



# **Standing Rules**

As of November 9, 2017

Preamble: This document will hereby serve as the Rutgers University Student Assembly (referred to as “RUSA” or “the Assembly”) Standing Rules. The RUSA Standing Rules shall describe the normal operation of the Assembly. Changes to this document require approval of two-thirds of the current Assembly.

## Article I: Membership

### 1. Campus Caucus Representatives

- a. Each Campus Caucus shall represent the students of their particular campus.
- b. One SAS senator who is a member of Douglass Residential College (DRC) will be designated a DGC Senator, and will sit on DGC, RUSA, and the Senate. This position will be elected by RUSA during the first meeting of the Fall Semester. If there is no SAS Senator, who is also a member of the Douglass Residential College, this position shall remain vacant.
- c. In the Fall, RUSA will coordinate elections for four (4) at-large representatives and one first-year representative for each campus<sup>1</sup>. 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 that campus, and vacant SAS Senate seats will become available at-large to students in the School of Arts and Sciences.

### 2. Off-Campus Caucus Representatives

- a. The Off-Campus Caucus shall represent off-campus and commuter students.

### 3. SAS Senators

- a. Any Senators allocated to the School of Arts and Sciences that are not designated for a particular campus shall be elected at-large in the Spring by RUSA. They shall be known as “SAS Senators at Large.” However, any reference to an SAS Senator shall refer to all Senators allocated to the School of Arts and Sciences unless otherwise specified.
- b. Per University policy, all Student Senators allocated to the School of Arts and Sciences must maintain their status as a student enrolled in the School of Arts and Sciences and shall immediately vacate their position if they are no longer enrolled in the School of Arts and Sciences.

### 4. Professional Schools & Residential College Councils

- a. The Professional Schools & Residential Colleges shall consist of the following:
  - i. Engineering Governing Council
  - ii. Pharmacy Governing Council
  - iii. SEBS Governing Council
  - iv. Mason Gross Student Government Association

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<sup>1</sup> See ruling of the Parliamentarian, *in re: Ruling on Fall Elections Questions*

- v. Rutgers Business Governing Association
    - vi. Douglass Residential College
  - b. The Secretary, in consultation with the Internal Affairs Chair shall determine the appropriate number of representatives for each Professional School and Residential College by requesting enrollment numbers from the appropriate University official by the March 1st preceding the date of Spring elections.
  - c. Election of representatives for the Professional Schools & Residential Colleges shall be handled by those organizations, unless otherwise requested by the organization, in which case it would be handled by the RUSA Elections Committee.
  - d. 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. The Professional School and Residential College representative shall only count for quorum and shall only be able to vote if the President of each Professional School or Residential College provides notice to the Secretary and Internal Affairs Chair of the election or appointment of this representative. Such notice must be given at least 24 hours prior to the start of any Assembly meeting.
- 5. Cultural Umbrella Organization Representatives
  - a. Each of the following organizations may send one (1) representative.
    - i. Asian Student Council (ASC)
    - ii. Latino Student Council (LSC)
    - iii. United Black Council (UBC)
    - iv. Queer Caucus
  - b. The representative shall only count for quorum and shall only be able to vote if the President of each council provides notice to the Secretary and Internal Affairs Chair of the election or appointment of this representative. Such notice must be given at least 24 hours prior to the start of the first Assembly meeting attended by the representative.
- 6. Special Population Representatives
  - a. Each of the following organizations may send one (1) representative:
    - i. Rutgers Commuter Student Association
    - ii. Residence Hall Association
    - iii. Educational Opportunity Program Students Association
    - iv. Inter-Fraternity Council (IFC)
    - v. Pan-Hellenic Council (PHC)
    - vi. Multicultural Greek Council (MGC)
    - vii. Professional Fraternity Council (PFC)
    - viii. RU S.E.R.V.S.

- ix. Student Representative to the Board of Governors
  - x. Student Representative to the Board of Trustees
  - xi. New Brunswick Student Representative to the University Senate Executive Committee
  - xii. Student Athlete Advisory Committee
  - xiii. Women's Center Coalition
  - xiv. Rutgers University Army ROTC (Reserve Officer's Training Corps) Scarlet Knights Program
- b. If the Student Representatives to the BOG, Student Representative to the Board of Trustees (BOT) or the New Brunswick Student Representative to the University Senate Executive Committee are not undergraduate students from New Brunswick/Piscataway in a given year, that person shall not be eligible to be a RUSA representative.
  - c. The representative shall only count for quorum and shall only be able to vote if the President or other responsible person from each Special Population Organization provides notice to the Secretary and Internal Affairs Chair of the election or appointment of this representative. Such notice must be given at least 24 hours prior to the start of the first Assembly meeting attended by the representative.
7. External Representatives
- a. External Representatives shall be defined as members of the Assembly outlined in this Article (Article I), sections 5 and 6. These members represent established constituencies, and are able to make reports on their activities during the "External Representative" portion of the agenda (see Appendix A).
8. Qualifications of Members of the Assembly
- a. The Internal Affairs Committee shall solely judge the qualifications of all voting members.
    - i. In the event a member is deemed to lack qualifications to be elected to office due to University Policy, the RUSA Constitution, or these standing rules, the candidate who received the most number of votes and is qualified to be elected to the position shall be deemed the prevailing candidate. If no candidate is qualified the position shall be deemed vacant.
    - ii. In the event a member is deemed to be no longer qualified to their position due to University Policy, the RUSA Constitution or these standing rules, but was nonetheless qualified to be elected to their position, their position shall be deemed vacant.
  - b. The Elections Committee shall solely judge RUSA Elections and the qualifications of any candidates.
9. Elections

- a. Until the new election guidelines are passed by the Assembly, the rules and procedures from the previous guidelines shall be in effect.

## Article II: RUSA Meetings

1. The Rutgers University Student Assembly shall conduct meetings of the Assembly (“General Body” meetings) every week during the fall and spring semester. General Body meetings are the highest level of decision-making in the operation of the Assembly, and shall operate under the latest version of Robert’s Rules of Order Newly Revised, unless otherwise specified in the Constitution or Standing Rules. General Body meetings, unless otherwise decided by the Assembly, are held each week on Thursdays during the fall and spring semester. Additional special meetings may be scheduled by the executive board or by action of the Assembly, in accordance to the procedures in Robert’s Rules.
2. The President, or in the absence of the President, the Vice-President shall chair all General Body meetings. The chair shall only vote where the passage or failure of the motion would be determined by the chair’s vote.
3. Voting on main motions in General Body Meetings shall be conducted by iClicker, unless otherwise decided by a motion to choose a voting method. All votes shall be part of the public record.
4. Agendas for General Body meetings should be prepared by the Monday before the General Body meeting. The agenda shall be created by the Executive Board.
  - a. Agendas approved by the Executive Board with attached bills should be distributed to all representatives at least 48 hours prior to meeting.
  - b. Prior to approval, the agenda of the Assembly may be amended by a majority vote of the Assembly; however, new items may only be added to the agenda during the General Body meetings by two-thirds vote..
  - c. The amendment must be read to all members present before a vote is called to amend the agenda.
    - i. Unless a particular bill or resolution is subject to a discharge petition, all bills included on the agenda must have at least one of the following as a sponsor: one core committee, one standing committee, one ad-hoc committee, or the executive committee.
  - d. Any RUSA member may file a discharge petition for a particular bill or resolution with the Executive Board. The Executive Board may act to schedule a vote on this bill or resolution for the next General Body meeting. If the Executive Board does not vote in the affirmative to schedule this bill or resolution at the next meeting and the same RUSA member refiles the petition with the signatures of a majority of RUSA members, that bill or resolution must be included in the next agenda.
  - e. Discharged bills are not required to be sponsored or reviewed by any committee, unless such action is required under the constitution.

