

- 50 §§ 2.1.2 A Chair for each Committee
51
52 §2.2 The Chair of the Assembly shall be empowered to appoint, with majority approval of the
53 Assembly, the following positions which may not be held by a Representative with the exception of
54 Liaisons:
- 55 §§ 2.2.1 A Parliamentarian
 - 56 §§ 2.2.2 A Secretary Pro-Temp
 - 57 §§ 2.2.3 A Clerk
 - 58 §§ 2.2.4 Liaisons from the Assembly to other organizations
- 59
60 §2.3 Officers shall have the following duties:
- 61 §§ 2.3.1 The Chair of the Assembly shall:
- 62 cl. i Be the recognized voice of the Assembly.
 - 63 cl. ii Set the agenda of the Assembly and compile appropriate reports that pertain to it.
 - 64 cl. iii Chair the Assembly in the absence of the Vice-President.
 - 65 cl. iv Appoint the positions listed in §§2.2.
 - 66 cl. v Serve as a non-voting, ex-officio member of all other Assembly committees.
 - 67 cl. vi Authorize the cumulative expenditure of three (3) percent of the unrestricted account per
68 semester for purposes relating to business of the Assembly, provided this expenditure is
69 reported at the next scheduled Assembly's meeting.
 - 70 pt. a This privilege may be revoked by a majority vote of the Assembly.
 - 71 cl. vii Ensure full membership of the Assembly.
 - 72 cl. viii Have the reasonable discretion to adjust meeting times with the advice and consent of the
73 President provided twelve (12) hours notice via email.
 - 74 cl. ix Be required, unless with a reasonable excuse, to attend Executive Board meetings.
 - 75 cl. x Be a voting member of the Academic Affairs Committee, without membership requirements.
 - 76 cl. xi Sever as the UPUA Student Representative to the Faculty Senate, except as stipulated in
77 §§ 4.3.1.
 - 78 cl. xii Oversee the attendance record held by the Secretary to ensure Representatives' and Directors'
79 compliance.
 - 80 cl. xiii Move to expel members if appropriate.
 - 81 cl. xiv Maintain a Transition Binder that will provide historical testament to the Assembly's research,
82 investigations, and works.
 - 83 cl. xv Coordinate the Assembly Support Staff/Interns.
 - 84 pt. a Process Assembly Support Staff Applications, which include the Clerk and Staffers.
 - 85 pt. b Be empowered to appoint and remove Staffers with reasonable discretion.
 - 86 pt. c Act as the liaison between the Support Staff and the Assembly.
- 87
88 §§ 2.3.2 Committee Chairs shall:
- 89 cl. i Be the recognized voices of their respective committees.
 - 90 cl. ii Chair their respective committees.
 - 91 pt. a Present any necessary Standing Rules to be approved by their committee.
 - 92 pt. b Organize and coordinate committee meetings.
 - 93 pt. c Present agendas to members to organize committee proceedings and keep record.
 - 94 pt. d Conduct fair, honest, and in-depth investigations.
 - 95 pt. e Be a fair arbitrator and follow parliamentary procedure.
 - 96 cl. iii Establish weekly meeting times
 - 97 pt. a Reserve a room suitable for the conduct of a meeting.
 - 98 cl. iv Record and report attendance and minutes of committee meetings to the Secretary
 - 99 §§ 2.3.3 Submit written reports on the progress of the committee's work and other documents to the Clerk,

- 100 for distribution to the Assembly, and to the President, for distribution to the Executive Board.
- 101 §§ 2.3.4 Representatives shall:
- 102 cl. i Fulfill their Constitutional required obligations.
- 103 cl. ii Work towards the betterment of student life.
- 104 cl. iii Attend Assembly and their committee meetings.
- 105 cl. iv Hold office hours.
- 106 cl. v Investigate matters and proposal solutions to university problems.
- 107 §§ 2.3.5 The Secretary or a delegate shall:
- 108 cl. i Keep extensive public minutes of all General, Work Session, and committee meeting of the
- 109 Assembly.
- 110 pt. a The record shall contain a transcription of presentations and debate, however, any reports
- 111 or speeches made at a meeting can be supplemented by a written statement to be
- 112 entered into the record. The record shall also contain all main motions in full text
- 113 and their votes.
- 114 cl. ii Not record a Representative's names next to his or her vote if not all persons present are to have
- 115 the same.
- 116 cl. iii Release to Representatives the record within four (4) academic days after a meeting.
- 117 cl. iv Release all records to the public one (1) academic day after approval.
- 118 cl. v Keep attendance to General Meetings of all Association members.
- 119 cl. vi Update and publically publish legislation based upon motions and actions of the Assembly.
- 120 §§ 2.3.6 The Parliamentarian shall:
- 121 cl. i Provide advice to the Chair or Assembly on matters concerning parliamentary procedure and/or
- 122 governing documents.
- 123 §§ 2.3.7 The Clerk shall:
- 124 cl. i Facilitate the efficient operation of the Assembly by providing necessary assistance for the
- 125 organization of proceedings by:
- 126 pt. a Compiling and distributing all committee reports, the Chair's agenda, and all other
- 127 documents and correspondences to or of the Assembly.
- 128 pt. b Maintain and organize the office to ensure accessible records and proper function.
- 129 cl. ii Perform tasks in relation to the above mentioned objectives as prescribed by the Assembly
- 130 officers.

