
Article 5. Rules for Trial and Discipline

Section 1. Definitions

1.1 Reporting Party/Complainant: the party which brings a formal grievance before the Assembly for a trial; typically, the Court, possibly a Special Committee (see 2.03 below).
1.2 Respondent: the party against which a formal grievance was filed.
1.3 Designated Authority: member of the Student Senate, or designee, present at each trial only to ensure it is conducted properly.
1.4 Administrator: a member of the Student Senate, or designee, present to represent the Reporting Party/Complainant in a hearing.
1.5 Advocate: a person chosen by the Respondent to represent the Respondent in the hearing.
1.6 Dated Complaint: a formal grievance including alleged violation/infraction, date of occurrence, and the date of submission.
1.7 Charge: documentation stating the violation of policy, procedure, or other governance document.

Section 2. Complaint Procedure

2.1 When the Court receives a dated complaint against an act or behavior that could result in disciplinary action, the Court will inquire into the complaint and make all reasonable efforts to meet with the Respondent and any relevant parties.
2.2 After inquiring into the complaint, the Court will write a report which will include the substance of the complaint, any charge that may derive from it, the recommended course of action, and the resolutions necessary to pursue that course of action.
2.3 If the Court fails to produce a report about a complaint after fifteen (15) business days following the submission of a dated complaint or if the complaint is submitted against a member of the Court, the Assembly may form a Special Committee who are not members of the Student Senate to process that one (1) complaint in the same manner as the Court.
2.4 The recommended action and resolutions must be relevant to the charge at hand.
2.5 If the Court or Special Committee recommends no action need be taken, then no hearing will be held.
2.6 If the Court or Special Committee recommends action be taken, the complaint will go to a hearing and the Court or Special Committee will either choose a designee or be the Administrator for that hearing.

Section 3. Hearing Preliminaries

3.1 The hearing shall be held during the next regular meeting of the Assembly after two (2) business days following the day the Court or Special Committee recommends action.
3.2 The Reporting Party/Complainant must provide two (2) business days' notice to the Administrator to appoint an Advocate; the notice must include the time and place of the meeting and a copy of the charge(s).
3.3 The Reporting Party/Complainant must appoint both the Designated Authority and the Administrator.
3.4 If no Advocate is present for the hearing, the hearing will proceed without a defense.
3.5 The hearing must be the first item of business before the Assembly at its next regular meeting where a quorum is present.

Section 4. Hearing Procedure

4.1 The hearing will be closed to all but the members of the Assembly, the Designated Authority, the Administrator, and the Advocate.
4.2 The Designated Authority will assume the chair for the duration of the hearing.
4.3 The Designated Authority will read the charges.
4.4 The Administrator will read their report, to which the Advocate will be allowed to respond.
4.5 The Administrator and Advocate will both be allowed to introduce witnesses and evidence as they see fit, and cross-examination and rebuttal will be allowed for each at the discretion of the Designated Authority.
4.6 The Administrator and Advocate will each be allowed closing remarks.
4.7 After closings remarks, the Administrator and Advocate will leave the chamber.
4.8 The Assembly will discuss and vote on each individual resolution proposed by the Administrator as though they had been moved and seconded by the Assembly.
4.9 All votes are to be taken by secret ballot. The Designated Authority and Speaker of the Assembly will count ballots. The Designated Authority may appoint members of the Senate to help count the ballots.
4.10 No measures may be passed which are more extreme than the resolutions recommended by the Administrator but must be relevant to the charge at hand.
4.11 If no further resolutions are to be voted on, the Designated Authority will yield the chair to the Speaker of the Assembly, who will re-open the meeting.
Section 5. Discretion

5.1. The Reporting Party/Complainant, the Assembly, the Designated Authority, Administrator, Advocate, and all involved parties must ensure to their utmost the privacy of the Respondent and various complainants and witnesses at all times; The Senate may publish that an individual has been disciplined or expelled, but may not reveal charges, evidence, or witnesses unless the Court determines it is absolutely necessary; proceedings under the provisions of this chapter are to take place in sessions which are closed to the public.
Article 6.

**RULES FOR STUDENT ORGANIZATIONS**

**Section 1.** Definition

1.1 The Student Senate may recognize student organizations whose missions and actions are unique and serve to better the University community.

1.2 Recognition may be granted by a majority vote of the Assembly.

**Section 2.** Eligibility for Recognition

2.1 No student organization may be recognized which does not have at least ten (10) members, of whom a majority are undergraduate students.

2.2 The Student Organizations Committee will maintain a Model Constitution and no student organization may be recognized unless it has approved a constitution containing all provisions of the Model Constitution or reasonable substitutes therefor.

2.3 No student organization may be recognized which cannot demonstrate that it does not present an undue risk to the health, safety, and welfare of its membership or the student body.

2.4 Student organizations must meet and follow the proper election rules for officers provided by the Student Senate. Student organizations must meet weekly or monthly.