5. In the case of three or more candidates vying for one position, Instant Runoff Voting (IRV) shall be used.
  - a. 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.
  - b. In the case of many candidates vying for multiple equal positions (as is the case in with some External Representative positions) one candidate with the least number of votes shall be eliminated in each runoff round, until the number of candidates remaining is equal to the number of positions.
    - i. If there is no candidate with the least number of votes, due to a tied vote, all such candidates shall be eliminated, unless their combined vote count is greater than or equal to 50% of the total vote. In that case the President shall, in the President's tie-breaking capacity, decide the candidate that is not eliminated. After that, the Instant Runoff Voting process shall continue.
  - c. The Presiding Officer of the Assembly at a meeting may allow the use of traditional runoff voting instead of instant runoff voting.
6. A quorum must be present in order to conduct any official business at any General Body or Executive Board meeting.
  - a. A quorum for General Body meetings is defined as one-third of voting members of the Assembly. For the Executive Board and Committee, quorum shall be defined as fifty percent plus one (50%+1) of the number of voting members. There shall be no quorum requirement for other committees.
  - b. Neither the President, nor unfilled seats count for either the total number of members or the number of members present when establishing a quorum.
7. The Assembly may make a meeting closed to the public by a two thirds vote. If a meeting is closed after the meeting has begun, all members of the public must leave the meeting before business may continue.
8. Debate shall follow the rules prescribed in Robert's Rules of Order, with the following modifications:
  - a. There shall be eight minutes for debate with time equally divided among two speakers for and two speakers against at the start of each debate period. This shall not apply to debate periods on a motion where there is not a for or against option.
  - b. The Assembly may vote to specify specific additional debate procedures by majority vote after the end of the debate period, with the person who moved said motion being given speaking preference.

- c. A motion to lay on the table shall be allowed for subsidiary motions. If adopted this motion shall only lay that subsidiary motion on the table and that particular motion or one substantially similar to it may not be renewed in regards to the main motion (or primary amendment if the subsidiary motion was a secondary amendment).
  - d. Any proposed amendments to these Standing Rules must be introduced at least one meeting prior to a vote on the motion to adopt amendments to the Standing Rules.
  - e. Section a and b shall only be construed to specify specific debate and speaker structure, all other motions in order during debate under Robert's Rules shall continue to be in order during debate under a.) and b.), including motions to extend time, limit debate, and other allowed motions.
  - f. Upon request by one-fifth of members present, a record of each member's vote on a particular motion shall be made.
  - g. The Presiding Officer shall decide the initial time limits for presenting reports; this time limit may be changed by a motion to extend or limit debate.
9. 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 shall be filled through Internal Election by the Assembly. Internal Elections shall be used to fill all positions elected by the full Assembly. Individual votes for Internal Elections are confidential, but the numerical results are public.
- a. The Chairs of the Core and Standing Committees will be elected by the new Assembly through Internal Election.
10. All Rutgers Undergraduate Students shall have access to the agenda of the Assembly and appropriate notice of any meetings. These provisions shall be referred to as the RUSA Sunshine Provisions.
- a. The Secretary of the Assembly shall maintain an email list of undergraduate students, who currently attend Rutgers University, hereby referred to as the "Public List".
  - b. All students who currently attend Rutgers University, or enrolled to attend the following year, may request to be added to the "Public List". Students may do this in person during office hours, at the end of a regular Assembly meeting, or by emailing the official Assembly email and requesting to be added to the list. Furthermore, there shall be a sign in sheet for members of the public at the beginning of every RUSA meeting so they may write their full name and email address to be added to the list in question.
  - c. The Secretary of the Assembly shall give public notice of the Assembly at least 24 hours before the start of the meeting. This notice shall consist of an email

containing the Agenda and all legislation referred to within the agenda sent to all emails on the “Public List”.

- d. All RUSA agendas shall bear the following notice: *“Public notice of this meeting has been given to all undergraduate students requesting such notice. Please speak to the Secretary of the Assembly after this meeting to learn more about how you can join the email list to receive a 24 hour meeting notice and a copy of the Agenda.”*
  - e. All Agenda for a meeting for which 24 hour notice has not been issued, shall not bear the previous label. Additionally, such a meeting shall be referred to as a non-compliant meeting. All votes on main motions taken at a non-compliant meeting shall not take effect unless:
    - i. The Assembly votes to ratify all actions taken at a non-compliant meeting by majority vote at the next compliant meeting; OR
    - ii. The Assembly classifies the main motion as an emergency motion. This classification may be done by two-thirds vote of the members present at a non-compliant meeting.
  - f. The Secretary of the Assembly will post the upcoming agenda and additional legislation at least 24 hours in advance on the RUSA website. Those members responsible for the maintenance of the website shall furnish the Secretary with any credentials necessary to do so.
  - g. The Secretary shall be required to post all bills and resolutions introduced, passed, or rejected by the Assembly on the RUSA website within 14 days of the bill or resolution being passed or rejected by a vote of the Assembly.
  - h. Any video and audio recordings of RUSA meetings count as both official record and public record.
  - i. All General Assembly meetings, with the exception of closed meetings must be recorded in their entirety if appropriate recording equipment is available.
11. The General Order of Business for RUSA shall be:
- a. Call to Order and Determination of a Quorum
  - b. Pledge of Allegiance
  - c. Approval of the Agenda
  - d. Approval of the Minutes
  - e. Invited Speaker
  - f. Old Business
  - g. New Business
  - h. Executive Board Reports
  - i. Committee Reports:
    - i. Core and Standing Committees
    - ii. Ad Hoc Committees



- j. Advisor Report
- k. Reports of External Representatives
- l. Public Sector
- m. Adjournment

#### Article III: Suspension of these Rules

1. The procedures outlined in this section shall supplement the procedure of suspension of the rules provided for in Robert's Rules of Order. The suspension of rules procedure provided under Robert's Rules shall not be construed to allow suspension of rules provided for in the Standing Rules. A motion to suspend the rules under this section shall be in order when the equivalent motion under Robert's Rules of Order is in order.
2. This Article may not be suspended under any circumstance.
3. Suspension of the Rules, under this rule, shall only be in order only during a regular meeting of the Assembly with sufficient quorum present.
4. Any member making a motion to suspend the rules must specify the particular rule or rules being suspended and the duration of such suspension. The Presiding Officer, Parliamentarian or Internal Affairs chair may rule a particular suspension proposal out of order if it does not comply with this Article or the Constitution. Such a ruling may not be appealed.
5. By unanimous consent, any rule may be suspended, except as otherwise stated in this article.
6. The Assembly may by two-thirds vote suspend any rule in these Standing Rules or rules of debate for a portion of a meeting or a full meeting if such rule does not require previous notice.
7. No suspension of a rule or rules may last past the adjournment of the Assembly during which the rule or rules were suspended.
8. The following rules may not be suspended under any circumstance:
  - a. Any rule included in Article I,
  - b. Article II, Section 6,
  - c. Article XXIV,
  - d. Article VI, OR
  - e. Article VIII.