Article III – MEETINGS

134 §3.1 Initial Meetings

- 135
- 136 §§ 3.1.1 The first meeting of any incoming Assembly shall be considered the Initial Meeting and shall
- 137 follow the format of a General Meeting. All other meetings shall be one of the three (3) meeting
- 138 types established below.
- 139 cl. i The Assembly, during the Initial Meeting, will be required to establish holders of all
- 140 officers of the Assembly, provided that such action does not detract from quality
- 141 consideration of eligible persons and chosen candidates. Refer to Article V for the
- 142 procedure for electing committee chairs and method of committee assignment.
- 143

144 §3.2 General Meetings

- 145
- 146 §§ 3.2.1 The Assembly shall convene for the transacting of business every Wednesday, except during work
- 147 session weeks, during the Fall and Spring Semesters at 7:00pm EST, unless adjusted by the Chair
- 148 with consent of the President. These proceedings shall be considered General Meetings and follow
- 149 the procedures below.

- 150 §§ 3.2.2 The agenda shall be set by the Chair, distributed by the Clerk, and published by the Secretary for
151 public view at least one (1) academic day in advance of a meeting. The agenda shall consist of:
- 152 cl. i Call to Order and Opening Roll Call
 - 153 cl. ii Adoption of the Agenda
 - 154 cl. iii Adoption of the past General Meeting minutes
 - 155 cl. iv Open Forum
 - 156 cl. v Report by the President
 - 157 cl. vi Old Business
 - 158 cl. vii New Business
 - 159 pt. a Elections or/Appointments/Nominations
 - 160 pt. b Legislation
 - 161 cl. viii Liaison Reports
 - 162 cl. ix Report by the Association Directors and Staff
 - 163 cl. x Committee Reports
 - 164 cl. xi Announcements
 - 165 cl. xii Closing Roll Call and Adjournment
- 166 §§ 3.2.3 Limits on Floor Use
- 167 cl. i Open Forum - Use of the Floor for presentation is limited to three (3) minutes per speaker
168 and group. Representatives may ask questions for five (5) minutes after presentation.
 - 169 cl. ii Reports - Each period of reporting shall be ten (10) minutes for review of related reports
170 and questioning of appropriate persons, except for the President who shall have five (5)
171 minutes.
 - 172 pt. a All reports by the President, Association Directors and Staff, and Committee
173 Chairs shall be written, having been submitted by the appropriate parties in
174 advance of the meeting to be compiled by the chair.
 - 175 pt. b These reports shall be distributed to the assembly at the beginning of the General
176 Assembly Meeting for review and discussion during their allocated time in the
177 agenda.
 - 178 cl. iii Announcements – All announcements shall be limited to two (2) minutes per member.
 - 179 cl. iv All established time limits may be extended by a simple majority.
- 180
- 181 §3.3 Town Hall Meetings
- 182 §§ 3.3.1 One (1) General Meeting every four (4) academic weeks shall be considered a Town Hall meeting
183 and follow procedures established below.
- 184 §§ 3.3.2 The agenda for a Town Hall Meeting shall contain the same provisions as a General Meeting with
185 the following modifications:
- 186 cl. i Limits on Floor Use
 - 187 pt. a Town Hall Open Forum - Groups or speakers will present in the order they request
188 time. No speaker or group should be denied the right to speak for any reason.
 - 189 pt. b Use of the Floor for presentation is limited to five (5) minutes per speaker and
190 group. Representatives may ask questions for five (5) minutes after presentation.
- 191
- 192 §3.4 Work-Session Meetings
- 193 §§ 3.4.1 One (1) General Meeting every four (4) academic weeks shall be in Work-Session format and be
194 subject to all procedures set herein for meetings of said type. During this week, the convening of
195 Committees shall count towards the weekly meeting requirement. The Assembly may call a
196 special session to precede a Work Session meeting or choose to convene as a committee-of-the-
197 whole by a majority vote at a preceding General Meeting.
- 198 cl. i Work-Session meetings will be an opportunity for all committees to meet separately and
199 coordinate more effectively with each other.

