

Rutgers University Student Assembly

Standing Rules

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. Membership

a. Campus Council Representatives

- 1 The Campus Councils will be defined in this Section as those Councils representing the College Avenue, Busch, Livingston, Cook, and Douglass campuses (and elsewhere as those Councils plus the Off-Campus Council). They will have membership as specified by the RUSA Constitution, with a full membership of **9** members sitting on each Council.

1. In the Spring, RUSA will coordinate elections for three (3) members, one representing next year's sophomore, junior, and senior classes, as well as **two (2)** SAS Senators for each of these Councils. Eligibility for these positions is described in the RUSA Constitution.

- i. **For the Douglass Senators, one of the two will designated a DGC Senator, and will sit on DGC, RUSA, and the Senate. This position will be elected by RUSA in the Spring, but if vacated, will be replaced by Internal election by DGC.**

- 2) In the Fall, RUSA will coordinate elections for three (3) at-large representatives and one (1) freshman representative for each campus. Seats left vacant in Spring elections will also be open during Fall elections; however, vacant seats based on class-year will become at-large seats for the Campus, and vacant SAS Senate seats will become available at-large to students in the School of Arts and Sciences. Eligibility for these positions is described in the RUSA Constitution.

b. Off-Campus Council Representatives

- 1 The Off-Campus Council shall represent off-campus and commuter students. It will have membership as specified by the RUSA Constitution, with a full membership of **14** members sitting on the Council.

- 1) In the Spring, RUSA will coordinate elections for eight (8) at-large representatives to the Off-Campus Council, as well as **two (2)** SAS Senators to serve on the Council. Eligibility for these positions is described in the RUSA Constitution.

- 2) In the Fall, RUSA will coordinate elections for four (4) at-large representatives to the Off-Campus Council. Seats left vacant in Spring elections will also be open during Fall elections; however, vacant SAS Senate seats will become available at-large to students in the School of Arts and Sciences. Eligibility for these positions is described in the RUSA Constitution.

c. At-Large SAS Senators

i. Any Senators allocated to the School of Arts and Sciences beyond the twelve (12) mentioned in sections a and b shall be elected at-large in the Spring by RUSA.

d. Professional Schools & Residential College Councils

- 1 Each professional school council will send one (1) representative to RUSA per 900 students, plus one.
- 2 The Professional Schools & Residential Colleges shall consist of the following:
 1. Engineering Governing Council
 2. Pharmacy Governing Council
 3. SEBS Governing Council
 4. Mason Gross Student Government Association
 5. Rutgers Business Governing Association
 6. Douglass Residential College
 7. University College Council
- 1 The Corresponding Secretary shall be responsible for determining the appropriate number of representatives by requesting enrollment numbers from the appropriate University official by the March 1st preceding the date of Spring elections.
- 2 Election of representatives for the Professional Schools & Residential Colleges shall be handled by those organizations, unless otherwise requested by the Executive Board of an organization, in which case it would be handled by the RUSA Elections Committee.
- 3 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.

e. Cultural Umbrella Organization Representatives

- 1 Each of the following organizations may send one (1) representative.
 - a Asian Student Council (ASC)
 - b Latino Student Council (LSC)
 - c United Black Council (UBC)

f. Special Population Representatives

- 1 Each of the following organizations may send one (1) representative:
 - a Off Campus Students Association
 - b Residence Hall Association
 - c Educational Opportunity Program Students Association
 - d Inter-Fraternity Council (IFC)
 - e Pan-Hellenic Council (PHC)
 - f Queer Caucus
 - g Student Representative to the Board of Governors
 - h Student Representative to the Board of Trustees
 - i Board of Trustees Student Charter Members
 - j Student Athlete Advisory Committee
- 1 If the Student Representatives to the BOG, Student Representative to the Board of Trustees (BOT) or the BOT Student Charter Members are not from New Brunswick/Piscataway in a given year, the position will be suspended until the following election.

g. Executive Members of the Assembly

- 1 The President, Vice President, and Treasurer, who are directly elected by the undergraduates of Rutgers' New Brunswick campus, shall serve on the Assembly.
- 2 The Vice President and Treasurer may vote in the Assembly; the President, as chairperson, may not, except in the event of a tied vote.

h. Ex-Officio Members of the Assembly

- 1 The top two runner-ups from the Presidential, Vice Presidential, and Treasurer's elections will serve ex-officio as voting representatives of the Assembly, with the full privileges as members of the Assembly, except as abridged by the Standing Rules or Constitution.
- 2 All Deans of Students will be non-voting ex-officio members of the Assembly.

i. Internal Representatives

- 1 Internal Representatives shall be defined as members of the Assembly outlined in this Article (Article I), sections a, b, c, d, **e**, and **f**. These members represent established constituencies, and are able to make reports on their activities during the "Internal Representative" portion of the agenda (see Appendix A).

II. RUSA Meetings

a. The Rutgers University Student Assembly shall conduct full meetings of the Assembly ("General Body" meetings) every other week. General Body meetings are the highest level of decision-making in the operation of the Assembly, and operate through use of parliamentary procedure to maintain order. General Body meetings are held at 7 PM on alternating Thursdays.

- 1 The President or highest-ranking Officer present shall chair all General Body meetings. The General Body meetings shall adhere to the latest 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.
- 2 Voting on motions in General Body Meetings is generally conducted by iClicker. Votes are considered public record, and will be posted on the RUSA website unless a motion for a secret ballot is carried out before a vote.
- 3 Agendas for General Body meetings should be prepared by the Monday before the General Body meeting. Agendas with attached bills should be distributed to all representatives at least 48 hours prior to the meeting.
- 4 With advance notice of an issue, voting members of RUSA are permitted to cast a vote by proxy on up to three bills per semester. Proxy votes must be declared by e-mail to at least two Executive Board members prior to the General Body meeting at which an issue is voted on. Debate by proxy can be arranged informally by asking a fellow member of the Body to issue certain comments on one's behalf.
- 5 Internal Elections shall be used to fill all positions elected by the full Assembly, including Committee Chairs, certain Executive Board members, and External Representatives (as defined by Article III, §i.ii). Individual votes for Internal Elections are confidential, but the numerical results are public.
- 6 General Body meetings shall be no longer than two hours in length, except upon a majority vote of the body to extend the meeting by a fixed length proposed by a voting member
 1. In the case of three or more candidates vying for one position, Instant Runoff Voting (IRV) will be used. Instant Runoff Voting consists of ranking the candidates in order of preference. If no candidate has a majority in the first round, the candidate with the lowest number of first-choice votes is eliminated, and the votes for that candidate are redistributed to the second-choice. This continues until a candidate receives a majority.
 2. In the case of many candidates vying for multiple equal positions (as is the case in with some External Representative positions) voting members of RUSA will be allowed to cast a number of votes equal to the positions available.

b. In weeks when the General Body does not meet, the Core Committees shall meet (Thursdays, 7 PM). Standing Committees may meet during the time the Core Committees meet, or schedule alternative times to meet if their meetings interfere with the operation of the Core Committees, or to allow dual membership in a Standing and Core Committee. Ad-hoc Committees meet at the discretion of the Committee Chair.

