



R·I·T
**student
government**

**Rochester Institute of Technology
Student Government**

BYLAWS

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Article I: Legislative Branch

Section 1: Membership

- A. There shall be an Academic Senator from each of the following areas:
 - a. College of Applied Science and Technology
 - b. College of Health Sciences and Technology
 - c. College of Imaging Arts and Sciences
 - d. College of Liberal Arts
 - e. College of Science
 - f. Golisano College of Computing and Information Sciences
 - g. Kate Gleason College of Engineering
 - h. National Technical Institute for the Deaf
 - i. Saunders College of Business
 - j. School of Individualized Study

- B. There shall be a Community Senator from each of the following student body communities:
 - a. The community including all students that identify as female.
 - b. The community including Students who are members of Office of Fraternity and Sorority life recognized Greek organizations.
 - c. The community including all Cross-Registered Students (NTID/RIT Students).
 - d. The community including all Graduate students.
 - e. The community including all those that are first-year (year level 1) as defined by the registrar's office.

- C. There shall be a voting representative (President, Vice President, or their designee upon approval of Senate Chair) from each of the following Representative Student Organizations (RSOs) who shall abide by these bylaws:
 - a. ALANA Collegiate Association (ACA)
 - b. Global Union (GU)
 - c. NTID Student Congress (NSC)
 - d. Student Athlete Advisory Committee (SAAC)
 - e. OUTspoken

- D. There shall be non-voting representatives from the Executive Branch
 - a. Student Government Standing Committees:
 - i. Housing and Dining
 - ii. Facilities, Parking, and Transportation
 - iii. Sustainability
 - iv. Academics and Co-ops
 - v. Student Affairs
 - b. Student Government Cabinet

- E. There shall be a voting representative from each of the following Governance Groups, whose attendance is non-mandatory for quorum calculations:
 - a. Academic Senate
 - b. Staff Council

- F. University Council Representation
 - a. Shall be composed of the Student Government President and Vice President, or their designees
 - b. RSO President or Vice President or their designees
 - c. 2 Academic Senators
 - d. 2 Community Senators
 - e. In the event that a seat is unfilled, then it will be filled by Student Government representatives

Section 2: Duties of Senators & Voting Representatives

- A. Shall serve as a liaison between Student Government and their constituencies.
- B. Shall attend all Student Senate meetings (unless excused by the Chair of Senate).
- C. Shall, to the best of their ability represent the interests of their constituencies.
- D. Shall confirm all appropriate Executive appointments.
- E. Shall have the ability to override a Presidential veto by a two-thirds majority.
- F. Shall abide by all terms agreed upon in their position expectations.

Section 3: Duties of Non-Voting Representatives

- A. Shall serve as a liaison between Student Government and their respective group.
- B. Shall attend all Student Senate meetings, unless excused by the chair of Senate.
- C. Shall make timely reports to the Senate.

Section 4: Voting

- A. Quorum
 - a. Two-thirds of the student voting members must be present to achieve a quorum for the transaction of business at Student Senate meetings.
 - b. A member who is late to meeting without an excuse will be counted as absent at the discretion of the Senate Chair.
 - c. Non-student voting representatives do not affect quorum calculations.

- B. Voting Authority
 - a. All resolutions presented before the Senate shall pass by simple majority unless otherwise specified in the Charter, Bylaws, or Robert's Rules of Order, Newly Revised or subsequent revisions.
 - b. Each voter outlined above shall receive one vote.
 - c. The Senate Chair shall have the right to vote only to break a tie.
 - d. All voting must take place at a meeting open to the public unless otherwise specified by these bylaws.
 - e. There shall be no absentee voting of any kind.

- C. Delegation of Vote

- a. Voters shall have the right to delegate their vote to a member of their constituency subject to approval by the Senate Chair.

D. Voting Session

- a. The voting session of the Student Senate shall be during the normal University academic term. No vote may be conducted during University recess. Voting sessions shall not be declared during summer term.

