

BYLAWS OF THE CHATHAM UNDERGRADUATE STUDENT GOVERNMENT



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Title 1 — Bylaws	3
SECTION 1. Definition	3
SECTION 2. Amendment	3
SECTION 3. Formatting	3
SECTION 3.1. Compilation	3
SECTION 4. Hierarchy of Rules	3
Title 2 — Senate	4
SECTION 1. Term of Office	4
SECTION 2. Administering of the Oath of Office	4
SECTION 3. Internal Officers	4
SECTION 4. Parliamentarian	4
SECTION 5. Retreat	5
SECTION 5.1. Town Hall	5
SECTION 6. Regular Meetings	5
SECTION 7. Special Meetings	5
SECTION 8. Reorganizational Meeting	5
SECTION 9. Agenda	6
SECTION 10. Transition Documents	6
SECTION 11. Override of Executive Presidential Veto	6
SECTION 12. Guest Speakers	6
Title 3 — Legislation	6
SECTION 1. Legislation	6

SECTION 2. Legislation Reference Code Number	8
SECTION 3. Proclamations	8
SECTION 4. Resolutions	8
SECTION 5. Bills	9
SECTION 6. Special Legislation	9
SECTION 7. Measures	9
SECTION 8. Misconstrued	10
Title 4 — Executive Board	10
SECTION 1. Term of Office	10
SECTION 2. Executive Board Substructures	10
SECTION 3. Acting Executive President	11
SECTION 4. Minutes	12
SECTION 5. Transition Documents	12
Title 5 — Budget and Allocations	12
SECTION 1. Definitions	12
SECTION 2. Class Budgets	13
SECTION 3. Senate Budget	13
SECTION 4. Prohibition of Deficits	14
SECTION 5. Additional Regulations	14
SECTION 6. Misconstrued	14
Title 6 — Committees	14
SECTION 1. Advertisement	14
SECTION 2. Methods of Order	14
Title 7 — Grievance and Discipline Procedures	15
Title 8 — Impeachment	15
Title 9 — Miscellaneous Provisions	15
SECTION 1. Caucuses	15
SECTION 2. Awarding an Honorable Distinction of Exceptional Work	15

Title 1 — Bylaws

SECTION 1. Definition

The Bylaws shall be the enacted legislation of the Chatham Undergraduate Student Government Association governing its operations and procedures which are general rules of continuing effect.¹

SECTION 2. Amendment

The Bylaws may be amended by a simple majority vote of the Senate, provided prior notice is given.

SECTION 3. Formatting

The Bylaws shall be consistently formatted as determined by the Clerk of the Student Senate in collaboration with the Parliamentarian of the Student Senate.

SECTION 3.1. Compilation

The Clerk of the Student Senate shall compile the Bylaws, inserting legislation where appropriate and applicable, and making other changes to reflect enacted legislation.

SECTION 4. Hierarchy of Rules

In case of any conflicts, the following shall be the hierarchy of rules governing the Chatham Undergraduate Student Government:

- (1) Federal, state, and university laws and policies
- (2) Constitution
- (3) Bylaws
- (4) Special rules of order
- (5) Election Code and Committee Methods of Order
- (6) Parliamentary authority (*Robert's Rules of Order Newly Revised*)
- (7) Standing rules

¹ Amended by CSG.Bill-FA2023-04 (Oct. 29, 2023).

Title 2 — Senate

SECTION 1. Term of Office

- (A) Elected Members, Excluding First-Years — Term of office for all elected members, excluding first-year officers, lasts from midnight on the last day of the spring semester until midnight on the last day of the following spring semester.
- (B) First-Years — Term of office for first-year officers lasts from midnight on the day following final certification until midnight on the last day of the spring semester.
- (C) Appointed Members — Terms of office for all appointed members shall begin immediately upon approval until midnight on the last day of the spring semester.