- 1 Committee meetings may be run in a manner at the discretion of the Committee Chair, using a loose consensus or discussion model in place of Robert's Rules.
- 2 Committee Chairs may delegate tasks and create positions internal to their committee to better facilitate the operation of their committee. These positions would have no bearing on the RUSA body, but may be used to determine the highest-ranking committee member, in order to chair the committee in the absence of the Committee Chair.
- 3 Committee meetings are open to all Rutgers students (except Internal Affairs), but can be closed by a 2/3 vote. All such committee meetings must have at least a ten minute public session.

c. Executive Board meetings must happen, at minimum, prior to each RUSA General Body meeting. The composition of the agenda for General Body meetings, its order, and the addition of other items is at the discretion of the Executive Board.

- 1 Executive Board meetings are to be scheduled at a time suitable to the largest number of Executive Board members, regardless of rank.
- 2 Executive Board meetings are open to all RUSA Officers as listed in Article V, and all Executive Board members and RUSA Officers are to receive notification of an Executive Board meeting at the same time.
- 3 Each non-Executive Board RUSA Officer is required to attend all Executive Board meetings per semester, with the exception of two unexcused absences.
- 4 Addition of items to the agenda must be determined by a majority of votes cast at the meeting. In the case of advanced notice of an item, a proxy vote may be cast by Executive Board members absent from the meeting.
- 5 Voting at Executive Board meetings is limited to Executive Board members (as specified in Article IV), unless in the case of a consensus position on any issue by a quorum of Core Committee Chairs present, or consensus by a quorum of Campus Council Chairs present. In each case, consensus results in an extra vote cast, representing the position of that either the Campus or Committee chairs collectively.
- 6 In the event of a tie, the Parliamentarian shall be allowed to cast a tie-breaking vote.

d. **Any bill, resolution, or other item to be included on the agenda must be submitted to the Executive Board no later than the midnight before the Executive Board meeting prior to the Assembly meeting. Exceptions to this rule may only be made by vote of the Executive Board.** Prior to approval, the agenda may be amended by a majority vote of the Assembly. If applicable, the amendment must be read to all members present before a vote is called to amend the agenda. See Appendix A for a Sample General Body Meeting Agenda.

1. All bills included on the agenda must have at least one of the following as a sponsor: one standing committee, one ad-hoc committee, or the executive committee.

e. A quorum is needed to conduct official business at any General Body or Executive Board meeting, which is any motion or action that requires a vote. A quorum is defined as fifty percent plus one (50% +1) of voting members of the Assembly. Other matters, such as reports, may be

made in the absence of a quorum. Neither the President, members under censure (as defined by Article XII, §a.iii), nor unfilled seats count when establishing a quorum.

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. Debate shall follow the rules prescribed in Robert's Rules of Order. Some general rules that apply include:

- 1 A person may speak on a given issue no more than twice.
- 2 If there is no time limit set, the time limit shall be five minutes.
- 3 Debate must be polite.
- 4 All comments must be directed to the Chair.
- 5 A motion must be recognized by the Chair to be discussed, unless it is a motion to appeal from the decision of the Chair.
- 6 The Chair shall not enter debate.
- 7 Once a person has begun speaking, his/her time limit may not be shortened.

viii. There will be two categories for debate: against and for. The speakers list, by default, shall accept three speakers for each category.

ix. The speakers list may be reopened for any or all categories by a simple majority vote.

x. For a List of Motions used in Robert's Rules, please see Appendix B of the Standing Rules.

h. Spring Organizational meetings of RUSA will be held each year after the Spring elections. At these meetings, all newly elected members of the Assembly will be sworn in. The new President will chair the meeting, and remaining positions on the Executive Board (See Article IV) will be filled through Internal Election by the Assembly (See Article II, §a.v). At the same meeting, the Chairs of the Core and Standing Committees will be elected by the new Assembly through Internal Election, and Chairs of the Campus Councils will be chosen internally by the elected members of their Council. Elections for these positions may be postponed by a majority vote of the Assembly.

III. Committees of RUSA

a. Each voting RUSA member is required to serve on one RUSA Committee.

b. The RUSA Constitution establishes five committees, to be known as Core Committees: Academic Affairs, Legislative Affairs, Public Relations, University Affairs and Internal Affairs.

c. The RUSA Constitution also establishes an Executive Board, which sets the agenda for RUSA, and is further described in Article III §j and Article IV of the Standing Rules.

d. The Assembly may create additional committees, referred to as Standing Committees, to facilitate continuous activity not covered by the Core Committees, by a 2/3 vote of the Assembly, or a 2/3 vote of the Executive Board.

e. Core & Standing Committees are to be chaired by a voting representative of the Assembly, elected internally by the Assembly at the Spring Organizational meeting of RUSA (See Article II, §a.v).

f. All Chairs of Core and Standing Committees are required to submit a report to the Vice President of the Assembly after each committee meeting and prior to the subsequent RUSA General Body Meeting (See Article IV, §b.iii).

g. The Core and Standing 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. Standing Committees may schedule alternative times to meet if their meetings

interfere with the operation of the Core Committees, or to allow dual membership in a Standing and Core Committee.

