

This document will hereby serve as the Rutgers University Student Assembly (referred to as “RUSA” or “the Assembly”) Standing Rules. The RUSA Standing Rules serve as an important function in the governing body. They act as guidelines for day-to-day procedures as well as further notation to the RUSA Constitution. It should be noted that the Standing Rules is a separate document from the Constitution and thereby not liable to the same amendment procedure thus making the Standing Rules a more easily changeable and correctable document that will adapt to changes in both time and body. This document will nullify all past legislation that contradicts the material contained within.

I. Meeting Procedure

- a. The Chair or highest ranking committee member present shall chair all meetings. The meeting shall adhere to the current version of Robert’s Rules of Order and to the RUSA Constitution and Standing Rules. Should the rules set forth in the RUSA Constitution or the RUSA Standing Rules differ from Robert’s Rules of Order, the following document will set precedence as follows: RUSA Constitution, RUSA Standing Rules, Robert's Rules of Order.
- b. The Rutgers University Student Assembly shall meet every other week. In weeks when the Assembly does not meet, the Council of Presidents and the Committees shall meet.
- c. All RUSA General Body meetings will consist of the following items. The composition of the agenda, its order and the addition of other items is at the discretion of the Council of Presidents. Prior to approval, the agenda can be amended by a majority vote of the Assembly. If applicable, the item must be read by all members present before a vote is called to add the item to the agenda.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Sector
- VI. External Representatives
- VII. New Business
- VIII. Old Business
- IX. Committee Announcements
- X. Officer Reports
- XI. Internal Representatives
- XII. Press Questions
- XIII. Public Sector
- XIV. Advisors
- XV. Roll Call
- XVI. Adjournment

- d. Debate shall follow the rules prescribed in Robert's Rules of Order. Some general rules that apply include:
 - i. A person may speak on a given issue no more than twice.
 - ii. If there is no time limit set, the time limit shall be five minutes.
 - iii. Debate must be germane.
 - iv. All comments must be directed to the Chair.
 - v. The Chair shall not enter debate.
 - vi. Once a person has begun speaking, his/her time limit may not be shortened.
 - vii. There will be three categories for debate: against, to, for. The speakers list will be closed for each category with three speakers.
 - viii. The speakers list may be reopened for any or all categories by a simply majority vote.
- e. Robert's Rules of Order are used by the Assembly to maintain order and efficiency. When a member of the body wishes to speak, s/he may not speak until the Chair has recognized her/him.
- f. The Assembly may make a meeting closed to the public by a two-thirds (2/3) vote. If a meeting is closed after the meeting has begun, all members of the public must leave the meeting before business may continue.
- g. A quorum is needed to conduct official business, which is any motion or action that requires a vote. Other matters, such as reports, may be made in the absence of a quorum. Neither the Chair, members under censure (as defined by Section VI, part b. i.), nor unfilled seats count when establishing a quorum.
- h. Parliamentarian
 - i. The RUSA Parliamentarian shall be elected through an in-body election at the first organizational meeting of RUSA in April of each year.
 - ii. The RUSA Parliamentarian shall serve a term of one-year beginning immediately after his/her election to the position at the first organizational meeting of RUSA to take place in April of each year.

iii. The RUSA Parliamentarian shall be responsible for interpreting the Constitution and Robert's Rules of Order to maintain order, and advising the Assembly on Parliamentary Procedure.