#### Article IV: Committees of RUSA

1. Each voting RUSA member, with the exception of the Vice-President, Chief of Staff, and Secretary shall serve on at least one RUSA committee. The President shall be an ex-officio member of each committee, unless membership in that committee is prohibited by the Constitution. In this regard, the President shall only be marked as present when present at a certain committee, but shall not be marked absent.

2. The RUSA Constitution establishes five committees, to be known as Core Committees: Academic Affairs, Legislative Affairs, Public Relations, University Affairs and Internal Affairs.
3. The Student Affairs Committee, along with, the Health and Wellness Committee shall be Standing Committees of the Assembly. Additional standing committees may only be created by a two-thirds vote of the Assembly amending these standing rules.
4. Core and Standing Committees chairs are to be elected internally by the Assembly at the Spring Organizational meeting of RUSA.
  - a. 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; however, any legislation may only be sponsored by majority vote.
  - b. Committee Chairs may delegate tasks and create positions internal to their committee to better facilitate the operation of their committee. These positions may be used to determine a member who will chair the committee in the absence of the Committee Chair. Any position permitting a member to chair the committee in the absence of the Committee Chair must be declared in writing to the Secretary and Internal Affairs Committee Chair in advance of the committee meeting.
  - c. Committee meetings are open to all Rutgers students (except Internal Affairs), but can be closed by a two-thirds vote of the committee.
  - d. All committee meetings must have at least a ten minute public session.
  - e. In the event that any chair position is vacant throughout the year, the executive committee may schedule an internal election at a RUSA meeting.
  - f. A committee chair may create subcommittees from the committee they chair and appoint a chair of this subcommittee.
  - g. A committee may adopt further rules governing their procedures and the procedures of their subcommittees as long as such rules are consistent with the RUSA Constitution, these rules, and any legislation passed by the Assembly.
5. 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.
6. Unless the Executive Board, by majority vote, adopts a different meeting schedule, all committees shall meet at the discretion of the chair of the committee.
7. Ad-hoc committees are committees that have a one-time purpose, and dissolve at the Spring Organizational meeting following its creation. Ad-hoc Committees may be created at any Assembly meeting by a resolution by the majority (50% +1) of the Assembly, or by the decision of the President, and may be dissolved in the same way they were created. An Ad-hoc Committees must be chaired by undergraduate student who is:

- a. chosen by a method specified by the resolution which created the committee;
  - b. chosen by a method specified by the President, if the committee was created by the decision of the President;
    - i. The Assembly may resolve, by majority vote, to change the method decided in b.) above.
8. Ad-hoc Committees must issue a report of their activities to the Assembly at prior to their dissolution.
9. Each Standing or Ad-hoc Committee's membership shall be either open, closed, or elected.
  - a. Open committee membership shall be open to all undergraduate students and membership is arranged by the Vice President. All Open Committees are also open to participation by Rutgers students; however, voting in Open Committees is reserved to voting RUSA members.
  - b. Closed committees shall have membership limited to RUSA members.
  - c. Elected committee members shall be elected by the Assembly, through internal election.
10. The Core Committees shall be Open Committees.
11. 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).
12. Any bill or resolution being considered for sponsorship by a committee must be presented, voted on, and approved by a majority vote of the committee during a committee meeting or through any medium where the vote can be recorded in order to gain sponsorship. A record of the vote must be submitted with the bill in order for it to be considered by the Executive Committee.

#### Article V: Executive Board

1. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary. Each Core and Standing Committee Chair shall also be a member of the Executive Board with full voice and vote. The Parliamentarian shall also sit on the Executive Board as a non-voting, ex-officio member of the Board. In the event of a tied vote, the Parliamentarian may break the tie. In addition, every chair of a core or standing committee, defined in these rules, shall be a full voting member of the Executive Board. Additional officers of the Assembly may serve as members with full voice, but no vote, on the executive board if required to by their duties as defined in these Standing Rules.
2. The Executive Board is responsible for coordinating the Assembly committees and General Body meetings, and setting the agenda for the Assembly.

3. 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 board meeting will not result in an absence.
4. All Executive Board members shall receive notification of an Executive Board meeting at the same time. The President shall set the Agenda for meetings of the Executive Board and additional items may be added by a majority vote.
5. Executive Board meetings shall be scheduled prior to each RUSA General Body meeting. All meetings of the Executive board shall be scheduled at a time suitable to the largest number of Executive board members. The Executive Board shall create the agenda for General Body meetings and may prescribe time limits for debate on any agenda item.
6. 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.
  - a. Exceptions to this rule may only be made by two-thirds vote of the Executive Board.
7. The Executive Board is empowered to act on behalf of the Assembly provided:
  - a. an emergency situation requires immediate action, AND
  - b. this emergency requires that action be taken before the next meeting of the Assembly, AND
  - c. the President or designee reports this action to the Assembly at the next meeting of the Assembly, AND.
  - d. Actions taken by the Executive Board are approved by the Board with the same voting standard as would that action require if it were taken by the Assembly, AND
  - e. Such action is neither inconsistent with the Constitution or these rules, nor attempts to amend the Constitution or these rules.

#### Article VI: Responsibility and Pledge of Office

1. All newly elected members shall receive a packet of information including the Constitution and Standing Rules.
2. All members shall be required to go to (a) training session(s) unless otherwise excused.
3. Members shall be required to recite the following Oath of Office in the presence of at least two executive board, executive committee, or elections committee members prior to exercising the privileges of their office: "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."
4. No member shall be deemed qualified until that member has taken their oath of office.

#### Article VII: Academic Affairs Committee

1. The Academic Affairs Committee shall be responsible for developing and maintaining a good relationship with the administration and faculty to address student concerns.
2. The Academic Affairs Committee shall address student academic issues including but not limited to student advising, course offerings, research and scholarship opportunities.