h. Ad-hoc committees are Committees that have a one-time purpose, and dissolve at the Spring Organizational meeting (See Article II, §h) following its creation. Ad-hoc Committees may be created at any General Body meeting by a majority (50% +1) vote of the Assembly, or by the decision of the President, and may be dissolved in the same way they were created. Ad-hoc Committees are chaired by a voting RUSA member that is internally elected at the same meeting as the Committee was created. Ad-hoc Committees generally issue a report of their activities to the Assembly at the time of their dissolution. Ad-hoc Committees meet at the discretion of their Chair. Ad-hoc Committees shall be listed on the RUSA website, but not listed in the Standing Rules, unless they recur on an annual or periodic basis (such as Elections, Student Fee Advisory Committee, etc.)

i. Each Committee's membership can be described as open, or elected.

i. The Core Committees are Open Committees. Open Committees are open to all voting RUSA members, and membership is arranged by the Vice President. All Open Committees are also open to participation by Rutgers students (with the exception of Internal Affairs); however, voting in Open Committees is reserved to voting RUSA members.

ii. Elected Committees are committees whose membership is vested with powers and responsibilities beyond that of Open Committees. Members of an elected Committee must be decided by internal election at a General Body Meeting of RUSA (See Article II, §a.v-2). Certain Standing Committees, such as the New Brunswick Student Advisory Committee, and certain Ad-hoc Committees, such as the Student Fee Advisory Committee are elected Committees. Members of Committees that are established to negotiate with or represent RUSA to other entities (such as governmental or administrative bodies) are to be considered External Representatives, and are able to make reports on their activities during the "External Representative" portion of the agenda (see Appendix A). External Representatives and Elected Committee members serve at the behest of the Assembly, and can be recalled and replaced by a 60% vote as specified in Article XII, §c.ii.

iii. Bills establishing Ad-hoc or Standing Committees must specify whether they are Open or Elected, and must justify the choice. Ad-hoc Committees created by Presidential order may be changed from Open to Elected, or the reverse, by a majority vote of the Assembly.

j. Executive Board

1 The Executive Board shall consist of, at least, a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. The Parliamentarian shall also sit on the Executive Board as a non-voting, ex-officio member of the Board.

2 The Executive Board is responsible for coordinating the Assembly committees and General Body meetings, and setting the agenda for the Assembly. As such, they shall meet prior to each meeting of the Assembly, at a minimum.

iii. At the President's discretion, an emergency Executive Board meeting may be called with twenty-four (24) hour advanced notice to the Executive Board membership. Missing an emergency executive committee meeting will not result in an absence.

iv. Additional positions may be added to the Executive Board by a 2/3 vote of the Assembly, and would constitute an amendment to the Standing Rules.

k. Academic Affairs

1 This committee shall be responsible for developing and maintaining a good relationship with the administration and faculty to address student concerns.

- 2 This committee shall address student academic issues including but not limited to student advising, course offerings, research and scholarship opportunities.

I. Internal Affairs

- 1 The Internal Affairs Committee shall be responsible for ensuring that members act in accordance with the RUSA Constitution and Standing Rules. 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 shall chair any investigative hearings of the Assembly.
- 2 Potential amendments to the Constitution and Standing Rules must be handled by the Internal Affairs Committee before being put to a vote by the body. Additionally, petitions for referenda must also be processed by the Internal Affairs Committee, but need not be voted on by the Committee or the Assembly. Any and all petitions meeting the criteria mandated by the Constitution must be processed and presented to the Assembly.
- 3 It is recommended that all members interested in the Internal Affairs Committee serve at least one semester on the Assembly before becoming a member of the committee.
- 4 Members of the Executive Board are prohibited from serving on the Internal Affairs Committee.

m. Legislative Affairs

- 1 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.
 - i. This committee reserves the right to remain unaffiliated with University administration, but may work with them and other groups where student interests and the interests of other groups coincide.
 - ii. The Legislative Affairs Chair should remain in contact with Rutgers' Office of Public Affairs to this end, and track the legislative activities of this Office.

n. Public Relations Committee

- 1 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.
- 2 The Public Relations Committee will be responsible for assisting the University Affairs Committee in RUSA's Annual "What's On Your Mind Month" by engaging the University community with one tabling event per campus, per week during this time.
- 3 This committee shall publicize leadership positions available for fall and spring elections. When vacancies exist on the Assembly between elections, the Public Relations Committee will serve to connect students willing to serve on RUSA with their appropriate Campus Council (or Off-Campus Council) Chair, in order to be interviewed for an appointment to the vacancy.
- 4 This committee shall strive to maintain a good image of the Rutgers University Student Assembly.
- 5 This Committee will work with the Elections Committee to increase voter turnout and candidacy during Spring and Fall Election periods.

o. University Affairs Committee

- 1 This committee shall work to discern the non-academic concerns of students at the University, and work to investigate the source of these concerns and the appropriate branch of the University which is responsible for these concerns.
- 2 The University Affairs Committee shall be responsible for preparing for RUSA's Annual "What's on Your Mind Month", and work with the Public Relations Committee and the Assembly as a whole on this endeavor.

- 3 This committee shall work with the administration to address these students' concerns where the issue falls under University jurisdiction, and work with the municipal government of New Brunswick where the issue falls outside of University jurisdiction.
- 4 This committee is also authorized to take direct action to resolve student problems, through the implementation of various programs and the use of direct contact between students and administrators.

p. Student Fee Advisory Committee

- 1 The Student Fee Advisory Committee is an elected Ad-hoc Committee of the Rutgers University Student Assembly, is charged with making recommendations on behalf of the Student Body to the appropriate vice presidents on various changes in student fees each year.
- 2 Beginning no later than February 1st, the appropriate Vice Presidents of the University should file a report on the proposed student fees with either the Office of University Budgeting or the Director of Business & Administration, giving specific departmental budget information.
- 3 The Assembly will internally elect a chairperson to head the committee, as well as five other representatives, by February 15th. Additionally, the Corresponding Secretary shall be responsible for contacting the Presidents of each of the Professional Schools & Residential Colleges, as well as the President of the Graduate Student Association, and request a representative from each for the Committee by February 15th. This Committee shall thus consist of 14 students, with six, including the Chair, selected by Internal Election from RUSA.
- 4 The committee will meet with several department heads starting in mid-February of each year to review the budgets and increases in student fees for the upcoming year. The Student Fee Advisory Committee will meet with each Vice President under the direction of the Director of Business & Administration, and will deliver recommendations to said Director in the form of a report by May 1st.
- 5 The chairperson's responsibilities will include scheduling meetings, distributing necessary information on student fees to members of the Committee and interested parties, and acting as spokesperson on student fees to the Assembly, and from the Assembly to both the administration and the student body. The Chairperson will also be responsible for assembling the final report on the issue of student fees, and delivering it to the Director of Business & Administration by May 1st.
- 6 Elections for these positions must happen during an in body RUSA meeting.