Section 5: Student Senate Committees

- A. The Senate shall have the power to establish committees as it sees fit, both standing and ad hoc.
- B. The chair for all committees shall be an individual who has been appointed by the Student Government President or their designee and approved by Senate.
- C. Committee membership shall be open to all students and faculty or staff as deemed appropriate by the committee chair.
- D. The Senate shall have the authority to approve a new committee chair, should the original chair be unable to continue in their role for any reason.

Section 6: Senate Confirmation of Executive Appointees

- A. The appointee shall be introduced to the Senate at a regularly scheduled meeting.
- B. The appointee shall be confirmed by a majority vote of the Senate.
- C. In the event that the appointment is not confirmed, a new appointment will be made and presented to Senate according to the above process.

Section 7: Election of Student Senate President-Pro Tempore

- A. The President-Pro Tempore shall be a current Senator.
- B. Nominations for President Pro-Tempore shall occur during the first senate meeting of the Fall Semester.
- C. If there is only one nominee, they shall be elected by a majority vote of the Senate.
- D. If there is more than one nominee, the President-Pro Tempore shall be the nominee who receives a plurality of votes.
- E. The position of President-Pro Tempore shall reside in the name of that Senator and not in the office of the Senator.
- F. In the event of a vacancy, the Senate shall elect a new President-Pro Tempore as outlined above.

Section 8: Election and Responsibilities of the Parliamentarian

- A. The position of Parliamentarian may be held by any member of Senate.
- B. Nominations for Parliamentarian shall occur during the first senate meeting of the Fall Semester.
- C. If there is only one nominee, they shall be elected by a majority vote of the Senate.
- D. If there is more than one nominee, the Parliamentarian shall be the nominee who receives a plurality of votes.

- E. The position of Parliamentarian shall reside in the name of that person and not in the office of that person.
- F. The Parliamentarian shall become familiar with Robert's Rules of Order Newly Revised, latest edition.
- G. The Parliamentarian shall provide the members of Senate with training on simple parliamentary procedures as necessary.
- H. The Parliamentarian shall assist the Chair in meeting preparation when requested.
- I. The Parliamentarian shall advise the Chair, when requested on questions of parliamentary procedure.
- J. The Parliamentarian shall assist the Chair by keeping track of the order of the meeting and ensuring procedure is followed through motions, amendments, voting, etc.
- K. The Parliamentarian shall assist the Director of Operations with bylaw review and ensure all proposed amendments to the standing documentation are aligned with parliamentary procedure.
- L. In the event of a vacancy, the Senate shall elect a new Parliamentarian as outlined above.

Section 9: Standing Committees

- A. Standing Committee Guidelines
 - a. Shall only work on charges assigned by the Student Government Senate.
 - b. Shall meet regularly during open University sessions, excluding academic recess and summer term.

Section 10: Compensation

- A. Senators and RSO members may be compensated for Student Government related service per week at the current stipend level, set in conjunction with the Student Employment Office. Work will be subject to verification by the President and Vice President signing off on the timesheets. Any discrepancies will be referred to the Administrative Advisor. The Administrative Advisor will have final approval to question the Senator or RSO member and/or modify the timesheet if a discrepancy cannot be resolved.
- B. A stipend structure shall be presented to the Senate every fall semester for approval. If any changes to the structure are proposed, the Director of Finance will coordinate the proposal for changes with the Student Government Administrative Advisors and the appropriate Center for Campus Life professional staff as well as the Finance Committee.
- C. If Senate deems necessary, they may call on the Finance Committee at any time to review the current pay structure and create a proposal to correct any issues present.

Section 11: Impeachment

- A. President, Vice President, Senators, or RSO elected positions must be impeached to be removed from office.
- B. Impeachment for these positions will follow the procedure outlined in the appendices of these bylaws.