2.5 The Student Organization Committee will advise the Assembly on whether or not a student organization should be recognized based solely on the provisions of the Student Senate's instruments of organization.

2.6 No student organization shall be recognized unless three (3) members of the executive board have received Bystander Awareness Training through the i-Stand Program.

2.7 Training sessions will be offered at the first and last Student Organizations Meeting of the year.

2.8 If members are not able to attend these trainings offered at the President's Meeting, they must set up their own training through the i-Stand office within a reasonable time as deemed appropriate by the Student Organizations Committee.

2.9 Following the elections for the executive board in the Spring, clubs will have until the first President's meeting of the following semester to train their executives.

2.10 The Student Senate functions as though it were inherently recognized.

**Section 3.** Rules for Recognized Student Organizations

3.1. The President of each Senate recognized organization must attend a monthly Student Organizations Meeting hosted by the Student Organizations Committee either in person or by proxy to discuss upcoming events and reflect on relevant experiences. Five (5) business days' notice will be given for these meetings.

3.2. Student organizations, once recognized, must reapply annually in order to be re-recognized.

3.3. If student organizations have a problem or dispute between them, the officers may reach out to the Student Organizations Committee to mediate the issue. This complaint must be made in writing or through an email.

**Section 4.** Non-Discrimination Clause

4.1. No student organization shall be permitted to discriminate, limit membership, or in any way impede equal opportunity on the basis of race, color, sex, gender, sexual orientation, disability, national origin, age, marital status, political affiliation, nor religious affiliation nor any other non-merit factor unless limitation in membership is relevant and important to the mission of the organization.

4.2. Limitation in membership is relevant and important to the mission of the student organization if including members whose nature or viewpoint disrupts the functioning of the organization in such a way that the organization's freedom to associate is compromised.

4.3. The Student Organization Committee determines whether limitation in membership is relevant.

**Section 5.** Revocation of Recognition

5.1 The Senate may, at any time, cease to recognize any student organization which poses a clear and direct threat either to the Student Senate or the Student Body, jeopardizes the Student Senate's status as a 501(c)(3) non-profit organization, or fails to meet recognition requirements. Such an act must be done through legislation proposed by the Student Organizations Committee.
Article 7. ELECTIONS

Section 1. Committee on Elections

Part 1. Charge

1.1 The Committee on Elections shall be a special committee formed at the last meeting of the academic year for the fall elections, at the first meeting in December for the spring elections, or for special elections to conduct, supervise, and tabulate the results of all popular elections and referenda. When the results of a particular series of elections, for which the committee may have been formed are accepted by the Assembly, the committee shall be discharged. The Committee on Elections shall have the power to:
   - Propose legislation to call elections, certify results and report these results to the Assembly with a recommendation regarding validation.
   - Reapportion Representative seats annually with the consent of the Assembly.
   - Interpret and enforce the election rules.
   - Request to the Court to disqualify a candidate who has violated the election rules. All candidates must be notified immediately of this action and may appeal to the Court.
   - Review and accept Senator's requests to be active members of nominee's campaign staff.

Part 2. Composition

1.2 This committee will be comprised of five (5) Senators, all of whom shall be elected internally by the Assembly. No person who is a declared candidate or a member of the Court may serve as a member of the Committee on Elections for that specific election.

1.3 The committee will work with the Coordinator of Senate to keep track of information about candidates and their campaigns.

Part 3. Conflict of Interest

1.4 If anyone believes there is a conflict of interest between a candidate and a member of the Committee on Elections, they may submit a case to the Court. The Court has the power to excuse members from the Committee on Elections should they find evidence that a conflict of interest is present. The Assembly will then vote in a new member.

1.5 Members of the committee shall remain neutral during the election process and will refrain from publicly supporting candidates.

Section 2. Elections by Any Means

Part 1. Nomination

2.1 Any person may be nominated to any seat that they are eligible to hold; no person may be nominated to any seat that they are not eligible to hold.

2.2 No person may be nominated to any seat who is not in good academic standing.

2.3 Any candidate may reject or withdraw their nomination at any time.

2.4 Any candidate may be disqualified for failing to adhere to the rules of election.

2.5 If a candidate is one of multiple running on the same ticket and rejects or withdraws their nomination or is disqualified, then the entire ticket is considered to have been rejected or withdrawn its nomination or been disqualified.

Part 2. Campaigning

2.6 No Student Activities Tax funds will be spent in support of a candidate, except that office supplies may be offered equally, at cost, to all candidates.

2.7 No candidate may engage in falsification or slander, nor may they encourage it.

2.8 No person may discuss candidates or referendum questions at the polls; the ballots of voters caught doing so will be voided.

2.9 No candidate may conduct themselves in a manner intentionally averse to the ideals or interests of the Senate or Student Body.