q. New Brunswick Student Advisory Committee

- 1 The New Brunswick Student Advisory Committee is an elected Standing Committee of the Rutgers University Student Assembly, in partnership with University administration and the City of New Brunswick.
- 2 The NBSA Committee consists of five students living in off-campus housing in New Brunswick, five long-term New Brunswick residents, the Mayor of New Brunswick, a New Brunswick City Council member, the Chiefs of Police for RUPD and NBPD, the Vice President of Student Affairs, the Director of Housing, and various other University and City Officials.
- 3 The NBSA Committee will meet twice per semester.
- 4 The Assembly will be responsible for electing representatives each year to the New Brunswick Student Advisory Committee during the first meeting of the Fall semester. If representatives are needed to meet over the Summer, the Executive Committee of RUSA is permitted to appoint or act as temporary representatives.
- 5 The NBSA Committee is charged with communicating student concerns to City officials, and communicating residential complaints to the Assembly and the student body at-large. Student

representatives are authorized to engage in joint projects of a non-partisan nature with the City through the NBSA. Student representatives are also responsible for using the NBSA as a forum to investigate the operations of the municipal government, and report useful information to the Assembly.

6 Elections for these positions must happen during an in body RUSA meeting

r. Student Relations Committee

1. The Student Relations Committee is a standing, closed Committee of RUSA established by a 2/3rds majority of the RUSA body in accordance with the standing rules.

2. The Student Relations Committee is composed off the campus caucus chairs from each campus and shall meet regularly as with all other standing and core committees.

3. The committee shall be responsible for hosting at least one town hall on each campus every year, coordinating RUSA, RHA and each campus' respective governing councils

4. To organize RUSA office hours, thereby providing a physical space and forum for students to voice their concerns as they arise

5. To disseminate Institutional knowledge of Rutgers University, such as various departments and services the University hosts and provides, to Rutgers Students

6. To receive student concerns and forward them to the appropriate RUSA member who has the capabilities to resolve the concern

IV. The Executive Committee: Membership, Roles, and Powers

a. The Role and Power of the President

1 The President of RUSA shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring elections.

2 President will act as the official representative of the Rutgers University student body. They will serve as a liaison between the student body, members of the RUSA, the Leadership Cabinet (see Article VI) and the administration. It will be the responsibility of the President to chair meetings of the Executive Board and the Leadership Cabinet and ensure that both are productive components of the Assembly. Further, he/she will be responsible for chairing RUSA meetings.

3 It will be the responsibility of the President to delegate duties to the various committees and executive officers. They will also be responsible for enforcing these duties and ensuring that all executive officers and committees are performing their respective duties and are productive. The President shall ensure that all RUSA members are active members of at least one RUSA Core or Standing Committee.

4 The shall make it their responsibility to meet at least bi-monthly with the Vice Presidents of Student Affairs and Undergraduate Education to maintain a healthy dialogue between the RUSA and the Rutgers University administration. In addition, the President shall be expected to meet with the RUSA advisers on a regular basis.

5 In the event of a permanent vacancy in the Office of President, the Vice President shall assume the position of President. If declined, the Assembly shall have an in-body election open to all RUSA members. Any executive officer or committee chair position opened through this election shall be voted on at that meeting, unless tabled by a majority vote of the Assembly.

6 The President shall be required to give an up-to-date report of their activities at each RUSA meeting.

b. The Role and Powers of the Vice President

- 1 The Vice President shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring Elections.
- 2 The Vice President will act as the representative of the Assembly, the Leadership Cabinet and the student body whenever the President is unable to do so and shall assist the President in all of their duties whenever possible and/or necessary. The Vice President shall assume the powers and responsibilities of the President in the event of a temporary or permanent vacancy of the Office of the President.
- 3 The Vice President shall be in charge of the operating of the RUSA Committees. As such, the Vice President shall make it their duty to meet with the various committee chairs at least monthly to ensure that the Committees are operating in a productive manner and to take the necessary actions to ensure that the committees are productive. The Vice President shall review all Committee reports and committee attendance reports weekly to further ensure the efficiency of the committee system.
- 4 The Vice President will be required to give an up-to-date report of their activities at each RUSA meeting.

c. The Role and Powers of the Treasurer

- 1 The RUSA Treasurer shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring elections.
- 2 The RUSA Treasurer shall handle all financial transactions of the Assembly and keep accurate, up-to-date records of such transactions.
- 3 Only the President, Vice President, and Treasurer shall be authorized to withdraw funds from the account.
- 4 The Treasurer shall be responsible for submitting an annual budget to the RUSA Allocations Board, and for requesting extra funds from the Allocations Board as authorized by the Assembly.
- 5 The Treasurer shall be required to give an up-to-date report of their activities at each RUSA meeting.

d. Role and Powers of the Recording Secretary

- 1 The RUSA Recording Secretary shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA following the Spring elections.
- 2 The RUSA Recording Secretary shall establish and maintain all non-financial records of the Assembly.
- 3 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.
- 4 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 in conjunction with the Corresponding Secretary.
- 5 The Recording Secretary shall be required to give a up-to-date report of their activities at each RUSA meeting.
- 6 The Recording Secretary shall be responsible for maintaining up-to-date records of office supply inventory, and communicating them to RUSA and Allocations.