#### Article VIII: Internal Affairs Committee

1. The Internal Affairs Committee shall be responsible for ensuring that members act in accordance with the RUSA Constitution and Standing Rules.
2. The Internal Affairs 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.
3. Potential amendments to the Constitution and Standing Rules must be reported by the Internal Affairs Committee to the Executive Board 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.
  - a. In accordance with this rule, all substantive amendments to bills or resolutions amending the Standing Rules or Constitution must be referred to the Internal Affairs Committee for at least a period of one week. This rule may be waived by two-thirds vote of the Assembly.
4. The Internal Affairs Committee shall be charged with investigating and reporting on any legislation or issue that concerns the structure of the Assembly, coordination, assignment or distribution of roles and responsibilities between different parts of the Assembly, any matter which concerns the procedures of the Assembly, and the responsibility of the members or officers of the Assembly.
  - a. During its investigation the Internal Affairs Committee, by majority vote, may require any member of RUSA to testify before the committee. Refusal to testify shall subject the member to impeachment, recall, and/or removal from office.
  - b. No person shall be required to incriminate themselves in any way.
5. The Internal Affairs Committee shall be responsible for ensuring the Assembly and its committees follows mandates contained in the Constitution and the Standing Rules.
6. Any and all petitions meeting the criteria mandated by the Constitution must be processed and presented to the Assembly.
7. Members of the Executive Board, except for the Parliamentarian and Internal Affairs Chair, are prohibited from serving on the Internal Affairs Committee.

#### Article IX: 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. 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.
3. 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.
4. This committee shall be charged with evaluating and making recommendations to the Assembly on which organization should be chosen to participate in Meal Swipes for Charity for that semester.

#### Article X: 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.
2. 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.
3. 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.

#### Article XI: 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 Student Affairs Committee in RUSA's "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.
  - a. 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 Caucus (or Off-Campus Caucus) 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
6. The Public Relations Committee shall be charged with devising, recommending, and implementing the Public Relations strategy of the Assembly.

#### Article XII: The Student Affairs Committee

1. The Student Affairs Committee is a standing, open committee of RUSA.
2. The Student Affairs Committee is composed of the campus caucus chairs from each campus and any other persons assigned by the Vice-President. This committee shall meet regularly as with all other standing and core committees.
3. The committee shall be responsible for working with the campus caucus chairs in hosting at least one RUSA sponsored event on each campus every year, coordinating RUSA, RHA and each campus' respective governing councils.
4. The committee chairperson or designee thereof shall be required to foster close relations with RHA by attending the bi-weekly General Assembly Meetings.
5. The committee shall disseminate institutional knowledge of Rutgers University, such as various departments and services the University hosts and provides, to Rutgers Students.
6. The committee shall receive student concerns and forward them to the appropriate RUSA member who has the capabilities to resolve the concern.
7. This committee shall be responsible for preparing for RUSA's "What's on Your Mind Month", and work with the Public Relations Committee and the Assembly as a whole on this endeavor.

#### Article XIII: The Health and Wellness Committee

1. The Health and Wellness Committee shall be a standing committee.
2. The Health and Wellness Committee shall be charged to investigate and advocate on behalf of issues affecting the general health and wellness of students at Rutgers University-New Brunswick.
3. This committee shall be charged with investigating student use of drugs and alcohol, public health issues that affect the student body at large, and any issue charged to its subcommittees.
4. The Subcommittee on Sexual Violence Education shall be a subcommittee of the Health and Wellness Committee.
  - a. This subcommittee is charged with:
    - i. the responsibility of advocating for survivors of sexual violence at Rutgers University and beyond through appropriate legislation,
    - ii. the responsibility of working to distribute resources regarding sexual violence,
    - iii. understanding Rutgers' policies as they relate to sexual violence
    - iv. recommending and implementing policy pertaining to sexual violence at Rutgers.
  - b. The chair of this subcommittee shall, at their earliest possible convenience,

complete Title IX training.

5. The Mental Health Subcommittee shall be a subcommittee of the Health and Wellness Committee.
  - a. The Mental Health Subcommittee is charged with:
    - i. investigating solutions for mental health issues on campus,
    - ii. collaborating with campus organizations on mental health issues,
    - iii. advocating on behalf of students and on ways of improving mental health services on campus,
    - iv. recommending and implementing policy pertaining to mental health at Rutgers.
6. The subcommittees of the Health and Wellness Committee should meet at different times than the committee at large. The subcommittees must meet at least as often as the committee as a whole. The chairs of the subcommittees of this committee should report on the activities of their respective subcommittees.

#### Article XIV: The Sexual Violence Education Department

1. The Sexual Violence Education Department shall be an executive department.
  - a. The department shall be headed by a director who shall be appointed by the President, subject to confirmation by the body.
    - i. The director shall serve until a successor is appointed.
    - ii. The director is empowered to appoint a deputy director and any other staff necessary for the success of this department.
    - iii. The director shall, at the director's earliest possible convenience, complete Title IX training.
2. The duties of this department shall be:
  - a. advocating for survivors of sexual violence at Rutgers University.
  - b. publicizing information about sexual violence on campus and work on methods of implementing policies aimed at reducing sexual violence at Rutgers University.
  - c. working to involve RUSA in the annual Take Back the Night march and serve to represent RUSA to external organizations dealing with sexual violence awareness.
  - d. working with administrative departments including, but not limited to, the VPVA and Student Affairs Compliance Department or any successors departments, doing what is necessary and proper, as allowed by these rules and the RUSA constitution, to prevent and reduce sexual violence at Rutgers.
  - e. reporting on its initiatives and other activities to the Sexual Violence Prevention subcommittee.

#### Article XV: The Officers of the Assembly



## 1. The Role and Power of the President

- a. The President of RUSA shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring elections.
- b. The President will act as the official representative of the Rutgers University student body.
- c. They will serve as a liaison between the student body, members of the RUSA and the administration.
- d. It will be the responsibility of the President to chair meetings of the Executive Board. Further, the President will be responsible for chairing RUSA meetings.
- e. 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.
- f. The President shall ensure that all RUSA members are active members of at least one RUSA Core or Standing Committee.
- g. The President shall make it their responsibility to meet at least bi-monthly with the Vice Chancellor of Student Affairs 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.
- h. In the event of a permanent vacancy in the Office of President, the Vice President shall assume the position of President.
- i. The President shall be required to give an up-to-date report of their activities at each RUSA meeting.
- j. The President shall have the power to make appointments to positions requiring confirmation of the body during the recess periods of the assembly.
  - i. Once a recess is concluded the Assembly may vote to confirm the appointments made by the President during the recess.
  - ii. A recess appointment shall expire at the adjournment of the next Assembly meeting, unless the Assembly confirms the appointment prior to adjournment.
  - iii. All appointments made by The President during the recess periods of the Assembly shall be approved by the Executive Board by majority vote.

## 2. The Role and Powers of the Vice President

- a. The Vice President shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring Elections.
- b. The Vice President will act as the representative of the Assembly 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.