II. Committees

- a. Core Committees exist on both the Assembly and campus councils. Assembly members must serve on the Assembly committee that matches their campus council committee. The Core Committees are: Academic Affairs, Legislative Affairs, Public Relations, and University Affairs.
- b. The Assembly may create additional committees, which are called Standing Committees. Membership of these committees need not correspond with campus council committee membership. Standing Committees shall be created by amending the Standing Rules, requiring a 2/3 vote of the Assembly. At minimum, there shall exist a mandatory standing committee on Internal Affairs.
- c. Chairs of Committees will be elected by the Assembly at the first organizational meeting of RUSA in April of each year according to the process outlined in the Constitution.
- d. Ad-hoc committees may be created at any General Body meeting by a two-thirds (2/3) vote of the Assembly.
- e. There will be a minimum of four (4) Assembly members plus one (1) Chair on each committee, with the exception of the Internal Affairs committee, which shall have a minimum of four (4) members including the Chair. Committee membership shall be open to all Rutgers University students, with the exception of the Internal Affairs committee, which shall consist only of voting members of the Assembly.
- f. All Chairs of Standing and Core Committees are required to submit a report to the Vice Chair of the Assembly after each committee meeting and prior to the subsequent RUSA General Body Meeting.
- g. The Committees will meet on alternating weeks when the Assembly does not hold a General Body Meeting, at a minimum. The Chair of a committee may schedule more frequent meetings.
- h. Executive Committee
 - i. The Executive Committee shall consist of a Chair, Vice Chair, Recording Secretary, Corresponding Secretary, and Treasurer.

- ii. The Executive Committee is responsible for coordinating the Assembly committees and General Body meetings, and shall meet prior to each meeting of the Assembly, at a minimum.
 - iii. At the Chair's discretion, an emergency executive committee meeting may be called with twenty-four (24) hour advanced notice to the executive committee membership. Missing an emergency executive committee meeting will not result in an absence.
- i. Academic Affairs
 - i. This committee shall be responsible for developing and maintaining a good relationship with the administration and faculty to address student concerns.
 - ii. This committee shall address student academic issues including but not limited to student advising, course offerings, research and scholarship opportunities.
- j. Internal Affairs
 - i. The Internal Affairs Committee shall be responsible for ensuring that members act in accordance with the constitution. The committee will be responsible for overseeing all investigations into any members of the Assembly and issuing a report to the Assembly. The chair of this committee will chair any investigative hearings of the Assembly.
 - ii. It is recommended that all members of the Internal Affairs Committee serve at least one semester on the Assembly before they become a member of the committee.
 - iii. Members of the Executive Committee are prohibited from serving on the Internal Affairs Committee.
- k. Legislative Affairs
 - i. This committee shall advocate for student interests at the local, state and federal government levels on issues that concern and/or affect the student body.
 - ii. This committee shall remain non-partisan and unaffiliated with the Rutgers Administration.
- l. Public Relations Committee

i. This committee's purpose is to reach out to the Rutgers student body to inform them of the Assembly's involvement with university-wide affairs.

ii. This committee shall publicize leadership positions available for fall and spring elections.

iii. This committee shall strive to maintain a good image of the Rutgers University Student Assembly.

m. University Affairs Committee

i. This committee shall work with the non-academic concerns of the students of the University and work to dispel these concerns.

ii. This committee shall work with the administration to address these students' concerns.

n. Student Fee Advisory Committee

i. The Student Fee Advisory Committee, an ad-hoc committee of the Rutgers University Student Assembly, is charged with making recommendations to the appropriate vice presidents on the various changes in student fees each year.

ii. Beginning no later than February 1st, the appropriate Vice Presidents should file a report on the proposed student fees, giving specific departmental budget information. The committee will meet with several department heads to review the budgets and increases in student fees for the upcoming year. The Student Fee Advisory Committee will meet with each Vice President, and a month later, will make a recommendation on the student fees.

iii. The committee shall begin meeting in the spring semester of every year. Each January, RUSA will elect a chairperson to head the committee.

iv. The chairperson's responsibilities will include scheduling the meetings, distributing necessary information on student fees, and acting as spokesperson for student fees to the student assembly. The committee shall consist of representatives from each campus council and professional school.

v. The committee should issue their final report in May.