e. The Role and Power of the Corresponding Secretary

- 1 The RUSA Corresponding Secretary shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA following the Spring elections.
 - 2 The RUSA Corresponding Secretary shall be responsible for maintaining non-financial correspondence of RUSA at the direction of the Executive Board, including but not limited to checking and responding to the Assembly e-mail address, and maintaining current and accurate records of such.
 - 3 The Corresponding Secretary shall be responsible for determining the appropriate number of representatives by requesting enrollment numbers from the appropriate University official by the March 1st preceding the date of Spring elections.
 - 4 Between the Spring Elections and RUSA's Spring Organizational meeting, the Corresponding Secretary is responsible for contacting the outgoing Presidents of the Professional School and Residential College Councils, as well as the outgoing Presidents of the Cultural Councils and Special Populations, and obtaining a list of the newly-selected representatives from those organizations to RUSA.
 - i. The Corresponding Secretary shall be required to give a report of their activities at each RUSA meeting.
 - ii. The Corresponding Secretary shall be responsible for coordinating any processes involved with organizing a RUSA trip or retreat.
- f. The Role and Powers of the Parliamentarian
- 1 The RUSA Parliamentarian shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA following the Spring elections.
 - 2 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.
 - 3 The Parliamentarian shall sit on and advise, but not vote on, the Executive Board, as an ex-officio member; he or she shall also serve as an ex-officio member of the Internal Affairs Committee.
- g. The Role and Powers of the SAS Senate Leader
- 1 The SAS Senate Leader shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA following the Spring elections.
 - 2 Candidates for the position of SAS Senate Leader must be elected SAS Senators sitting on the Assembly.
 - 3 The SAS Senate Leader is responsible for maintaining information on the current charges and initiatives of the University Senate, and coordinating action within the University Senate on issues of concern to the Assembly. The SAS Senate Leader will ensure active participation of SAS Senators in each the Senate's seven committees, recommend Committee placements to the Executive Secretary of the University Senate, and maintain relationships with other Senators (students and non-students alike) outside of the New Brunswick SAS Caucus.
 - 4 Each SAS Senate seat initially falls under the umbrella of one of the Campus Councils. In the event that one of these seats is vacated, and the respective Campus Council Chairperson (See Article V, §a) declines to fill the seat for that campus and designates it as an at-large SAS Senate seat, the vacancy may be filled by the SAS Senate Leader appointing a replacement. The SAS Senate Leader may also fill SAS Senate seats left vacant during the Fall elections (all

of which are designated “at-large”), or at-large SAS Senate seats which are vacated between Fall and Spring elections, with no prior permission.

5 Appointments must be ratified by a majority vote of the Executive Board

h. The roles and powers of the Organizing Director

1. The Organizing Director shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA following the Spring elections.
2. The Organizing Director (OD) is the primary RUSA organizer on internal and external campus issues.
3. The OD maintains contact with all campaign leaders; campaign leaders are defined as those people who through their own volition and with approval of the Executive Board are in charge of running a RUSA campaign
4. The OD provides campaign coordination training to campaign leaders and is available to guide campaign leaders on their projects
5. The OD shall be the primary RUSA coordinator of campus-wide, statewide, and nationwide campaigns
6. The OD shall collect regular reports on the progress of campaigns from campaign leaders and facilitates the progress of the campaigns
7. It shall be the responsibility of the Organizing Director to organize, plan, and spearhead the Student Empowerment Project each year
8. The OD shall attend weekly Executive board Meetings to ensure communication and collaboration.
9. The Organizing Director shall sit on and report to, but not vote on, the Executive Board

i. Executive Board Meetings

- 1 Executive Board meetings must occur as described in Article II, §c (above) of the Standing Rules.

V. Other Officers of the Assembly

a. Campus Council Chairperson

- 1 Each Campus Council (The five campuses plus Off-campus) shall select from among its members a Chairperson at the Spring Organizational meeting of RUSA following Spring Elections.
- 2 This Campus Council Chairperson will be responsible for holding meetings once per month with their Council, and a public meeting on their campus once per year.
- 3 The Campus Council Chairperson is also strongly recommended to meet with elected officials from their campus' RHA. The Chairperson of the Off-Campus Council is similarly recommended to work with the Off-Campus Student Association, and the New Brunswick Student Advisory Committee.
- 4 The Campus Council Chairperson may appoint eligible students to vacant seats on their Council without explicit permission, but must notify the President, Vice President, Corresponding and Recording Secretaries for the appointment to become valid.
- 5 In the case of an SAS Senate seat designated for a certain campus becoming vacant, the Campus Council Chairperson can either 1) appoint an eligible SAS student to fill the seat on their Campus Council, or 2) designate the vacancy as an at-large SAS Senate seat, and

transfer the power of appointment to the SAS Senate Leader, who would appoint an eligible SAS student to fill the seat, regardless of campus.

6 The Campus Council Chairpersons are allowed to attend Executive Board meetings, and are required to do so at least twice per semester, unless otherwise excused.

7 The Campus Council Chairpersons do not vote on the Executive Board, except in the case that a quorum of Campus Council Chairpersons in attendance reach consensus on an issue, in which case they cast a single vote, collectively.

viii. The Campus Council Chairpersons also sit on the Leadership Cabinet (See Article VI).

b. Core Committee Chairs

1 The Chairpersons of the Core Committees shall be elected through Internal Election at the Spring Organizational meeting by the full Assembly.

2 The Chairpersons of the Core Committees are responsible for taking action on issues that come up in Committee, and on charges issued to the Committee Chair by the Executive Board.

3 The Chairs of the Core Committees are allowed to attend Executive Board meetings, and are required to do so at least twice per semester, unless otherwise excused.

4 The Chairs of the Core Committees do not vote on the Executive Board, except in the case that a quorum of Chairs of the Core Committees in attendance reach consensus on an issue, in which case they cast a single vote, collectively.

c. Standing and Ad-hoc Committee Chairs

1 The Chairpersons of Standing and Ad-hoc Committees are to be elected through Internal Election at the Spring Organizational meeting by the full Assembly, or otherwise at the time which their Committee is created.

2 The Chairpersons of Standing and Ad-hoc Committees are responsible for taking action on issues that come up in Committee, and on charges issued to the Committee Chair by the Executive Board.

3 The Chairs of Standing and Ad-hoc Committees are allowed to attend Executive Board meetings, and are required to do so at least twice per semester, unless otherwise excused.

4 The Chairs of Standing and Ad-hoc Committees do not vote on the Executive Board.

VI. The Leadership Cabinet

a. The Leadership Cabinet is composed of the President of the Assembly, Presidents of the Professional School and Residential College Councils, and the Campus Council Chairpersons.

b. The Leadership Cabinet shall meet in weeks when the Assembly does not meet to review the affairs of the Assembly and various Councils and facilitate communication and coordination among the bodies.

c. The RUSA President acts as the chairperson of the Leadership Cabinet.