- c. 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.
  - d. The Vice President shall be in charge supervising 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.
  - e. The Vice President shall review all Committee reports and committee attendance reports weekly to further ensure the efficiency of the committee system.
  - f. The Vice President will be required to give an up-to-date report of their activities at each RUSA meeting.
  - g. The Vice President shall be in charge of committee membership assignments, except as otherwise prescribed in the Constitution, these rules, or by resolution of the Assembly.
3. The Role and Powers of the Treasurer
- a. The RUSA Treasurer shall serve a term of one-year beginning at the Spring Organizational meeting of RUSA following the Spring elections.
  - b. 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 a regular report on all such transactions.
  - c. 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.
  - d. The Treasurer shall be required to give an up-to-date report of their activities at each RUSA meeting.
  - e. The Treasurer shall be responsible for an additional four office hours each week.
4. Role and Powers of the Secretary
- a. The RUSA Secretary shall serve a term of one-year beginning immediately after their election to the position at the Spring Organizational meeting of RUSA and continue to serve until a Secretary is elected following the Spring elections the following year.
  - b. The RUSA Secretary shall establish and maintain all non-financial records of the Assembly.
  - c. It will be the responsibility of the 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.
  - d. It will also be the responsibility of the Secretary to prepare the roster and contact information of the Assembly and maintain it throughout the year.

- e. The Secretary shall be required to give a up-to-date report of their activities at each RUSA meeting.
- f. The Secretary shall be responsible for maintaining up-to-date records of office supply inventory, and communicating them to RUSA and Allocations.
- g. The RUSA 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 email addresses.
- h. The Secretary shall be responsible for determining the appropriate number of representatives by requesting enrollment numbers from the appropriate University official by the March 1st immediately preceding the date of Spring elections.
- i. Between the Spring Elections and RUSA's Spring Organizational meeting, the 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.
- j. The Secretary shall be required to give a report of their activities at each RUSA meeting.
- k. The Secretary shall be responsible for coordinating any processes involved with organizing a RUSA trip or retreat.
- l. The Secretary shall take office hour attendance.
- m. The Secretary is required to email all bills and resolutions introduced, passed, or rejected by the Assembly with and without amendments to [rusa.assembly@gmail.com](mailto:rusa.assembly@gmail.com) and [rusa.iacommittee@gmail.com](mailto:rusa.iacommittee@gmail.com) within one day of the bill or resolution being passed or rejected by a vote of the Assembly.
- n. The Secretary is required to create and maintain a two binders containing all bills and resolutions introduced, passed, or rejected, both in their original format and with amendments. One of these binder shall be given to the RUSA advisor. The Secretary shall be required to update these binders within 14 days of a bill or resolution being passed or rejected by a vote of the Assembly. As an alternative the Secretary may elect to keep electronic records and provide electronic copies to the RUSA advisor.
- o. The Secretary is required to create and maintain an online repository accessible to all RUSA members. This repository shall contain all bills and resolutions introduced, passed, or rejected, both in their original format and with amendments. The Secretary shall be required to update this account within 14 days of a bill or resolution being passed or rejected by a vote of the Assembly.

- p. The Secretary shall ensure all General Assembly meetings are either a video or audio recorded, if appropriate equipment is available. Any recordings must be accessible online by members of the public within 14 days of their creation.
  - q. The Secretary shall be responsible for an additional two office hours each week.
5. The Role and Powers of the Parliamentarian
- a. 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 and continue to serve until a Parliamentarian is elected following the Spring elections of the following year.
  - b. The RUSA Parliamentarian shall be responsible for interpreting the Constitution and these Standing Rules.
    - i. All interpretations shall either occur during a General Assembly meeting where the interpretation may be recorded in the minutes and referenced in the future, or in a written ruling.
      - 1. All interpretations during a meeting shall be as limited in scope as possible and the Parliamentarian must issue a written ruling explaining the justification and holding after the conclusion of the meeting.
      - 2. All written rulings shall either be performed in the manner above or after a question is posed by an Assembly member or an undergraduate student before the Parliamentarian.
    - ii. The Parliamentarian shall publically indicate any questions posed before the Parliamentarian under clause i.1.) above and allow for any interested party to submit arguments on the issue within a week. These arguments shall be considered when issuing the ruling. The ruling must be issued within two weeks of a question being posed.
    - iii. Frivolous questions shall not entertained by the Parliamentarian.
    - iv. Rulings made by the Parliamentarian under this section shall be binding in future cases. Rulings made by an acting Parliamentarian under this section shall be binding for the current meeting of the Assembly and persuasive in future cases.
  - c. The Parliamentarian shall advise the presiding officer on Robert's Rules of Order and parliamentary procedure.
  - d. The Parliamentarian shall sit on and advise, but not vote on (unless the vote would otherwise be tied), the Executive Board, as an ex-officio member; he or she shall also serve as an ex-officio member of the Internal Affairs Committee.
  - e. In the absence of the Parliamentarian, the President Officer may designate an acting Parliamentarian for the duration of a RUSA General Assembly meeting.

- f. The Parliamentarian shall be responsible for an additional two office hours each week.
6. The Role and Powers of the SAS Senate Leader
- a. 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.
    - i. The previous year's Senate leader shall continue to exercise the duties of their office in regards to representing RUSA in the current Senate body, whereas the newly elected Senate leader shall exercise their duties at the organizational meeting of the Senate and all functions of the new University Senate body. Only the newly elected Senate leader shall be part of the Executive Board.
  - b. Candidates for the position of SAS Senate Leader must be elected SAS Senators sitting on the Assembly.
  - c. 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.
  - d. The SAS Senate Leader will ensure active participation of SAS Senators in each the Senate's committees, determine Committee placements of the SAS Senators and convey them 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.
  - e. The SAS Senate Leader shall nominate students to fill vacant SAS Senate Seats and upon confirmation of the nominees by majority vote of the Executive Board, these students shall be certified to the Internal Affairs Committee as Senators. After verifying the eligibility of a student to serve in that position the Internal Affairs committee shall certify the Senator to the University Senate.
  - f. The Senate Leader shall be responsible for an additional four office hours each week.
7. Roles and Powers of the Chief of Staff
- a. The duties of the Chief of Staff shall consist of:
    - i. Serving as the Chief Administrative Officer
    - ii. Assisting the President in administrative duties as assigned
    - iii. Serving five office hours a week in the summer and academic year.
    - iv. Overseeing the Office Hour Schedule (posted online and in print) weekly/daily
    - v. Overseeing the day-to-day administration
    - vi. Overseeing the Events and Special Projects Director and the Athletic Coordinator