III. The Roles and Powers of the Executive Committee Members

a. All members of the Executive Committee are elected at the first organizational meeting of RUSA in April of each year in the process outlined in the Constitution.

b. The Role and Power of the Chairperson

i. The Chair of RUSA shall serve a term of one-year beginning immediately after his/her election to the position at the first organizational meeting of RUSA to take place in April of each year.

ii. The Chair will act as the official representative of the Rutgers University student body. He/She will serve as a liaison between the student body, members of the RUSA, the Council of Presidents and the administration. It will be the responsibility of the Chairperson to chair meetings of the Executive Committee and the Council of Presidents and ensure that both committees are productive components of the Assembly. Further, he/she will be responsible for facilitating RUSA meetings and attempting to create a motivated and energetic RUSA dedicated to improving student life at Rutgers.

iii. It will be the responsibility of the Chair to delegate duties to the various committees and executive officers. He/she will also be responsible for enforcing these duties and ensuring that all executive officers and committees are performing their respective duties and are productive. The Chair shall ensure that all RUSA members are active members of at least one RUSA standing committee. The Chair shall appoint members to all special subsidiary committees.

iv. The Chair shall make it his/her responsibility to meet at least bimonthly with the Vice Chairs of Student Affairs and Undergraduate Education to maintain a healthy dialogue between the RUSA and the Rutgers University administration. In addition, the Chair shall be expected to meet with the RUSA advisors on a regular basis.

v. The Chair shall be required to give an up to date report of his/her activities at each RUSA meeting.

c. The Role and Powers of the Vice Chair

i. The Vice Chair shall serve a term of one-year beginning immediately after his/her election to the position at the first organizational meeting of RUSA to take place in April of each year.

ii. The Vice Chair will act as the representative of the Assembly, the Council of Presidents and the student body whenever the Chair is unable to do so and shall assist the Chair in all of his/her duties whenever possible and/or necessary. The Vice Chair shall assume the powers and

responsibilities of the Chair in the event of a temporary vacancy of the office of the Chair. In the event of a permanent vacancy in the office of the Chair, the Vice-Chair shall become Chair. In the event of a vacancy in the office of the Vice Chair the position will be filled through an in-body election.

iii. The Vice Chair shall be in charge of the operating of the RUSA Committees. As such the Vice Chair shall make it his/her duty to meet with the various committee chairs at least monthly to ensure that the Committees are operating in a productive manner and to take the necessary actions to ensure that the committees are productive. The Vice Chair shall review all Committee reports and committee attendance reports weekly to further ensure the efficiency of the committee system.

iv. The Vice Chair will be required to give an up to date report of his/her activities at each RUSA meeting.

d. The Role and Powers of the Treasurer

i. The RUSA Treasurer shall serve a term of one-year beginning immediately after his/her election to the position at the first organizational meeting of RUSA to take place in April of each year.

ii. The RUSA Treasurer shall handle all financial transactions of the Assembly and keep accurate, up to date records of such transactions. The Treasurer shall give the Assembly updated information on all-financial transactions and business, including the balance of funds, at every RUSA meeting.

iii. Only the Chair, Vice Chair, and Treasurer shall be authorized to withdraw funds from the account.

iv. The treasurer shall be responsible for submitting an annual budget to the RUSA Allocations Committee.

v. The Treasurer shall be required to give an up to date report of his/her activities at each RUSA meeting.

e. Role and Powers of the Recording Secretary

i. The RUSA Recording Secretary shall serve a term of one-year beginning immediately after his/her election to the position at the first organizational meeting of RUSA to take place in April of each year.

ii. The RUSA Recording Secretary shall establish and maintain all non-financial records of the Assembly.

iii. It will be the responsibility of the Recording Secretary to prepare the minutes, agenda, and attendance report for each meeting of the Assembly and shall be responsible for filing them in an accessible and efficient manner.

iv. It will also be the responsibility of the Recording Secretary to prepare the roster and contact information of the Assembly and maintain it throughout the year.

v. The Recording Secretary shall be required to give a report of his/her activities at each RUSA meeting.

f. The Role and Power of the Corresponding Secretary

i. The RUSA Corresponding Secretary shall serve a term of one-year beginning immediately after his/her election to the position at the first organizational meeting of RUSA to take place in April of each year.

ii. The RUSA Corresponding Secretary shall be responsible for maintaining all non-financial correspondence of the RUSA and maintaining current and accurate records of such.

iii. The Corresponding Secretary shall be required to give a report of his/her activities at each RUSA meeting.