SECTION 2. Administering of the Oath of Office

- (A) Members, Excluding First Years — At the first meeting of the fall semester, the CSG Advisor shall administer the Oath of Office to the members-elect of the Executive Board. After taking the Oath, the Executive Vice President shall then administer the Oath of Office to the members-elect of the Senate.
- (B) First-Years — The first-year officers-elect shall take the Oath at the reorganizational meeting, which shall be administered by the Executive Vice President.
- (C) Appointed Members — Members appointed to fill vacancies shall take the oath of office at their first Senate meeting following appointment, which shall be administered by the Executive Vice President; the Advisor, however, shall administer the oath to an appointed Executive Vice President.

SECTION 3. Internal Officers

The following shall be the internal officers of the Senate:

- (1) Parliamentarian
- (2) Clerk
- (3) Accountant
- (4) Committee Chairs

SECTION 4. Parliamentarian

In addition to those powers granted by the Constitution, other Titles of the Bylaws, and the Election Code, the Parliamentarian shall have the authority to develop additional guidelines regarding the submission and approval of student initiatives; and all initiatives shall be consistently formatted as determined by the Parliamentarian of the Student Senate. The Parliamentarian of the Student Senate, with assistance from the Advisor and the Executive Row Officers, shall also develop and/or revise a Handbook for Members of the Student Government.

SECTION 5. Retreat

- (A) Definition — The purpose of the annual retreat shall be to introduce members to the roles, functions, responsibilities, policies, and procedures of CSG and provide a space for planning of class/committee projects and initiatives.
- (B) Schedule — The annual retreat shall be held not more than one (1) week after the certification of elections for the first-year officers.
- (C) Mandatory Attendance — All members of CSG shall be required to attend the retreat, and failure to attend shall count toward a member's allocated absences as determined by the Vice President for Student Communications.

SECTION 5.1. Town Hall

Town Hall meetings shall be held no less than once a semester, and these Town Hall meetings shall be advertised with a post on CSG's social media.²

SECTION 6. Regular Meetings

Regular meetings of the Senate shall be held every Thursday at 11:30 A.M. while the university is in session for the fall and spring semesters, unless otherwise ordered by the Senate.

SECTION 7. Special Meetings

Special meetings of the Senate may be called by the Executive Board in times of urgency; and shall be called upon the written request of ten (10) or more Senators. The purpose of the meeting shall be stated in the call, which shall be sent to members and the press at least three (3) days before the meeting.

SECTION 8. Reorganizational Meeting

² Inserted by CSG.Bill-FA2023-02 (Oct. 29, 2023).

(A) Definition — The first Senate meeting following the retreat shall be the “reorganizational meeting.”

(B) Agenda — During the reorganizational meeting, the following items shall be placed on the Agenda under New Business:

- (1) Election of internal Senate officers
- (2) Approval and review of any necessary Session or Standing Rules

SECTION 9. Agenda

The Executive Vice President shall prepare a written agenda for each regular and special meeting of the Senate and the Vice President for Student Communications shall provide copies of the agenda to the members of the Senate, Executive Board, Advisor, and the press at least twenty-four hours before the meeting.

SECTION 10. Transition Documents

All members of the Senate shall prepare transition documents describing the duties of their office, or offices if holding an internal officer position, to be provided to the next in office.

SECTION 11. Override of Executive Presidential Veto

The Senate may override an Executive Presidential veto by a two-thirds vote, provided the vote is held at the Senate meeting following the veto.

SECTION 12. Guest Speakers

Reports and presentations by guest speakers shall not exceed thirty (30) minutes, unless an extension is granted by a 2/3rd majority of the Student Senate, provided however that the maximum time allocated to any guest speaker does not exceed forty-five (45) minutes.