- vii. Serving as a non-voting member of the Executive Board
    - b. The Chief of Staff shall be appointed by the President and shall serve at the pleasure of the President.
  - 8. Roles and Powers of the Deputy Chief of Staff
    - a. The Deputy Chief of Staff shall have the duty to perform any tasks delegated by the President or Chief of Staff.
    - b. The Deputy Chief of Staff shall be appointed by the President and serve at the pleasure of the President.
  - 9. The roles and powers of the Big Ten Liaison
    - a. The duties and responsibilities of the Big Ten Liaison shall be:
      - i. Communicate with all Big Ten schools and the ABTS board and create monthly reports of the happenings of the ABTS.
      - ii. Must attend all Association of Big Ten Students Conferences and help coordinate Big Ten trips for the Rutgers delegation.
      - iii. Help create the application for Big Ten trips, and help in the selection of the delegation.
      - iv. Attend meetings coordinated by the Association of Big Ten Executive Board.
      - v. Assist committees on projects and share insights on behalf of other Big Ten Schools.
      - vi. Act as the conference coordinator for any Big Ten conference held at Rutgers University.
      - vii. Required to attend weekly Executive Board meetings at the discretion of the President.
      - viii. The President shall nominate, and with the consent of the Assembly, appoint, an undergraduate student to the position of the Big Ten Liaison.
      - ix. Serve an additional office hour each week.
    - b. The Coordinator shall be a non-voting member of the Executive Board
      - i. If a voting member is appointed to this position they shall retain their voting rights
  - 10. Role and Power of the Events and Special Projects Director
    - a. The Events and Special Projects Director shall:
      - i. coordinate between the President and the Student Affairs Chair,
      - ii. coordinate with other organizations on hosting events and town halls,
      - iii. assist the President with event planning,
      - iv. perform other duties the President shall assign.
    - b. The Events and Special Projects Director shall be appointed by the President and serve at the pleasure of the President.
    - c. The Director shall be a non-voting member of the Executive Board

- i. If a voting member is appointed to the Directorship they shall remain a voting member.

#### 11. Role and Power of the Athletic Coordinator

- a. The Athletic Coordinator shall:
  - i. represent the voices of all student athletes, intercollegiate, club, and intramural,
  - ii. work to increase student participation and involvement in athletics on campus,
  - iii. recommend to RUSA initiatives on collaboration, innovation, and input on Rutgers Athletics,
  - iv. work to preserve the excellence of Rutgers Athletics,
  - v. advocate on behalf of recreation and academic policies to benefit Division One athletes.
- b. The Athletic Coordinator shall be appointed by the President, with consent of the Assembly, and shall serve until a new Athletic Coordinator is appointed or for a period of 1 academic year.
- c. The Coordinator shall be a non-voting member of the Executive Board
  - i. If a voting member is appointed to this position they shall retain their voting rights.

#### Article XVI: Role of Chairs of Core and Standing Committees

1. The Chairpersons of the Core and Standing 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.
2. The Chairs of the Core and Standing Committees shall attend Executive Board meetings.

#### Article XVII: Campus Caucus Chair

1. Each Campus Caucus shall select from among its members a Chairperson at a fall Organizational meeting of RUSA following Fall Elections.
2. This Campus Caucus Chairperson will be responsible for holding meetings once per month with their Caucus.
3. The Campus Caucus Chairperson shall be required to make themselves available to meet with elected officials from their campus RHA(Residence Hall Association).
  - a. The Chairperson of the Off-Campus Caucus is similarly recommended to work with the Rutgers Commuter Student Association.
4. The Campus Caucus Chairperson shall appoint students to vacant representative seats in their Caucus and upon confirmation by majority vote of the Chairperson's caucus members the Caucus Chairperson shall certify the appointment to the Internal Affairs Chair. After the Internal Affairs Committee determines the student is eligible for that

position, said student shall have full privileges and immunities of membership of the Assembly.

5. Caucus Chairpersons shall be members of the Student Affairs Committee.
6. Each Caucus Chairperson is responsible for an additional office hour.

#### Article XVIII: The Allocations Board

1. The RUSA Allocations Board shall be an affiliated committee of RUSA that operates separately from the Assembly.
2. 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.
3. The RUSA Allocations Board may establish subordinate operating rules and regulations, along with formal Guidelines for Funding. Any such rules and regulations must be conveyed to the Secretary and Internal Affairs Chair to ensure proper recordkeeping. No such rule or regulation shall take effect until it is conveyed to the Secretary and Internal Affairs Chair.
4. 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 two-thirds vote of the Assembly before implementation.
5. 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.
  - a. The Allocations Board consists of Officers, with the positions of Chairperson, Vice Chairperson, Treasurer, Auditor, and Secretary; five (5) at-large Rutgers University students, with at least one (1) of the five from a Professional School, and one (1) of the five from SAS.
  - b. 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.
  - c. The Allocations Board may be considered the RUSA Treasurer's assigned Committee; however, this clause shall not be construed to preclude the Treasurer from serving on any other committee.
  - d. The RUSA Treasurer shall be required to attend any and all meetings and retreats of the Allocations Board, unless otherwise excused.
  - e. 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 Secretary on a bi-weekly basis.
  - f. Selection Process
    - i. The Vice Chairperson of the Allocations Board is responsible for recruiting candidates for the Allocations Board.



- ii. 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.
  - iii. The Selection Board for RUSA Allocations consists of outgoing members of the current year's Allocations Board, a representative from RUSA chosen by internal election, and the current adviser to RUSA Allocations.
  - iv. The Assembly Allocations Board shall recommend the distribution of student activities fees to student organizations properly registered with the Department of Student Centers and Involvement or any successor office in a view point-neutral manner and according to established legal precedent. Recommendations are made to the Assembly for approval. All recommendations by the Allocations Board shall be publicized at least a week prior to any vote by the Assembly on the motion to adopt the recommendations.
  - v. 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.
  - vi. 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.
  - vii. If the Assembly does not approve the allocation recommendations, the Allocations Board is responsible for submitting revised recommendations in a timely manner.
6. Requests for Special Events Funding are processed by the Allocations Board, but are voted on by the Assembly.
  7. Any requests for Special Events funding, as presented to the Assembly by the Allocations Board, must include a presentation discussing the description of the event and a summary of the budget for the event. However, the Allocations Board is not required to release confidential information in regards to student organizations if not providing such information is necessary to comply with neutrality rules.
  8. No action on an item proposed by the Allocations Board may be taken unless such actions comply with the procedures detailed in this article.

#### Article XIX: RUSA Finances

1. RUSA is funded by the RUSA Allocations Board, using the same student fees as other organizations.

2. 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 Allocations Board.
3. RUSA, in its position as the elected student Assembly, enjoys a wider degree of freedom to set its own budget, request extra funding from Allocations, and exceptions to the RUSA Allocations Guidelines for Funding.
4. Requests for reimbursement out of RUSA's budget must be processed by the RUSA Treasurer.
5. Any uncertainty about from where in the budget money is to be withdrawn is to be resolved through inquiry by the RUSA Treasurer.
6. Only the President, Vice President, and Treasurer shall be authorized to withdraw funds from the account.

#### Article XX: Events Funded Out of the RUSA Budget

1. Events and Activities relating to previously adopted 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 previously adopted resolutions of the Assembly or the direct work of a funded Committee must be voted on by the Assembly, and passed by a two-thirds 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.
3. Any legislation or amendments to legislation of the Assembly, which include funding for events or organizations already funded by the Assembly, shall require two-thirds vote for adoption and any vote on such a question must be taken by roll call.

#### Article XXI: Committee on Elections and/or Constitutional Amendments

1. 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 two weeks prior to the scheduled first day of polling for referenda.
2. Committee on Elections
  - a. The Committee on Elections shall coordinate election of the President, Vice President, Treasurer, and Campus Caucus and Off-campus Caucus seats, as well as any other representative seats directly elected under the RUSA Constitution or requested to be elected by a Professional School or Residential College Council.