Article II: Executive Branch

Section 1: Membership

- A. President (elected)
- B. Vice President (elected)
- C. Cabinet
 - a. Director of Finance (appointed)
 - b. Director of Student Relations (appointed)
 - c. Director of Services (appointed)
 - d. Director of Programming (appointed)
 - e. Director of Marketing (appointed)
 - f. Director of Operations (appointed)
- D. Standing Committee Chairs (appointed)

Section 2: Qualifications for Appointed Positions

- A. Shall have completed at least two semesters at Rochester Institute of Technology, as recognized by the University.
 - a. Committee Chairs must have completed at least one semester at Rochester Institute of Technology, as recognized by the University.
- B. Shall have a cumulative grade point average of a 2.5 or higher
- C. Shall have a last semester (taking full-time load of classes at RIT) grade point average of 2.0 or higher.
- D. Shall be in good academic standing
- E. Shall not be subject to current disciplinary probation.
- F. Shall be a matriculated full-time student.
- G. Shall be appointed by the incoming President, and confirmed by Student Senate by a majority vote. With the exception of the Director of Operations, which shall be appointed in conjunction with the Calendar Year.
- H. Shall abide by all terms agreed upon in their position expectations.

Section 3: Duties

- A. President
 - a. Shall be the Executive Officer of the Student Government and must authenticate, by signature, all acts, orders, and procedures of Student Government, and has the power to delegate that authority.
 - b. Shall have veto power over all Senate legislation.
 - a. If legislation is not vetoed within six business days (not including University recess), it shall be considered approved.
 - b. A veto shall be in the form of a Letter of Veto to the members of the Senate.
 - c. A veto must be over the entirety of a legislative piece and not a subsection or line item.
 - c. Shall have the ability to authorize financial acts, orders, and procedures for organizations in the event of an absence of their Finance Director.

- d. Shall be an ex-officio member of all Student Government committees.
 - e. Shall chair Cabinet meetings.
 - f. Shall be entitled to act on behalf and in consultation with the Cabinet.
 - g. Shall supervise Cabinet members.
 - h. Shall be the Student Government liaison to the RIT Administration, faculty, and Board of Trustees.
 - i. Shall chair the Student Government Global Committee, or their designee.
 - j. Shall be responsible for coordinating relations with other college campuses.
 - k. Shall oversee the proceedings of the RSOs to ensure that their operations are consistent with the Student Government Bylaws.
- B. Vice President
- a. Shall chair the Student Senate and other meetings deemed appropriate by the Senate.
 - b. Shall supervise the work of the Senators.
 - c. Shall be responsible for ensuring Student Government representatives are present at internal Student Government committees.
 - d. Shall chair the Student Government Governance Committee, or their designee.
- C. Director of Finance
- a. Shall authenticate, by signature, all financial acts, orders, and procedures of the Executive Branch, Student Senate, and Finance Committees.
 - b. Shall chair the Finance Committee, and advise the Greek Finance Committee and Competitive Sports Club Federation.
 - c. All Student Government purchases must be approved by the Director of Finance and the Administrative Advisor.
- D. Director of Programming
- a. Shall oversee coordination of Student Government events.
 - b. Shall provide support for RSO programming directors and Student Government Senators as needed.
- E. Director of Marketing
- a. Shall supervise and coordinate the Marketing team.
 - b. Shall oversee communications published by Student Government.
 - c. Shall oversee usage and modification of the Student Government Logo as described in the appendices of these bylaws.
- F. Director of Services
- a. Shall supervise and coordinate the Services Team.
 - b. Shall chair the Student Government Technology Committee, or their designee.
 - c. Shall oversee all Student Government services.
- G. Director of Student Relations

- a. Shall represent the student body as a whole by advocating for students and student groups.
- b. Shall be knowledgeable of University Policies and Procedures.
- c. Shall oversee and manage Student Government representatives for all external University committees.
- d. Shall advocate on behalf of first-year students until such time as the First-Year Senator is appointed in the beginning of Fall semester.
- e. In the event of a vacancy in a Senator position, they will advocate (non-voting) on behalf of that Senator's constituency until the position is filled.
- f. Shall be responsible for managing updates and responses to all petitions that have reached the signature threshold.
- g. Shall co-chair the Club Review Board with the Clubs Graduate Assistant from the Center for Campus Life.