- 200 §§ 3.4.2 In cases where the UPUA convenes in Committee-of-the-Whole, any attempts to vote on non-
 201 procedural decisions shall be grounds for immediate adjournment.
 202 cl. i The item of discussion for a meeting of the Association as a Committee-of-the-Whole shall
 203 be prescribed by the motion to convene in such a format.
 204
- 205 §3.5 Special Meetings
 206 §§ 3.5.1 The Assembly may only call a special meeting during a regularly scheduled meeting. The motion
 207 must pass with a two-thirds (2/3) of those present and voting.
 208
- 209 §3.6 Summer Session Meetings
 210 §§ 3.6.1 Assembly Officers' Meetings
 211 cl. i The Assembly Officers may meet in limited form during the summer session for the
 212 transition and coordination of business.
 213 cl. ii Meetings of said type will require a majority of officers for quorum either by physical or
 214 electronic presence.
 215 cl. iii The Officers may issue Assembly Standing Orders that can authorize all actions in the
 216 name of the Assembly to provide necessary guidance and to authorize necessary immediate
 217 actions in the interest of the UPUA.
 218 pt. a Such Standing Orders must be reported at the next general meeting and disposed of
 219 as normal legislation being considered brought to the floor by two-thirds (2/3).
 220 pt. b All Standing Orders will expire after the conclusion of the next general meetings
 221 of the Assembly.
 222 pt. c All Standing Orders, unless internal to the operation of the Assembly, shall be
 223 considered legislation and must be approved by the President according to Article
 224 VI, Section 2-2.2 of the UPUA Constitution.
 225 pt. d Standing Orders cannot amend or repeal any previously passed legislation, bylaws
 226 nor amend the UPUA Constitution.
 227 pt. e Standing Orders cannot disperse any funds.
 228 §§ 3.6.2 Summer General Assembly Meetings
 229 cl. i The Assembly may convene during the summer session for the transaction of normal
 230 business by either a motion calling for such action on a specific date or on a date specified
 231 by the Chair.
 232 pt. a A week's notice will be required for such meetings.
 233 pt. b Quorum shall be two-thirds (2/3) of Representatives.
 234
 235

Article IV COMMITTEES

- 238 §4.1 All Standing Committees are limited in membership, which shall include voting rights, to seven (7)
 239 Representatives, including the Committee Chair except as stipulated below. The Assembly shall retain the
 240 following Standing Committees:
 241 §§ 4.1.1 Academic Affairs
 242 §§ 4.1.2 Internal Development
 243 §§ 4.1.3 Governmental Affairs
 244 §§ 4.1.4 Special Events / Programming
 245 §§ 4.1.5 Student Life /Diversity / Campus Relations
 246 §§ 4.1.6 Facilities
 247 §§ 4.1.7 Steering
 248