VII. RUSA Allocations Board

a. The RUSA Allocations Board shall be an affiliated committee of RUSA that operates separately from the Assembly. Its purpose shall be to objectively recommend the distribution of student activities fees to student groups properly registered at Rutgers University, using student fees collected under the School Fee and distributed to the Allocations Board and Professional School Councils pursuant to Articles 6.03-6.04 of the RUSA Constitution.

b. The RUSA Allocations Board shall establish or amend its own operating rules and regulations, along with formal Guidelines for Funding.

- 1 Amendments to the RUSA Allocations Board 'Guidelines for Funding' must be made in the semester prior to the intended date of implementation and must be passed by 2/3 vote of the Assembly before implementation.
- c. Membership of the Allocations Board
- 1 Members of the Allocations Board are appointed by an application process during the Spring Semester to serve a one-year term ending the next Spring.
 - 2 The Allocations Board consists of six (6) Officers, with the positions of Chairperson, Vice Chairperson, Treasurer, Auditor, Internal Secretary, and External Secretary; five (5) at-large Rutgers University students, with at least one (1) of the five from a Professional School, and (1) of the five from SAS.
 - 3 The RUSA Treasurer, who is elected directly to the Assembly by the student body, shall serve as a permanent, voting liaison to the RUSA Allocations Board. The Allocations 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 Chair of the RUSA Allocations Board 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.
 - 4 Other positions, such as Public Relations Chair for the Allocations Board, are filled internally by the at-large members of the Allocations Board, at the discretion of the Board's Officers.
- d. Selection Process
- v. The Vice Chairperson of the Allocations Board is responsible for recruiting candidates for the Allocations Board.
 - vi. The Public Relations Chair(s) of the Allocations Board is responsible for advertising open positions on the Board two (2) weeks prior to the selection of new members to the Board.
 - vii. The Selection Board for RUSA Allocations consists of outgoing members of the current year's Allocations Board, a representative from RUSA, and the current adviser to RUSA Allocations.
- e. 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 view point-neutral manner and according to established legal precedent. Recommendations are made to the Assembly for approval.
- 1 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.
 - 2 If the Assembly does not approve the allocation recommendations, the Allocations Board is responsible for submitting revised recommendations in a timely manner.
- f. Special Events Funding
- 1 Special Events Funding is available for events held by registered student organizations that meet any two (2) of the following four (4) criteria:
 1. Annual events traditionally funded University funding
 2. Co-sponsorship by 5 or more campus groups
 3. A total event cost of over \$15,000
 4. The event receives 50% or more of its funding from a source other than Special Events allocations.
 - 1 Special Events are funded through Reserve Funds of the Allocations Board.

- 2 Requests for Special Events Funding are processed by the Allocations Board, but are voted on by the Assembly.
- 3 Any requests for Special Events funding, as presented to the Assembly by the Allocations Board, must include an itemized budget for the event, as well as a short presentation discussing the content for the event.

VIII. RUSA's Finances

- a. RUSA is funded by the RUSA Allocations Board, using the same student fees as other organizations.
 - b. The RUSA Treasurer will create the budget for the Assembly with input from the Committee Chairs, to be approved by the Assembly before being submitted to the Assembly Allocations Board each semester.
 - 1 RUSA, in it's position as the elected student Assembly, enjoys a wider degree of freedom to set it's own budget, request extra funding from Allocations, as well as exceptions to the RUSA Allocations Guidelines for Funding.
- c. Requests for reimbursement out of RUSA's budget must be processed by the RUSA Treasurer.
 - 1 Any uncertainty about from where in the budget money is to be withdrawn is to be resolved through inquiry by the RUSA Treasurer.
- d. Funding Events out of RUSA's Budget
 - 1 Events and Activities relating to passed resolutions by RUSA, or in direct relation to the activities of a particular funded committee, may be funded without a vote of the Assembly at the discretion of the RUSA Treasurer, Vice President, or President.
 - 2 Events and Activities that are unrelated to resolutions of the Assembly or the direct work of a funded Committee must be voted on by the Assembly, and passed by a 2/3 vote. Any bill authorizing such funding must state explicitly that funding comes directly from RUSA's budget, where in the budget said funding will come from, and if funded from a previously agreed-upon project/committee, said resolution must have the expressed consent of the leading representative for that project/committee.

IX. Attendance

- a. **Three** recorded unexcused absences per semester will be grounds for disciplinary action. Disciplinary action may include removal from office.
 - a. A member's absence total includes absences from General Body Meetings AND Committee Meetings AND RUSA sponsored events.
 - i. General Body Meetings: All RUSA members are required to attend all General Body Meetings. Complete absence from a General Body Meeting will be counted as one (1) absence, unless otherwise excused by the Recording Secretary.
 1. Tardiness: Arriving 15 minutes late to an assembly meeting will result in a tardy. Three (3) tardies will equate to one (1) absence.
 - ii. RUSA sponsored events: In the event that you commit or are assigned to participate in a RUSA sponsored event there is an expectation that you will follow through with your commitment. Any absence from a RUSA event deemed mandatory by the executive board will count as an unexcused absence.
 - b. You must document your absences using that month's corresponding form. After two unexcused absences, a meeting will be scheduled to discuss the individual's case. In the event that this meeting is missed or three absences are reached, disciplinary actions may occur.

- 1 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 requests for excused absence should be submitted to the chair of the committee prior to the meeting, unless otherwise impossible. Any absences may be excused by the Committee Chair.
 - 2 Absences can be excused multiple times for the following reasons: personal injury/illness, family emergency, religious holiday, transit problems. Absences can be excused once for the following reasons: irregularly-scheduled exam, irregularly-scheduled work shift, exam the following day. Other excuses may be accepted at the discretion of the Recording Secretary or Committee Chair, respectively.
 - 3 Absences can be reduced or made up for through special assignments, which can be granted by your Committee Chair in conjunction with the Recording Secretary.
 - 4 While three recorded absences is grounds for disciplinary action for any member of the Assembly, multiple absences by Officers less than that number (excused or not) may constitute omission or misconduct of duty, which are grounds for recall or impeachment under Article X, §a.i of the Standing Rules.
- b. Four recorded unexcused absences per semester will be grounds for immediate dismissal from the Assembly, as decided by a majority vote of the Executive Board.