H. Director of Operations

- a. Shall make all Student Government bylaws and digital media available to students.
- b. Shall be responsible for writing and distributing weekly minutes of all Student Senate, Cabinet and Senator Meetings within 48 business hours following the meeting time.
- c. Shall be responsible for recording and filing all Student Government resolution documents.
- d. Shall work with RIT Archives to ensure all Student Government related information is up to date.
- e. Shall be responsible for setting up and overseeing the process for the transitioning of administrations within Student Government.
- f. Shall oversee the operations of all internal Student Government committees.
- g. Shall ensure quorum is met at Senate.

I. Standing Committee Chairs

- a. Shall chair a standing legislative committee.
- b. Shall report to the Director of Operations.
- c. Shall be a non-voting member of Senate as a representative of the Standing Committee, or their designee as approved by the Chair of Senate.
- d. Shall follow committee guidelines outlined in these bylaws.

Section 4: Removal from Office

- A. A cabinet member or committee chair may be removed from office for subsequent failure to meet qualifications or position expectations. Such action shall be initiated by the President, in accordance with NYS fair labor laws, provided written notification of removal is given to the member.

Section 5: Executive Committees

A. Finance Committee

- a. Shall define, maintain, and supervise finance policies for all organizations that receive Student Activities Fees in accordance with University policy.

- b. Shall make decisions on Requests for Funds.
 - c. Shall follow the operating procedures outlined in the bylaw appendices.
- B. Club Review Board
 - a. Shall annually review Club Guidelines.
 - b. Shall make recommendations to the President of Student Government on any University policy or procedure that affect clubs at RIT.
 - c. Shall follow the operating procedures outlined in the appendices of these bylaws.
- C. Governance Committee
 - a. Shall report to the Student Government Senate regarding elections.
 - b. Veto power of Governance Committee decisions shall reside with the Student Government Senate by a majority vote.
 - c. Shall oversee the updating and changes of Student Government Bylaws and Charter, subject to Senate approval.
 - d. Shall serve as an open forum for leadership discussions between Student Government and RSOs
 - e. Shall be composed of SG President, SG Vice President, an RSO representative (President or Vice President or their designee as approved by the Chair of Governance Committee) from each RSO.
- D. Global Committee
 - a. Shall report to Student Government Senate regarding RIT Global Campuses.
 - b. Shall contain at most 2 designees from each RIT degree-granting institution.
- E. Technology Committee
 - a. Shall follow committee guidelines outlined in these bylaws.
- F. Competitive Sports Club Federation
 - a. Shall make decisions regarding the recognition all new competitive sports clubs.
 - b. Shall be the governing body for competitive sports clubs.
 - c. Shall follow the operating procedures as outlined in the appendices of these bylaws.

Section 6: Compensation

- A. The President, Vice President, Cabinet Members, and Standing Committee Chairs will be compensated per week at the current stipend level set in conjunction with the Student Employment Office. These hours will be subject to verification by the Administrative Advisor or their designee signing off on the timesheet. Any discrepancies will be referred to the Administrative Advisor. The Administrative Advisor will have final approval to modify the timesheet if a discrepancy cannot be resolved.

Article III: Elections and Eligibility

Section 1. Candidate eligibility

1. Each candidate must have fulfilled 2 academic semesters at RIT by the end of the current semester.
 - a. Exceptions to this are First-Year and Graduate Senator positions being filled in the Fall Election Process.
2. Each candidate must be a full-time student.
3. Each candidate must have a cumulative GPA of 2.5 or higher.
 - a. Any candidate who drops below this after being elected is subject to removal.
4. Each candidate must have a last semester (taking full-time load of classes) grade point average of 2.0 or higher.
5. Each candidate must be in good standing with RIT as prescribed by the Student Code of Conduct.
6. Each candidate must be able to fulfill the complete term for the position they are running for.
 - a. Candidates must not be going on long-term study abroad or on co-op for the duration of the academic year (Fall and Spring semesters) during their term.
7. Each candidate may only run for one position across SG and all RSOs.
8. Each candidate must follow specific position eligibility and elections procedure as described in the Standing Rules of Elections.