- b. 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 on the Committee as Elections Chairperson unless prevented by candidacy in the same elections, declining the position, or otherwise moved by the Assembly.
  - c. 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.
- 3. Committee on Constitutional Amendments
  - a. 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 unless otherwise moved by the Assembly.
  - b. 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 two-thirds majority vote or, if time does not permit, the Executive Committee at minimum.
- 4. 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 or Elections 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 of the Elections Committee.

#### Article XXII: Amendments to these Standing Rules

- 1. Amendments to the Standing Rules may be made by a two-thirds vote.
- 2. Before legislation to amend the Standing Rules can be submitted, the RUSA Internal Affairs Committee must determine if the proposed amendments are constitutional.
- 3. All amendments to these rules must be introduced at least a week prior to any vote to adopt them.

#### Article XXIII: Attendance

1. All RUSA members are required to keep office hours on a weekly basis.
  - a. Office hours shall be held during regular business hours: 11am-7pm, Monday through Thursday and 11am-5pm on Fridays.
  - b. General members must complete 1 office hour per week. Core and Standing Committee Chairs are required to complete an additional 2 hours per week. Ad-hoc committee chairs shall be required to complete 1 additional hour per week.
  - c. Executive Board members may include appointments towards their total weekly office hours.
  - d. The requirement for office hours shall be satisfied for External Representatives who attend the meetings of the student government or organization from which they are sent, except for additional hours as may be required by assuming an internal position within the Assembly.
  - e. The Chief of Staff shall be responsible for scheduling office hours.
    - i. The Chief of Staff shall report on member's attendance to the Internal Affairs Chair on a weekly basis.
    - ii. The Chief of Staff may, at their discretion, designate valid locations for and appropriate methods of completing office hours.
    - iii. Members may reschedule office hours by informing the Chief of Staff who may then approve or deny the proposed office hours based on the suitability of those hours.
2. Members of RUSA shall be permitted a limited number of unexcused absences.
  - a. The Internal Affairs Chair shall be responsible for distinguishing excused and unexcused absences in the first instance. Decisions of the Internal Affairs Chair may be appealed to the Internal Affairs Committee.
  - b. Members of RUSA are permitted 2 unexcused absences from Assembly meetings per semester.
  - c. General members of RUSA are permitted 2 unexcused office hours per semester.
  - d. Executive Board members, Standing Committee chairs, Caucus chairs, and Ad-hoc chairs are permitted a number of unexcused office hours per semester as is equal to twice their office hours per week plus an additional two hours.
  - e. A member may miss at most three meetings of their assigned committee. Only the chair of the committee shall have the authority to excuse a member from their committee; however a refusal to excuse a member by the committee chair may be appealed to the Internal Affairs Committee.
  - f. Any absence from a mandatory RUSA activity without approval from the Internal Affairs Committee shall count for one absence.

- g. Each member shall receive half an absence for being tardy to meeting. Tardiness shall be defined as entering the meeting more than thirty minutes after it has started.
  - h. Any member who leaves prior to thirty minutes before the Assembly adjourns for that meeting shall be given half an absence.
  - i. Each Executive Board member shall be permitted two unexcused absences in Executive Board. More absences shall subject the member to recall.
  - j. Absences from committee meetings may be made up at the discretion of the committee chair. Absences from office hours may also be made up rescheduling any missed office hours prior to the end of the semester in which they were missed.
  - k. If a member exceeds their absence threshold in any category listed in this article, that member may be expediently removed.
3. RUSA Senators shall be permitted a limited number of unexcused absences.
- a. Any Student Senator is only permitted one unexcused senate absence per Senate session. A Senate session shall be defined as starting during the organizational meeting of the Senate and continuing until the last meeting of the Senate for that academic year.
    - i. Senators may only request to have their absences excused by the Secretary of the Senate. The Internal Affairs Chair may not excuse any absences from a Senate meeting.
  - b. Senators shall have at most 3 unexcused committee meetings a year and excuses may only be granted by the Senate Secretary.
4. Types of Excused absences
- a. Absences can be excused multiple times for the following reasons: personal injury/illness, family emergency, religious holiday, transit problems, or early departure for the purpose of getting home at a safe hour. Absences can be excused for the following reasons: irregularly-scheduled exam, irregularly-scheduled work shift, or an exam the following day. Other excuses may be accepted at the discretion of the Internal Affairs Committee.
5. Medical Leave Procedure
- a. Any member of the Assembly who is unable to perform the duties of their office due to mental health issues or physical health issues shall be allowed to take a leave of absence from the Assembly.
    - i. The maximum term of the leave shall be 6 weeks. Members may choose to extend the leave in maximum increments of 6 weeks indefinitely or until their term with RUSA has expired.
    - ii. Medical leave shall have a minimum leave period of 2 weeks.

1. Members may terminate their leave at any time after the first two weeks of their leave
- iii. Members must wait 1 meeting after their return to active status before they may once again vote in the Assembly.
- iv. This leave and all extensions must be granted automatically by the Internal Affairs Committee pursuant to *Article XXIII Section 5 Subsection b*.
- b. Members applying for medical leave must provide appropriate documentation to the Internal Affairs Chair.
  - i. The Internal Affairs Chair shall be required to maintain the confidentiality of this documentation.
- c. Members shall be considered temporarily inactive members for the duration of the leave period. A temporary inactive member shall not be allowed to vote for the duration of their leave.
- d. A temporarily inactive member shall not count towards the total number of RUSA members for the duration of their leave.
- e. Members taking a leave of absence are exempt from all attendance requirements listed under this article of the Standing Rules and all other attendance requirements listed in the Standing Rules.
- f. If a committee chair or caucus chair takes a leave of absence, the members of the committee shall, by a majority vote, select a member of the committee or caucus to serve as interim chair. They shall be confirmed by the Executive Board.
- g. If an SAS senator takes a leave of absence, that senator shall ask for a leave of absence from the Senate and an interim senator shall be appointed by the SAS Senate Leader and confirmed by the Executive Board. This shall be done in accordance with Rutgers Policy 50.2.1.
- h. If the President takes a leave of absence, the Vice-President shall serve as interim President, and the interim Vice-President shall be appointed by the President, subject to confirmation by a majority vote of the Assembly.
- i. If the Vice-President or Treasurer takes a leave of absence, a Vice-President or Treasurer shall be appointed by the President, subject to confirmation by a majority vote of the Assembly.
- j. If a member with an internally elected or appointed position, other than the positions mentioned above, takes a leave of absence, an interim person to hold that position will be appointed by the Executive Board.
- k. The person holding the position of interim committee and caucus chair; interim internally elected position; interim SAS senator; interim President; interim Vice-President; or interim Treasurer shall serve until the leave of the originally elected or originally appointed officer either expires or is terminated by the return of the person holding the internally elected position.