Part 3. Voting

2.10 All votes must be cast by secret ballot.

2.11 No voter may cast more than one vote for a single candidate

2.12 No party mark or designation will appear on any ballot.

Part 4. Timing

2.13 The Jurists of the Court will be elected in the spring semester before the Annual Meeting of the Assembly, and then as necessary to fill vacancies as they arise. No person may be named Head Jurist until they are sworn in.

2.14 The President, Vice President, and Representatives to the Assembly will be elected in the spring semester before the Annual Meeting of the Assembly, excepting that the First-Year Representatives will be elected as early as may be practicable in the fall semester. Elections to fill empty representative seats may take place as vacancies arise.

2.15 The offices of the Cabinet will be elected as soon as practicable after the Annual Meeting of the Assembly, and as
necessary to fill vacancies as they arise.

Part 5. Appeals

2.16 Any person who disagrees with the manner in which an election is executed may appeal to the Court, or, if the election is a court election, to the Assembly, which body may overturn, cancel, or otherwise command the election be corrected as they see fit.

2.17 The body to which the appeal is made will make every reasonable effort to hear all relevant arguments before ruling.

2.18 Any measure enacted by the Senate regarding the election is valid until the body has voted on the appeal.

2.19 No measure may be appealed more than once.

Part 6. Procedure

2.20 Voters must either appear in person at the polls and provide the election officers with their identity and eligibility or use their username and password to vote online.

2.21 The Committee on Elections shall designate members of Senate to work at the polls and on the voting website.

2.22 It shall be the duty of each Senator who is not a candidate or a member of a candidate’s active campaign staff to work at least one hour at each election.

2.23 It is the duty of each Senator to make sure the voting area is in compliance with all election standards.

2.24 In the event that the voting area has been compromised, the situation must be documented and reported to the Committee on Elections, who shall deliberate if the violation had any effect on the election.

2.25 No person who is a candidate shall be permitted to work at the polls or on the voting website.

2.26 The polls shall be open on, at minimum, two consecutive class days. Polls shall open no later than 9:00 a.m. and will close no earlier than 5:00 p.m. each day. Online voting shall be available from 9:00 a.m. on the first day until 5:00 p.m. on the second day.

2.27 The Speaker of the Committee on Elections may request the Senate Coordinator, Secretary worker, Advisor (or delegate), or any member of the Senate to work an election booth in an emergency situation.

Section 3. Election by Constituency

Part 1. Nomination

3.1 No person may be nominated to be elected by a constituency except by themselves.

3.2 To nominate oneself, a constituent must declare in writing their full name, position sought, the form of their name that they would like to be printed on the ballot, that they expect to remain a constituent of the Senate for their full term, and that they have read and agree to adhere to the provisions of the Senate’s rules. They must also furnish the Committee on Elections with their local address, email address, and telephone number.

3.3 An executive ticket is treated as a single, inseparable nomination. Both candidates must be present to nominate.

3.4 The Committee on Elections may impose reasonable deadlines for nominations at their discretion.

Part 2. Campaigning

3.5 There is no limit on the amount that a candidate may spend in pursuit of office.

3.6 Candidates may be required to furnish the Senate with information regarding the source and destination of campaign funds.

3.7 No person may campaign within fifty (50) feet of a building where polls are open.

Part 3. Results

3.8 Elections are decided by a plurality.

Section 4. Election by a Lesser Body

Part 1. Nomination

4.1 In the case of the Court and the Cabinet, nominations may be submitted only by the President, who will nominate at least one (1) eligible constituent to each position except the Speaker of the Assembly.

4.2 In all cases where a method of nomination is not specified, any voting member of the electing body may nominate any eligible constituent to the position. Such nominations must be seconded except where the electing body has fewer than seven (7) members.

4.3 Nominees through the internal election system may not be elected the same night as they were nominated.

Part 2. Deliberation

4.4 Each nominee will be allowed to speak on their own behalf.

4.5 Each nominee will be allowed to answer whatever questions the body may ask them.
Article 8. **SUMMER ASSEMBLY**

Section 1. Charge

1.1 The Summer Assembly shall be a special committee formed at the end of the spring semester. Nominations will open at the general meeting three (3) weeks before.

1.2 The Summer Assembly shall meet only when necessary at the request of the President or Assembly.

1.3 The Summer Assembly cannot pass legislation.

Article 9. **METHOD OF AMENDMENT**

These Bylaws may be amended through legislation enacted by three-fourths (3/4) vote of the Student Senate at any regular meeting, provided that the amendment has been introduced at least five (5) business days earlier. If legislation making an amendment to these Bylaws would change the name of an Article, the page number that an Article, the name of a Section, and/or the page number of a Section, or that would establish an additional Article and/or Section, then the legislation must include appropriate changes to the Table of Contents. Amendments which solely correct spelling, punctuation, terminology, or numerical standard, or which bring this document into compliance with Federal, State, Local, or University policy, or which correct errors regarding the Table of Contents, may be made at any time by the Instruments Committee. Such amendments need not be approved by the Assembly.