Title 3 — Legislation

SECTION 1. Legislation

(A) Definition — Legislation shall refer to written policies, procedures, and opinions that are adopted by the Student Senate. They shall take five forms: proclamations, resolutions, bills, special legislation, and measures. Senate Budgets, as outlined in 5 CSG § 3

(“Senate Budget”), shall be considered, for purposes of the Constitution, legislation provided that provisions of this Title inconsistent with Title 5 not apply.

- (B) Composition — Legislation shall consist of at least one “Resolving Clause” and may consist of at least one “Whereas Clause,” in a manner determined by the Clerk of the Senate and Parliamentarian.
- (C) Format — Legislation shall be composed of a header stating the Legislation Reference Code Number, the introducer of the legislation, and co-sponsors of the legislation. All legislation shall be consistently formatted as determined by the Clerk of the Senate with assistance from the Parliamentarian.
- (D) Introduction — All legislation, except where otherwise provided in the Constitution or Bylaws, specifically regarding articles of impeachment, may be introduced by any member of the Senate or the Executive Board. Written legislation shall be sent to the Executive Vice President and Clerk of the Senate not less than three (3) days before the next regular Senate meeting, and shall be included in the agenda and call of the next Senate meeting. All legislation shall be read in full by the Clerk of the Senate prior to debate, amendment, and voting, unless waived by a two-thirds vote, excluding bills which shall be read in full by the Clerk of the Senate at two consecutive meetings prior to debate, amendment, and voting, unless waived by a two-thirds vote.
- (E) Amendment — All legislation may be amended.
- (F) Passage, Attestment, and Publication — All legislation, except where otherwise provided in the Constitution or Bylaws, shall be passed by a simple majority. Upon passage, the Clerk of the Senate shall present the legislation to the Executive President where required, consistent with the Constitution and Bylaws. The Executive President shall have five (5) days to sign or veto the legislation; if after such time they have failed to act, the legislation shall be enacted as if signed. Following approval of the Executive President, when necessary, the Clerk of the Senate shall attest to the passage by affixing the seal of the Chatham Undergraduate Student Government to the legislation and signing the legislation. The Clerk shall then provide that the legislation be published on the website of the Chatham Undergraduate Student Government within one (1) week of passage,³ and that, where necessary, the legislation be inserted into the bylaws, election code, or governing code.

³ Amended by CSG.Bill-FA2023-02 (Oct. 29, 2023).

- (1) The lead sponsor of legislation may provide secondary attestation to the passage and enactment of such legislation if they so desire. They shall inform the Clerk not more than one (1) day after passage.
 - (2) A social media post, announcing legislation that has been passed by CSG shall be created within one (1) week of the legislation's passing, in order to display the actions, purpose, and efficiency of Chatham Student Government to students.⁴
- (G) Presentation of Proclamations — Upon passage of a proclamation and attestation by the Clerk of the Student Senate, the Executive Vice President shall provide notice to the recipient and shall invite them to a subsequent Senate meeting where they shall be presented with an official copy of the proclamation, provided such occurs not more than one (1) month after passage.

SECTION 2. Legislation Reference Code Number

Each piece of legislation shall be designated a “Legislation Reference Code Number” by the Clerk of the Senate upon its introduction to the Senate. The legislation may not be tabled until this number is provided.

SECTION 3. Proclamations

- (A) Definition — Proclamations express gratitude or appreciation to an individual or group; celebrate the work of an individual or group; or make some other non-controversial, congratulatory statement.
- (B) Legislation Reference Code Number — All proclamations shall be numbered “CSG.Proclamation-[SP or FA][Year]-[Number].” This is the Legislation Reference Code Number.
- (C) Presentation to Executive President — Proclamations need not be presented to the Executive President for approval, as they shall be considered non-binding.

SECTION 4. Resolutions

- (A) Definition — Resolutions express the opinion of the Senate on a matter not under the jurisdiction of the Senate.

⁴ Inserted by CSG.Bill-FA2023-02 (Oct. 29, 2023).