Section 2. Spring Elections Procedure

1. The elections for Student Government Senators, President and Vice President will be held in the Spring Semester at the end of each academic year.
2. Voting in these elections shall be open to all RIT students. Students may vote for one candidate for each position they are a direct constituency for.
 - a. Students may choose to abstain from any ballots that they are eligible to vote in. Abstentions shall not count as negative votes.
3. In the event of a tie, the current Senate, barring any representative a part of the position being voted on, will vote to break the tie in closed ballot.
4. Positions following this procedure:
 - a. President and Vice President
 - i. Must run on the same ticket
 - b. Academic College Senators
 - c. Community Senators
 - i. Not including First-Year Senator.
 - d. RSO Presidents and Vice Presidents
 - i. Must run on same ticket

Section 3. Unfilled President and Vice President positions

1. In the event that the Student Government President and Vice President positions remain unfilled at the end of the Spring election cycle, the Student Government Senate shall

appoint an interim President and Vice President, confirmed by a two-thirds majority vote of the Senate.

- a. The interim candidates must satisfy the eligibility requirements as outlined in Article III, Section 1 of these bylaws.
2. In the event that any RSO President and Vice President positions remain unfilled at the end of the Spring election cycle, said RSO's representative body, as outlined by their bylaws, shall, pending confirmation by a two-thirds majority vote from the Student Government Senate, appoint an interim President and Vice President.
 - a. The interim candidates must satisfy the eligibility requirements as outlined in Article III, Section 1 of these bylaws.
3. Interim positions shall remain in office until the position is officially elected in the Fall semester, following the Fall Elections Procedure outlined in Article III, Section 4 of these bylaws.
 - a. Any person holding an interim position shall have the option to officially run for the position during the Fall elections.
4. Interim positions shall hold all their powers of office.
 - a. Any executive board appointments made by the interim President shall be confirmed by the officially elected President in the Fall Semester.
 - b. Should an executive board appointment not be confirmed, the position will become vacant.
 - c. Vacant executive board positions shall be filled by an appointment of the officially elected President, and confirmed by a majority vote of the Student Government Senate.

Section 4. Fall Elections Procedure

1. The elections calendar must be presented to the Senate in a timely manner.
2. The elections will be overseen by Governance Committee.
3. Governance Committee will oversee a committee comprised of Student Government and RSO members to conduct the election procedure, referred to as elections committee.
4. Any unfilled position from the previous Spring Semester will follow this procedure.
5. Senate will vote on candidates for each position brought forth by the elections committee.
 - a. Each candidate chosen to come forward will be chosen based on a selection process by the Student Government elections committee.
 - i. For RSO Fall Elections, the selection process must involve participation from the specific RSO's representative body, as outlined by their bylaws.
 - b. Each candidate will be given equal time to present their platform to Senate as deemed by the Chair of Senate.
 - c. The Senate shall be given the opportunity to ask questions of the candidate as deemed appropriate by the Chair of Senate.
 - d. Voting shall take place by closed ballot and a plurality vote shall win.
 - i.
6. In the event that the Senate deems no candidate is fit for the position, the elections will be reopened for that position at the discretion of the governance committee.
7. Each candidate must follow the guidelines prescribed by the Standing Rules of the Elections.

8. Positions following this procedure:
 - a. First-Year Senator
 - b. Any unfilled position from the previous Spring Election

Article IV: Student Senate Meetings

Section 1: Method of Assembly

- A. All Student Senate meetings shall be open and publicized to the RIT community, with the exception of a closed session deemed appropriate by the Senate Chair.