X. Sanctions, Violations, and Procedures for Due Process

a. Sanctions & Recall

- 1 Impeachment is the removal of any RUSA member from any or all positions in RUSA for violations including and limited to incompetence, misconduct of duty, misfeasance, mismanagement of funds, omission of duty, gross violation of the RUSA Code of Ethics (See Appendix C) or gross violation of the RUSA Constitution or Standing Rules as established by RUSA. These violations are defined further in Article X, §b.
- 2 Censure is the removal of voting and debating privileges for disruption of meetings, or less serious instances of any of the violations listed in Article X, §a.i. Any RUSA member can be brought up for censure.
- 3 Dismissal by the Executive Board is an expedited process for removing absentee RUSA representatives without the difficulties of lengthy judicial processes. Four or more unexcused absences are the sole grounds for Dismissal. A motion to dismiss a RUSA representative from their seat may be brought to a vote at any Executive Board meeting by the Recording Secretary or the Internal Affairs Chair.
- 4 Extra Committee assignments or field work may be assigned by the Executive Board or a particular Committee Chair in order to excuse past absences. Such decisions can be made by a representative's Committee Chair, or by a majority vote of the Executive Board.
- 5 Recall is a method of removing an Officer, elected committee member, or External Representative from their position on the grounds that said Officer, as entrusted by the Assembly, is conducting business contrary to the wishes of the Assembly, and as such will be removed and replaced. Standards of recall are thus subjective, but material in nature. Recall as such can be seen a 'no-fault' removal from a position. Recall cannot be used to remove a member of the Assembly from their elected representative seat, but only from positions of higher responsibility and authority as chosen by RUSA. Notably, recall can not be used to remove the President, Vice President, or Treasurer, as duly elected by the student body.

b. Violations

- 1 Incompetence shall be defined as an inability to perform the duties of a position to an extent that it prevents the normal operation of RUSA.
- 2 Misconduct of duty shall be defined as the use of a position on RUSA for personal material gain. Use of a position on RUSA includes the allocation of RUSA money to a group or project, bringing forth or voting for legislation, and any official capacity of RUSA Officers. Personal material gain is defined as accepting gifts, bribes, or personal favors in direct exchange for use of a position on RUSA. Evidence including testimony or documents must be used to confirm such direct exchange.
- 3 Misfeasance shall be defined as any affirmative act by a RUSA Officer or member that uses the authority of their position to deny equal access to the institution of the Rutgers University Student Assembly. Examples include purposeful denial of access to public records/information, refusal by an Officer to carry out the duties of their office, and the use of individual authority to intimidate or curtail the rights of members of the student body.
- 4 Mismanagement of funds shall be defined as use and access of RUSA funds outside of that authorized by the Assembly or other empowered authority as laid out by Article VIII of the Standing Rules. Fraudulent representations of permission for accessing funds, fraudulent reporting of expenses/budgets for the purpose of reimbursement, or any other embezzlement of funds for personal use, is also included.
- 5 Omission of duty is the failure to perform one's position as an elected Officer of RUSA and the duties that go with a particular position.

c. Procedures for Addressing Violations

- 1 Allegations of any violations defined above must be addressed in the following manner:

1. A charge may be brought to the Internal Affairs Committee by any four (4) members of the Assembly, or any twenty (20) members of the student body.

2. The Internal Affairs Committee of the Assembly shall perform an investigation into the charge(s), to be concluded no later than five (5) weekdays (when classes are in session) from when the charge(s) was/were filed. In case of omission of duty by the Internal Affairs Committee, the parties involved shall contact a member of Executive Board, or, if that fails, the Office of Student Life.

3. In the case of alleged violations, the Internal Affairs Committee will investigate the veracity of the claims (or in the case of omission of duty, the Executive Board), and decide by a majority vote which of the four sanctions enumerated under Article X §a.i through §a.iv is the proper approach for the charges filed. Depending on this decision, the alleged violations will be handled as described by Article X, §c.ii through §c.vi

- ii. Procedures for Impeachment or Censure

1. Should the Internal Affairs Committee of the Assembly conclude that the parties under investigation stand responsible of an offense punishable by impeachment or censure, the Internal Affairs Committee must bring the charge to an Executive Board meeting.

2. In the case of lesser violations, and only if authorized by the Executive Board to do so, the Internal Affairs Chair may approach the accused regarding the charges and negotiate their resignation as an option. However, in the case of gross misconduct, the Internal Affairs Chair shall not accept a resignation; rather, they will present the case against the individual to the Assembly in a closed meeting within two weeks of the initial filing of the charges. Each RUSA member is entitled to a fair hearing of their case and shall be in no way intimidated into accepting resignation.

3. At this closed meeting the individual being considered for impeachment or censure shall have the opportunity to present their case for equal amounts of time as the Internal Affairs Chair. An initial time limit of thirty minutes in total will be set for the hearing, but can be abridged by a two-thirds vote

or extended by a majority vote. The vote for impeachment or censure shall be taken at this meeting and a majority vote in the affirmative shall remove the member from office or censure them for the time specified by the IA Committee's report. The individual being considered for impeachment or censure shall not be counted amongst the number of voting members present. If the President is the member being considered for impeachment or censure, the Vice President shall preside over this portion of the meeting.

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

iii. Proceedings for Dismissal & Extra Work

1. Request for Dismissal on the basis of attendance may be filed against any member of the Assembly and brought to the Executive Board by the Internal Affairs Chair, Recording Secretary, or any (4) members of the Assembly.

2. A majority vote of the Executive Board will remove the member from their representative seat. Any seats vacated in this manner will be made known at the next RUSA General Body meeting.

3. Prior to bringing motions for Dismissal to an Executive Board vote, it is necessary for the IA Chair or Recording Secretary to contact the accused and their committee chair, and try to figure out the reasons for the extended absence, and possible ways to resolve the issue, including additional committee work. Additional committee work can be assigned as a sanction by either the member's committee chair and the IA Chair or Recording Secretary, or by a majority vote of the Executive Board.