- (B) Legislation Reference Code Number — All Resolutions shall be numbered “CSG.Resolution-[SP or FA][Year]-[Number].” This is the Legislation Reference Code Number.
- (C) Presentation to Executive President — Resolutions must be presented to the Executive President for approval or disapproval; vetoes may be overridden by the Senate.

SECTION 5. Bills

- (A) Definition — Bills shall deal with general rules of continuing effect. Such rules shall be codified in the Bylaws, if enacted.⁵
- (B) Legislation Reference Code Number — All bills shall be numbered “CSG.Bill-[SP or FA][Year]-[Number].” This is the Legislation Reference Code Number.
- (C) Presentation to Executive President — Bills must be presented to the Executive President for approval or disapproval; vetoes may be overridden by the Senate.

SECTION 6. Special Legislation

- (A) Definition — Special legislation is used for specific courses of action: proposing constitutional amendments; introducing articles of impeachment, a motion to censure, or a motion of suspension; and proposing referendums.
- (B) Legislation Reference Code Number — Any piece of special legislation shall be numbered “CSG.Special-[SP or FA][Year]-[Number].” This is the Legislation Reference Code.
- (C) Presentation to Executive President — Special legislation need not be presented to the Executive President for approval.

SECTION 7. Measures

- (A) Definition — Measures shall deal with specific mandates or actions, not included under special legislation, such as the establishment of an ad-hoc committee or the confirmation of an Executive Presidential appointment, which are not general rules of continuing effect.⁶

⁵ Amended by CSG.Bill-FA2023-04 (Oct. 29, 2023).

⁶ Amended by CSG.Bill-FA2023-04 (Oct. 29, 2023).

- (B) Legislation Reference Code Number — All measures shall be numbered “CSG.Measure-[SP or FA][Year]-[Number].” This is the Legislation Reference Code Number.
- (C) Presentation to Executive President — Measures must be presented to the Executive President for approval or disapproval; vetoes may be overridden by the Senate.

SECTION 8. Misconstrued

Nothing in this Title shall be interpreted, understood, or construed as to prevent members of the Student Government from making motions by voice during a meeting of the Senate. Nor shall anything in this Title be interpreted, understood, or construed to affect the characteristics of the various motions outlined in RONR.

Title 4 — Executive Board

SECTION 1. Term of Office

- (A) Elected Members — Term of office for all elected members lasts from midnight on the last day of the spring semester until midnight on the last day of the following spring semester.
- (B) Appointed Members — Terms of office for all appointed members shall begin immediately upon approval until midnight on the last day of the spring semester.

SECTION 2. Executive Board Substructures

(A) Definitions

- (1) Substructure — Executive Board Substructures may be formed to perform administrative, advisory, delegatory, exploratory, investigative, and other functions. They shall take three forms: task forces, commissions, and councils.
- (2) Task Force — Task Forces shall be formed to perform a specific objective with a foreseeable end.
- (3) Commission — Commissions shall be formed to research and provide recommendations on a singular, specific topic.

- (4) Council — Councils shall be formed to regularly advise the Executive Board on a topic or issue.
- (B) Establishment — The Executive Board may establish substructures from time to time; to refer issues directed at the Executive Board; to fulfill Executive Board functions pursuant to the policies and regulations of CSG; or at other times deemed necessary and proper for the functioning of the Executive Board and/or the welfare of the student body. The Senate must approve all substructure charters by majority vote.
- (C) Membership — Executive Board Substructures shall be composed of members of the student body, including members of CSG, who shall be appointed by the Executive President and approved by a majority of the Senate.
- (D) Charter — Each Executive Board Substructure shall have a written charter that meets the following conditions:
- (1) The charter must be approved by the Senate.
 - (2) The charter must specifically define the membership of the substructure, and the voting rights of each member.
 - (3) The charter must define the objective the substructure is intended to complete, and the specific deliverables to be produced.
 - (4) The charter must clearly state the effective date and expiration of the substructure. The substructure shall not be effective prior to the approval of the charter, and the expiration date shall be no later than the end of the term of the current Executive Board and Senate.
 - (5) The charter may include any other elements deemed necessary by the Executive Board.
 - (6) Active charters shall be published on the CSG website.