Section 2: Frequency of Meetings

- A. The Student Senate shall meet at least once a week at a regularly scheduled meeting time, excluding University recess and summer term.
- B. Meeting may be cancelled at discretion of the Senate Chair.

Section 3: Rules of Order

- A. In its deliberations, the Student Senate shall be guided by Robert's Rules of Order, Newly Revised and subsequent revisions, unless otherwise specified by the Charter, Bylaws, or the Standing Rules.

Article V: Filling of Vacancies

Section 1: Succession

- A. The Line of succession to the Presidency shall be:
 - a. President
 - b. Vice President
 - c. President-Pro tempore
 - d. Thereafter, the succession shall be decided upon by the voting members of the Student Senate.

Section 2: Temporary Vacancy in the Legislative Branch

- A. The Senator shall appoint a member of their constituency to act on their behalf subject to Senate Chair approval.
- B. If the Senator fails to appoint a member of their constituency, the Director of Student Relations or their designee shall speak on behalf of the Senator's constituency.
- C. If a Senate seat is vacant for three weeks in a year without just cause, the respective Senator shall be subject to Impeachment.

Section 3: Temporary Vacancy in the Executive Branch

- A. In the event of a vacancy that is known to be temporary, the President or their designee shall assume the duties of the vacant office.

Section 4: Permanent Vacancy in the Legislative Branch

- A. Academic and Community Senators shall be replaced through appointment by the Vice President, subject to confirmation of the Senate.
- B. RSO representatives shall be replaced according to their individual organizational bylaws, subject to confirmation of the Senate.
- C. If the Senate fails to ratify a nominee, the vacant position will remain vacant until the next election cycle, at the discretion of the Senate.

Section 5: Permanent Vacancy in the Executive Branch

- A. In the event of any vacancy in the Executive Branch, the President shall appoint a person to fill the vacancy, which shall be subject to ratification by the Senate.

Section 6: Simultaneous Vacancies in the Executive Branch

- A. In the event of a simultaneous permanent vacancy of the presidency and vice presidency, the President-Pro Tempore will assume the presidency. The Student Senate will be required to elect a Vice President-Pro Tempore who will assume the vice presidency.
- B. In the event of a permanent vacancy of the presidency/vice presidency and a temporary vacancy of the other, the President-Pro Tempore shall assume the presidency. The Student Senate shall elect a Vice President-Pro Tempore to fill the vice presidency until such time as the elected official returns. When the elected official returns, they will assume the presidency, the President-Pro Tempore will assume the vice presidency, and the Vice President-Pro Tempore will relinquish their position as Vice President.

Article VI: Hazing

Section 1: State Law

- A. In accordance with New York State law and University Policy, neither Student Government, nor any organization it recognizes, shall engage in any hazing of any kind.

Section 2: Failure to Comply

- A. Failure to comply with the above will result in possible revocation of recognized status in the case of a recognized group, or possible impeachment for all parties involved in the case of the Student Government Executive Branch or Legislative Branch.

Article VII: Amendments

Section 1: Origination from the Student Senate or Executive Branch

- A. Any amendment originating from the Student Senate or Executive Branch shall follow the procedures outlined in Robert's Rules of Order. Notification of the proposed amendment must appear in an official Student Government media outlet during the week of tabling, or before.

Section 2: Originating from the Students

- A. Any amendment from the students not in Student Government must be presented in written form with reasons for the amendment to the Senate Chair accompanied with signatures from a petition. Once submitted to the chair, the bylaw amendment shall be heard by the Senate according to the procedure in Robert's Rules of Order.

Article VIII: New Senate Positions

Section 1: New Colleges

- A. In the event of the establishment of a new College at RIT, a Senator position will be created for such College at the discretion of Senate with appropriate budget adjustments. Election of the new Senator shall be coordinated by Governance Committee.

Section 2: Other

- A. Additional seats to the Student Senate must be approved through the Amendment Process, outlined in Robert's Rules of Order.

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Re-authored: 12, October 2018
Robert Moakley, President
Corinne Mendieta, Vice President