4. Sanction cannot be circumvented (through means of resignation and rejoining prior to the next election, etc) unless successfully appealed.

iv. 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 Chairperson of the Internal Affairs Committee by the first meeting of the Executive Board that directly follows the report to the body. The Internal Affairs Committee chairperson shall convene an Investigative Appeals Committee within 3 weekdays (when classes are in session). This committee shall consist of an adviser, the Internal Affairs chairperson, the RUSA President, one voting member of the RUSA Assembly, and up to two (2) appointee by the RUSA Adviser who is a Rutgers University undergraduate student (regardless of whether or not they are voting RUSA members). 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.

1. 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.

d. Proceedings for Recall:

i. A petition for Recall may be brought against any RUSA Officer or appointee (here forward referred to as 'said member') by any four (4) members of the Assembly. Said

member must be notified 48 hours in advance of a Recall Vote by the Internal Affairs Committee and be notified of the reasons why a body member is making such a motion. In order to carry, a motion of no-confidence must pass by a 60% vote.

- ii. The debate over a Recall Vote will be considered a closed meeting. The said member(s) may choose to remain in the meeting during debate and will be allowed to make a closing statement immediately preceding the final vote. Hearings shall begin with a speaker's list for and against recall consisting of up to five speakers from each side. No member may speak more than twice. There will be no questions for any speaker, except for those relating to the verification of factual claims.
- iii. A Recall vote cannot be appealed.

XI. Resigning from an Elected or Appointed Position

- a. If any member of the body wishes to resign from their position, that member must do so in a letter or e-mail presented to the RUSA President, Vice President, Corresponding and Recording Secretaries. 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 General Body meeting and cannot be revoked once taken effect.

XII. Vacancies on RUSA

- a. Vacant Internal Representative seats on RUSA will be filled in the manner described below:
 - 1 Campus Council seats will be appointed by the Campus Council Chairpersons
 - 2 Vacant Senate Seats will be filled by appointment by the Chairperson of that seat's Council, unless otherwise designated by that Chairperson as an at-large seat, in which case it will filled by appointment by the SAS Senate Leader
 - 3 Vacant seats representing Professional School & Residential College Councils, Cultural Councils, and Special Populations will be filled by their respective organizations, as initiated by the Corresponding Secretary.
- b. Vacant Officer positions will be filled in the manner described below:
 - 1 A Permanent Vacancy in the Office of RUSA President will be filled by the RUSA Vice President, as set forth in the RUSA Constitution.
 - 2 Vacancies in the Remaining Executive Board positions, Committee Chairs, External Representatives, and Elected Committees will be filled by an Internal Election of the full Assembly (See Article II, §a.v) at the next RUSA General Body Meeting.
 - iii. Vacancies in the position of Campus Council Chairperson shall be selected by the members of that Campus Council, at a caucus chaired by the President or Vice President of the Assembly.

XIII. Committee on Elections and/or Constitutional Amendments

- a. The Committees on Elections and/or Constitutional Amendments will be formed as (an) ad-hoc Committee(s) of RUSA at least two 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.
- b. Committee on Elections
 - i. The Committee on Elections shall coordinate election of the President, Vice President, Treasurer, and Campus Council and Off-campus Council seats, as well as any other representative seats directly elected under the RUSA Constitution or requested elected by a Professional School or Residential College Council.

- 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 prevented by candidacy in the same elections, declining the position, or otherwise moved by the Assembly.
 - iii. The Elections Committee will be responsible for drawing up Elections Guidelines and a Cover Letter for the election and have them approved by RUSA with a majority vote, or if time does not permit, the Executive Committee at minimum. The Committee on Elections shall also be responsible for all referenda.
- c. Committee on Constitutional Amendments
- i. The Internal Affairs Chairperson or co-chairpersons shall serve as the Committee on Constitutional Amendments Chairperson unless the position is declined or as otherwise moved by the Assembly. If there is an election occurring simultaneously, the Elections Committee Chairperson may serve as Constitutional Amendments Chairperson with the approval of the Assembly.
 - 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 Assembly with a 2/3 majority vote or, if time does not permit, the Executive Committee at minimum.

XIV. The Committee on Elections 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 President 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.

XV. Amendments to the Standing Rules

- a. Amendments to the Standing Rules may be made by a 2/3 majority vote.
- b. Before legislation to amend the Standing Rules can be submitted, the RUSA Internal Affairs Committee must determine if the proposed amendments are constitutional.

XIII. 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.”

Appendix A: Sample General Body Meeting Agenda

- i. Call to Order
- ii. Roll Call
- iii. Approval of Agenda
- iv. Approval of Minutes
- v. Public Sector
- vi. External Representatives
- vii. Business
- viii. Committee Announcements
- ix. Officer Reports
- x. Internal Representatives
- xi. Press Questions
- xii. Public Sector
- xiii. Advisors
- xiv. Roll Call
- xv. Adjournment

Appendix B: Commonly-used motions in Robert's Rules of Order

I don't have them on hand at the moment, but they'll be there before the final vote.

Appendix C: RUSA Code of Ethics

The Code of Ethics is a document that outlines behavior all members of the Rutgers University Student Assembly (RUSA) should uphold during their terms. While breaches of the behavior mentioned hereafter are not automatic grounds for punishment, such actions would be unbecoming of the offices which RUSA members hold and will be considered in the event of formal charges.

Responsibility to the students

- As student leaders for the Rutgers University, members of the RUSA are responsible to the students they serve. RUSA members should make judgments and opinions in the best interest of the student body.
- Organizational representatives should make judgments and opinions in the best interest of their respective bodies.

Responsibility to Rutgers University Student Assembly

As appointed organizational representatives, members of RUSA are expected to uphold certain behaviors during RUSA meetings and events, to all those present. RUSA members should:

- Make judgments and opinions in the best interest of the Rutgers University Student Assembly (as secondary to the student body).
- Carefully consider any conflicts of interests they may have, and abstain and/or recuse themselves when appropriate.

Responsibility to Rutgers University

As the representative members of Rutgers University, RUSA members are the public representatives and leaders to others at Rutgers University. It is important to remember:

- To make judgments based on the best interests of the Rutgers University (after its duty to students and the Assembly).

Financial Responsibilities

- RUSA is responsible for approving the distribution of student fees to recognized student organizations at Rutgers University. For this reason, representatives must be aware of the requested expenditures and keep in mind that expenditures should be justifiable in terms of benefit to the students of the university.

Amendments

- The Code of Ethics shall be amended following the same guidelines as the Rutgers University Student Assembly's Standing Rules.