III. The Council of Presidents

a. The Council of Presidents shall act as the agenda-setting body of the Assembly, as outlined in the RUSA Constitution.

b. The Council of Presidents shall meet in weeks when the RUSA General Body does not meet to facilitate the composition of the agenda.

c. The RUSA Chair shall be the chairperson of the Council of Presidents.

III. Membership

a. Campus Council Representatives

i. Each campus council will send one (1) representative from each core committee, plus one at-large member.

b. Professional School Councils

i. Each professional school council will send one (1) representative per 900 students plus one..

- ii. Professional schools that currently do not have a student governing body may receive this right if they choose to establish a governance system and approve the Constitution of the Rutgers University Student Assembly.

c. Cultural Umbrella Organization Representatives

- i. One (1) representative shall be selected by each of the organizations enumerated below to receive full membership on the Assembly:

1. Asian Student Council
2. Latino Student Council
3. United Black Council

d. Special Population Representatives

- i. One (1) representative shall be selected by each of the organizations enumerated below to receive full membership on the Assembly:

1. Off Campus Students Association
2. Residence Hall Association
3. Educational Opportunity Program Students Association
4. Fraternity and Sorority Affairs
5. Queer Caucus
6. BOT Student Charter Members

- ii. If the Student Representatives to the Board of Governors, Student Representative to the Board of Trustees or the BOT Student Charter Members are not from New Brunswick/ Piscataway in a give year, the position will be suspended until the following election.

e. Non-voting Ex-Officio Members

- i. All Deans of Students will be non-voting ex-officio members of the Assembly.

IV. Attendance

- a. Three recorded unexcused absences per semester will be grounds for disciplinary action including removal from office.

- i. General Body Meetings: All RUSA members are required to attend all General Body Meetings. Each absence from a meeting will be recorded. Arriving after opening toll call will attribute one half (1/2) absence and leaving before the final roll call will attribute to

one half (1/2) absence. All absence excuses shall be directed to the Executive Committee for decision prior to the requested excused meeting.

- ii. Committee Meetings: All RUSA members are required to attend all meetings of the committees to which they are appointed. An absence from a committee meeting will be recorded as one (1) absence. All absence excuses should be directed to the chair of the committee for decision prior to the requested excused meeting.
- iii. For Senators who also serve on the Assembly, missing a Senate Committee meeting will count as half (1/2) an absence, missing a Student Caucus Meeting will count at one half (1/2) an absence, and missing a Senate meeting will count as one (1) absence.

V. Allocation of Funds

- a. The RUSA Treasurer will create the budget for the Assembly with input from the committee chairs, to be approved by the Assembly before being submitted to the Assembly Allocations Board each semester.
- b. All fiscal allocations require two RUSA Meetings, comprised of a quorum, before the question is called to vote.
- c. The Assembly Allocations Board be an affiliated committee of the Assembly that operates separately from RUSA. With the approval of the Assembly, the Assembly Allocations Board shall establish or amend its own operating rules and regulations, along with formal Guidelines for Funding. Amendments to the RUSA Allocations Committee Guidelines for Funding must be made in the semester prior to the intended date of implementation.
- d. The Assembly Allocations Board shall recommend the distribution of student activities fees to student organizations properly registered with the Office of Student Involvement and Leadership Programs in a viewpoint-neutral manner and according to established legal precedent. Recommendations are made to the Assembly for approval.
- e. RUSA shall consider the funding recommendations of the Assembly Allocations Board on a semester-to-semester basis without regard to viewpoint, content, political orientation, ideology, or the public popularity of any individual student organization. The Assembly shall determine whether or not the Assembly Allocations Board has made

its recommendations according the approved Guidelines for Funding and that it has done so in a fair and impartial manner.

- f. The RUSA Treasurer shall serve as a permanent liaison to the Assembly Allocations Board and the Board may be considered the RUSA Treasurer's assigned Standing Committee. The RUSA Treasurer shall be required to attend any and all meetings and retreats of the Allocations Board. The RUSA Congress may submit its own recommendations or suggestions through the RUSA Treasurer for consideration by the Allocations Board. The Chair of the RUSA Allocations Committee will be responsible for reporting attendance of the RUSA Treasurer at all RUSA Allocations Board meetings to the IA Chairperson on a bi-weekly basis.