SECTION 3. Acting Executive President

- (A) Executive President's Declaration of Inability — Whenever the Executive President transmits to the CSG Advisor, the Executive Vice President, and the Parliamentarian of the Student Senate their written declaration that they are unable to discharge the powers and duties of their office, and until they transmit to them a written declaration to the contrary, the powers and duties of the office shall be discharged by the Executive Vice President as Acting Executive President.
- (B) Declaration by Executive Vice President and Executive Board of Executive President's Inability — Whenever the Executive Vice President and a majority of the Executive

Board transmit to the CSG Advisor and the Parliamentarian of the Student Senate their written declaration that the Executive President is unable to discharge the powers and duties of their office, the Executive Vice President shall immediately assume the powers and duties of the office as Acting Executive President.

- (1) Resumption of Duties and Senate Adjudication — Thereafter, when the Executive President transmits to the CSG Advisor and the Parliamentarian of the Student Senate their written declaration that no inability exists, they shall resume the powers and duties of their office unless the Executive Vice President and a majority of the Executive Board transmit within four (4) days to the CSG Advisor and the Parliamentarian of the Student Senate their written declaration that the Executive President is unable to discharge the powers and duties of their office. Thereupon the Senate shall decide the issue as the first order of business at their next meeting. If the Senate determines by two-thirds vote that the Executive President is unable to discharge the powers and duties of their office, the Executive Vice President shall continue to discharge the same as Acting Executive President; otherwise, the Executive President shall resume the powers and duties of their office.

SECTION 4. Minutes

Executive Board meeting minutes, with the exception of those protected by the secrecy of executive session, shall be provided to all senate members within 24 hours of the next scheduled senate meeting by the Vice President of Communications in order to ensure the equal distribution of information among both branches.⁷

SECTION 5. Transition Documents

All members of the Executive Board shall prepare transition documents describing the duties of their office to be provided to the next in office.

Title 5 — Budget and Allocations

SECTION 1. Definitions

- (A) Class Budget — Class budgets shall be the funds allocated for the assistance and completion of a class project.

⁷ Inserted by CSG.Bill-FA2023-03 (Oct. 29, 2023).

- (B) Senate Budget — The Senate budget shall be the funds allocated for the assistance and completion of Senate administration and functions.

SECTION 2. Class Budgets

- (A) Approval — Allocations of designated class budgets shall be approved by a simple majority of their respective Class Council.

- (1) Request for Additional Funding — A Class Council may submit a request to the Senate for the allocation of additional funds in the manner prescribed in § 3(B) of this Title.

- (B) Written Summary — The Class Treasurer shall submit a written summary of the approved allocations to the Vice President for Student Finances and the CSG Advisor within five (5) days of passage. The summary shall include the total amount allocated and the items allocated toward.

SECTION 3. Senate Budget

- (A) Approval — Allocations of the Senate budget shall be approved by a simple majority of the Senate.

- (B) Written Requests — Except in times of urgency or immediate need, in which case such requirement may be waived by a two-thirds vote of the Senate, no funds may be allocated without the submission of a formal written request.

- (1) Requirements — Requests shall be submitted to the Vice President for Student Finances at least three (3) days prior to the next regular Senate meeting and shall include a description of the amount requested and the items the funds are requested for. Each Senate Budget shall be assigned a Budget Reference Code Number by the Vice President for Student Finances before being sent to the Executive Vice President and Clerk of the Senate, and all Budgets shall be included in the agenda and call of the next Senate meeting.

- (2) Budget Reference Code Number — All budgets shall be numbered “CSG.Budget-[SP or FA][Year]-[Number].” This is the Budget Reference Code Number.