## Article XXIV: Sanctions and Recall

### 1. Sanctions & Recall

- a. 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 B), gross violation of the Elections Guidelines, or gross violation of the RUSA Constitution or Standing Rules as established by RUSA.
- b. Censure is the removal of debating privileges for disruption of meetings, or less serious instances of any of the violations listed in these rules. Any RUSA member can be brought up for censure.
- c. Extra committee assignments or fieldwork may be assigned by the Executive Board or a particular committee chair in order to excuse past committee absences. Such decisions can be made by a representative's committee chair, or by a majority vote of the Executive Board.
- d. Recall is a method of removing an Officer, Elected Committee Member, or External Representative elected by RUSA from their position on the grounds that said Officer, as entrusted by the Assembly, is not conducting themselves in a proper manner, and as such will be removed and replaced. Standards of recall are thus subjective, but material in nature.
- e. Recall as such can be seen as 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.

### 2. Violations

- a. 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.
- b. Misconduct of Duty shall be defined as the use of a position on RUSA for personal material gain.
- c. 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.
- d. Evidence including testimony or documents must be used to confirm such direct exchange.
- e. 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.

- f. Mismanagement of funds shall be defined as access and use 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.
  - g. 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.
3. Procedures for Addressing Violations
- a. Allegations of any violations defined above must be addressed in the following manner:
    - i. 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.
    - ii. 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 unless the Committee certifies to the Executive Board that it requires more time to investigate any allegation(s). 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.
    - iii. In the case of alleged violations, the Internal Affairs Committee will investigate the veracity of the claims and decide by a majority vote which charges to file.
4. Procedures for Impeachment or Censure
- a. 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.
  - b. Each RUSA member is entitled to a fair hearing of their case and shall be in no way intimidated into accepting resignation.
  - c. 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.



- d. 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.
  - e. 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
  - f. If the President is the member being considered for impeachment or censure, the Vice President shall preside over this portion of the meeting.
    - i. 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.
5. Proceedings for Dismissal & Extra Work
- a. 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, Secretary, or any four members of the Assembly.
  - b. 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.
  - c. Prior to bringing motions for Dismissal to an Executive Board vote, it is necessary for the IA Chair or 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 Secretary, or by a majority vote of the Executive Board.
6. Proceedings for Recall
- a. 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.
  - b. 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.
  - c. A Recall vote cannot be appealed.

7. 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 email presented to the RUSA President, Vice President, Secretary. 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 immediately and cannot be revoked once taken effect. The member must resign their previous seat if they win the new position.
8. Vacancies on RUSA
  - a. Vacant Internal Representative seats on RUSA will be filled in the manner described below:
    - i. Campus Caucus Representative seats will be appointed by the Campus Caucus Chairpersons.
    - ii. Vacant Senate Seats will be filled by appointment by the SAS Senate Leader.
    - iii. Vacant seats representing Professional School & Residential College Councils, Cultural Councils, and Special Populations will be filled by their respective organizations, as initiated by the Secretary.
  - b. Vacant Officer positions will be filled in the manner described below:
    - i. A Permanent Vacancy in the Office of RUSA President will be filled by the RUSA Vice President, as set forth in the RUSA Constitution.
    - ii. Vacancies in the Remaining Executive Board positions, Committee Chairs, External Representatives, and Elected Committees be filled by an Internal Election of the full Assembly.
    - iii. Vacancies in the position of Campus Caucus Chairperson shall be selected by the members of that Campus Caucus, at a caucus chaired by the President or Vice President of the Assembly.

#### Article XXV: Student Fee Advisory Committee

1. The Student Fee Advisory Committee is an elected Adhoc Committee of the Rutgers University Student Assembly charged with making recommendations on behalf of the student body to the appropriate campus official on various changes in student fees each year.
2. Beginning no later than February 1st, the appropriate University Official 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.
4. Additionally, the 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.

5. This Committee shall thus consist of 14 students, with seven, including the Chair, selected by Internal Election from RUSA.
6. 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.
7. The Student Fee Advisory Committee will meet with appropriate campus officials to recommend a change in the Student Fee in the form of a report by May 1st.
8. 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.
9. The Chairperson will also be responsible for assembling the final report on the issue of student fees, and delivering it to the appropriate officials by May 1st.
10. Elections for these positions must happen during an Assembly meeting.

## **Appendix A: Sample General Body Meeting Agenda**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Public Sector
- VII. External Representatives 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: RUSA Code of Ethics**

### **Preamble:**

RUSA hereby establishes this code of ethics in order to:

1. Provide a basic set of ethics guidelines based upon the previous guidelines and examples from student governments at other colleges and universities.
2. Establish a set of “guiding principles” that can be used by members to ensure that they are acting in the best interest of the student body.
3. Codify a set of basic ethical rules that can be enforceable while not be overreaching or too vague as to make easy the process of removing members for politically motivated reasons rather than for actual conduct related concerns.

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. For the purposes of these guidelines, Members of RUSA shall be construed broadly and include such individuals as those elected or appointed to serve on RUSA or otherwise tasked with completing responsibilities through RUSA or allocations members. This definition of Members of RUSA shall not apply outside this ethics code.

Members of RUSA should make judgments and opinions in the best interest of the students and the constituency whom they serve.

Members of RUSA should consider all potential conflicts of interest and abstain or recuse themselves when they feel it is appropriate. No member should vote on a question in which that member has a direct personal or pecuniary interest not common to other members of the organization, but no member can be compelled to do so, except in matters of impeachment.<sup>2</sup>

Members of RUSA should bear in mind that as a body which allocates student fees, all expenditures should be justifiable in terms of their benefit to the student body.

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<sup>2</sup> RUSA Members are asked to also review chapter XIII, § 44 ("Voting Procedure") of Robert's Rules of Order for more information.

Members of RUSA should be respectful towards other members, other students, faculty, administration, other staff, and to University facilities while performing their duties as a member.

Members of RUSA shall not knowingly receive personal bribes having monetary value in exchange for special considerations or actions, including voting, to be taken in RUSA.

Members of RUSA shall not offer personal bribes having monetary value in exchange for special considerations or actions, including voting, taken in RUSA by other members, or for any other leader in a student or public officer where such offer would constitute a violation of federal, state, or local laws, or university policy.

Members of RUSA shall not violate federal, state, or local laws in such a manner as to bring disrepute to the Assembly, where such actions result in an indictment, guilty plea, or conviction of a felony or a violent misdemeanor.

Members of RUSA shall not use force or threat of force to intimidate another member of RUSA into doing or refraining from doing any of their duties or exercising any of their rights or privileges as a member. Members of RUSA shall not use force or threat of force to intimidate any member of the public, attempting to do or refrain from doing any actions within RUSA, where it is their right to do or refrain from doing such actions.

Members of RUSA shall not, in the course of fulfilling their duties or exercising any of the rights or privileges associated with their membership, misuse or misappropriate any funds, equipment, or property of RUSA or of the University, as defined by University Policy or legislation passed by RUSA.

Members holding a position of leadership in RUSA shall not abuse their authority to abridge the rights or privileges of any other member of RUSA when such rights are asserted and plainly belonging to that member.