VI. Misconduct

- a. Misconduct of duty on the part of a RUSA member or candidate shall be gross violation of the Standing Rules, Elections Guidelines, or Constitution.
- b. The proceedings of any disciplinary action in general or impeachment investigations shall observe the following procedure:
 1. The Internal Affairs Committee of the Assembly shall perform an investigation to be concluded no later than 5 weekdays when classes are in session from when the charge was filed.
 2. Should the Internal Affairs Committee of the Assembly conclude that the parties under investigation stand responsible of a non-impeachable offense, the Internal Affairs Committee of the Assembly must create a suitable sanction, subject to the final veto power of the Internal Affairs Committee Chairperson.
 3. The sanction must then be approved by a two-thirds (2/3) vote of the Executive Committee before being presented to the body, except if the sanction is for the entire Executive Committee. This determination must be made at the same meeting of the Executive Committee at which it is presented.
 4. The Internal Affairs Committee of the Assembly must create a report to be presented to the Assembly at a closed meeting describing the charge(s), the final conclusion of responsible or not responsible, and the sanction (if any). The Internal Affairs Committee of the Assembly must also publish a public report of the investigation and disciplinary action.
 5. Disciplinary actions cannot be circumvented (through means of resignation and rejoining prior to the next election, etc) unless successfully appealed.

6. Sanctions may include but not be limited to votes of no confidence, censure, or additional committee assignments.

b. Disciplinary actions to be taken in the case of misconduct:

i. Censure shall be defined by suspending the debate and voting privileges of the effected party.

ii. A vote of no confidence may be brought against any RUSA officer, appointee or the entire Executive Committee (here-on referred to as 'said member'). Said member must be notified 24 hours in advance of a no-confidence vote by the body member making the motion and s/he be notified of the reasons why the body member is making such a motion. In order to carry, a motion of no-confidence must pass by a 2/3 vote. In the event that the Executive Committee loses a no-confidence vote, the RUSA Assembly shall elect new executive committee members. A majority vote shall be taken of the Assembly to identify a member who shall preside over the election proceedings.

i. The debate over the no-confidence vote will be considered a closed meeting. The said member(s) may choose to remain in the meeting during debate and will be allowed to make a closing statement immediately preceding the final vote. Every body member may speak for a maximum of 10 minutes. No member may speak more than twice. There will be no specified pro/con/to speeches and no questions of the speaker will be entertained, except for those relating to the verification of factual claims.

iii. Impeachment

1. A member of the Assembly can be removed from office through the process of impeachment. Impeachment proceedings may be brought against any member of the Assembly. Grounds for impeachment shall be defined as incompetence, misconduct of duty, misfeasance, mismanagement of funds, omission of duty or violation of the RUSA Standing Rules as established by RUSA.

2. Any three (3) members of the Assembly may bring the charges. The three (3) members must file charges with the Internal Affairs Committee of the Assembly. The Internal Affairs Committee of the Assembly will thoroughly investigate the charges. If the Internal Affairs committee of the Assembly finds the charges to be valid, the committee

will approve the charges. If approved, the Internal Affairs committee of the Assembly will charge the individual to with an offense worthy of impeachment and present the case to against the individual to the Assembly in closed session within two weeks of the initial filing of the charges. At this meeting the individual being considered for impeachment shall have the opportunity to present his/her case. The impeachment vote shall be taken at this meeting and a majority vote in the affirmative shall remove the member from office. The individual being considered for impeachment shall not be counted amongst the number of voting members present. If the chair is the member being considered for impeachment, the Vice Chair shall preside over this portion of the meeting.

3. If a member is impeached from the Assembly, said member's representative organization will immediately elect a new RUSA representative. The organization may decide to pursue charges against said member itself as well.

3. Appeals

1. An appeal is only valid in the following situations: discovery of new evidence that clearly proves that the individual is not responsible; inappropriate sanctions; the sanction has violated the rights of the individual; or a procedural error has been made in the investigative process.