- (C) Amendment — All budgets may be amended.

(D) Executive President — Budgets shall be presented to the Executive President for approval or disapproval as outlined in 3 CSG § 1(F) (“Passage, Attestment, and Publication”).

(E) Publication — All approved budget proposals shall be added to the Chatham Student Government Website separate to the meeting minutes by the Vice President of Finance in order to ensure that the financial decisions of the governing body are easily accessible to the public.⁸

SECTION 4. Prohibition of Deficits

No allocations shall be made that would result in a deficit in any CSG account.

SECTION 5. Additional Regulations

The Vice President for Student Finances may develop additional regulations for the submission of budgets, pursuant to this Title.

SECTION 6. Misconstrued

Nothing in this Title shall be interpreted, understood, or construed as to affect the allocation of funds to student organizations or individual students through the Undergraduate Budget Committee.

Title 6 — Committees

SECTION 1. Advertisement

Each committee, standing or ad hoc, must advertise membership to the student body through means such as posters, emailing, tabling, etc., in order to amplify the voices of non-elected members of the student body as well as increase accountability among elected members of the student body.⁹

SECTION 2. Methods of Order

The Student Organization Forum (SOF) & Communication and Engagement Committee (CEC) Methods of Order shall be added to the Governing Documents of the Chatham Student

⁸ Inserted by CSG.Bill-FA2023-03 (Oct. 29, 2023).

⁹ Inserted by CSG.Bill-FA2023-03 (Oct. 29, 2023).

Government Website by the Vice President of Communications in order to increase awareness of the purpose, structure, and function of the groups.¹⁰

Title 7 — Grievance and Discipline Procedures

RESERVED FOR FUTURE USE

Title 8 — Impeachment

RESERVED FOR FUTURE USE

Title 9 — Miscellaneous Provisions

SECTION 1. Caucuses

Members of CSG may form caucuses for the purpose of uniting members for social, ideological, identity-based, or other reasons. Such caucuses shall be informal groupings of members and may set their own rules of organization. No caucus shall perform functions of CSG, nor shall any caucus be understood as speaking on behalf of CSG.

SECTION 2. Awarding an Honorable Distinction of Exceptional Work¹¹

(A) Definition — At the end of each academic year, the following dedication shall be issued by the Senate, taking into account the opinion of the Executive Board: Honorable Distinction of Exceptional Work.

(B) Criteria — This honor should be given to remarkable work or projects done by committees or class boards, certain types of legislation (i.e. bills, measures, and special legislation) or a collection of legislation grouped together due to a common goal or outcome. This work should be of exemplary nature, should have a clear positive impact on the student body or the functions of government, and should rise above the normal level of CSG activity.

(C) Procedures — The Executive President shall request nominations for the honor from CSG members, including other Executive Board members. This request must be made three weeks before the final meeting. Nominations must be accompanied by a statement expressing how the nominated work has reached the standards of the honor and why it

¹⁰ Inserted by CSG.Bill-FA2023-03 (Oct. 29, 2023).

¹¹ Inserted by CSG.Bill-SP2024-03 (April 4, 2024).

should receive the honor. The ex-officio Executive Board members will review the nomination and issue an opinion on whether the work is deserving of the honor. After Executive review, the Executive President shall present the nominations along with the ex-officio Executive opinion to the Senate. The final decision of whether to bestow this honor will be up a 3/4th majority, closed ballot vote of Senate. This vote should take place at the second to last meeting of the year.

- (1) Provisions — Each nomination should be individually judged in terms of its merit and not compared to any other potential nominations. There is no cap on how many nominations can be receive or honors that can be awarded; however, the Senate must take into account the exemplary criteria.
- (D) Issuing — Each dedication of honor should be publicized on social media and the CSG website, including the work done and the reasoning behind receiving the honor, based on the original nomination submission and a Senate opinion.