2. An appeal must be received in writing to the Internal Affairs Committee of the Assembly chairperson by the first meeting of the Executive Committee that is directly following the report to the body. The Internal Affairs Committee chairperson shall convene within 3 weekdays when classes are in session the Investigative Appeals Committee. This committee shall consist of an advisor, the Internal Affairs chairperson, the RUSA Chair, and up to three appointees by the RUSA Advisor who are Rutgers University undergraduate students (regardless of whether or not they are voting RUSA members). At least one of these students must be a voting member of the Assembly. If the Assembly feels that an appointee is biased or partial, they can reject an appointee by a majority vote. All parties involved in an appeal are automatically recused from the committee.

3. Once formed, the Investigative Appeals Committee will begin their review of the appeal and report to the body within ten business days. The member in question will receive the decision in writing. The decision of the Investigative Appeals Committee is final.

VIII. Resigning from an Elected or Appointed Position

- a. If any member of the body wishes to resign from his/her position, that member must do so in a letter or e-mail presented to the Chair of the Assembly. The letter must list all positions from which the person is resigning, including committee membership, as well as the reason for resignation.
- b. The resignation will take effect at the next full-body meeting and cannot be revoked once taken effect.

IX. Committee on Elections and/or Constitutional Amendments: The Committees on Elections and/or Constitutional Amendments will be formed as Subsidiary Committee(s) of the RUSA Internal Affairs Committee at least three months prior to the scheduled first day of polling for elections or at least one month prior to the scheduled first day of polling for referenda.

a. Committee on Elections

- i. The Committee on Elections shall coordinate all campus council elections.
- ii. No candidate may serve on the Committee on Elections for an election in which they are participating. The RUSA Internal Affairs Chairperson or co-chairpersons shall serve as the Committee on Elections Chairperson unless otherwise appointed by the RUSA Chair.
- iii. The Elections Committee will be responsible for drawing up Elections Guidelines and a Cover Letter for the election and have them approved by the RUSA Congress with a 2/3 majority vote, or if time does not permit, the Executive Committee at minimum. The Committee on Elections shall also be responsible for all referenda.

b. Committee on Constitutional Amendments

- i. The Internal Affairs Chairperson or co-chairpersons shall serve as the Committee on Constitutional Amendments Chairperson unless otherwise appointed by the RUSA Chair. If there is an election occurring simultaneously, the Elections Committee Chairperson may serve as Constitutional Amendments Chairperson if the Chair so chooses.
- ii. The Constitutional Amendments Committee will be responsible for drawing up guidelines for the RUSA constitutional amendment ratification process and a constitutional amendment cover letter and having them approved by the RUSA Congress with a 2/3 majority vote or, if time does not permit, the Executive Committee at minimum.

X. The Committee on Appeals

- a. The Committee on Appeals shall work in conjunction with the Committee on Elections and be formed as a Subsidiary Committee of the RUSA Internal Affairs Committee at least two (2) months prior to scheduled first day of polling for elections.
- b. No candidate may serve on the Committee on Appeals for an election in which they are participating.
- c. The RUSA Chairperson will appoint the Chairperson of the Committee on Appeals. Members of the Committee on Appeals may also serve on the Committee on Elections with the exception of the Chairperson.

XXV. Responsibility Pledge and Oath of Office

- a. All newly elected members shall receive a packet of information including the Constitution and Standing Rules.
- b. All new members will be required to go to a training session in which RUSA members who were previously in office will review the Constitution and the Standing Rules.
- c. Members will additionally receive a responsibility pledge that they will be required to sign and return upon completion of reading the RUSA Constitution and RUSA Standing Rules and must be returned no more than two meetings from the day it is received. Anyone who does not sign the pledge within the stated time will be subject to censure under the Internal Affairs committee of the Assembly.
- d. Members shall be required to recite the following Oath of Office at their first meeting following election:

I do affirm that I will faithfully execute the powers of the position to which I was elected and will, to the best of my ability, abide by, preserve, and uphold the Constitution of the Rutgers University Student Assembly on behalf of the undergraduate students of Rutgers University.