- 249 §4.2 No Assembly member may serve as a general voting member on more than two (2) Standing Committees.
 250 Individuals considered ex-officio members of a committee do not count against the total membership of a
 251 committee nor quorum.
 252
- 253 §4.3 Academic Affairs Committee shall:
- 254 §§ 4.3.1 Have up to fourteen (14) Representatives from all of the Degree-Confering Academic Colleges
 255 and Division of Undergraduate Studies Representatives, the Schreyer Honor College, and delegates
 256 as determined by the Committee. The Chair of the Assembly will be the Student Representative to
 257 the Faculty Senate from the UPUA as a whole.
- 258 cl. i In such cases where the Chair is already a Faculty Senator, the Assembly shall elect a
 259 Representative to fill the position.
- 260 §§ 4.3.2 Retain a Committee Chair who is a College, DUS, or the UPUA Representative to the Faculty
 261 Senate as a whole who sits on the Undergraduate Education Committee, as prescribed by the
 262 Bylaws and Standing Rules of the University Faculty Senate, and the Academic Council on
 263 Undergraduate Education(ACUE).
- 264 §§ 4.3.3 Have the jurisdiction over all matters academic, including appointing members to all ACUE
 265 Committees, with the exception of the University Committee on Instructional Service (UCIF).
- 266 §§ 4.3.4 Serve as a forum to focus student concerns regarding academics and relay those concerns to the
 267 academic councils, deans, administration, and University Faculty Senate.
 268
- 269 §4.4 Internal Development (ID) Committee shall:
- 270 §§ 4.4.1 Serve to coordinate and refine all internal activity of the Assembly and UPUA.
- 271 §§ 4.4.2 Be charged with reviewing and revising the Elections Code, Constitution, Bylaws, and other
 272 governing documents.
- 273 §§ 4.4.3 Be charged with investigating any matter internal to the UPUA .
- 274 §§ 4.4.4 Be charged with reviewing all Presidential nominations and budgets, including but not limited to
 275 election commissioners and directors.
 276
- 277 §4.5 Governmental Affairs Committee shall:
- 278 §§ 4.5.1 Have jurisdiction to identify and assess issues within the realm of: Judicial Affairs, State
 279 government, local government, and university policy.
- 280 §§ 4.5.2 Coordinate relations with other governing entities affecting students at University Park by:
- 281 cl. i Investigating laws, procedures, rules, or policies having effects on students.
- 282 §§ 4.5.3 Plan and organize, with the appropriate Directors of the Executive Board, tuition and other rallies.
 283
- 284 §4.6 Special Events / Programming Committee shall:
- 285 §§ 4.6.1 Have jurisdiction to identify events and programs that may be of importance to the student body.
- 286 §§ 4.6.2 Organize and plan informational student events and programs that are necessary and beneficial to
 287 the student public.
- 288 §§ 4.6.3 Organize and plan events of leisure internal and external to the UPUA.
- 289 §§ 4.6.4 All events should be coordinated and executed with the proper Directors of the Executive Board
 290 and the Student Programming Association (SPA).
 291
- 292 §4.7 Student Life /Diversity / Campus Relations Committee shall:
- 293 §§ 4.7.1 Have jurisdiction to identify and assess issues within the realm of: housing, food services,
 294 residence life, off-campus living, counseling and psychological services, disability services, and
 295 student health.
- 296 §§ 4.7.2 Have jurisdiction over issues of campus climate that effect, but are not limited to, the protected
 297 classes defined by the University.
 298

- 299 §4.8 Facilities Committee shall:
- 300 §§ 4.8.1 Have jurisdiction to identify and assess issues within the realm of CATA, travel, lighting, safety,
- 301 Events Management, HUB operations, OPP, and parking.
- 302 §§ 4.8.2 Retain a Chair that is the:
- 303 cl. i UPUA member on the University Committee on Instructional Service (UCIF).
- 304 cl. ii Chief delegate to the Student Energy Conservation Task Force (SECT).
- 305 §§ 4.8.3 Retain a Vice-Chair that is:
- 306 cl. i The UPUA Representative to the HUB Advisory Board.
- 307 cl. ii A delegate to the Student Energy Conservation Task Force (SECT).
- 308 §§ 4.8.4 Elect a Committee Member to:
- 309 cl. i Act as the UPUA delegate to the student run Sustainability Coalition.
- 310 §§ 4.8.5 The Facilities Committee shall appoint five (5) of its representatives as members of the Facilities
- 311 Fee Board on behalf of UPUA.
- 312 §§ 4.8.6 The Facilities Committee shall assist in creating the jurisdiction of the Facilities Fee, as well as to
- 313 assist in dealing with any issues that arise with the procedures, operations, and functions of the
- 314 Facilities Fee Board.
- 315 §§ 4.8.7 The Facilities Committee shall have a subcommittee comprised of a wide array of student voices to
- 316 do research as well as other tasks regarding the Facilities Fee, included but not limited to agenda-
- 317 setting, budgeting, and Facilities Fee policies.
- 318 cl. i The Facilities Committee shall also be the lead voice in crafting the expectations of the
- 319 subcommittee, especially in terms of agenda-setting and the delegation of tasks to members
- 320 of the subcommittee.
- 321
- 322 §4.9 Steering Committee shall:
- 323 §§ 4.9.1 Be chaired by the Chair.
- 324 §§ 4.9.2 Be composed of all standing committee chairs.
- 325 cl. i The President, Vice-President, Clerk, and Secretary shall be considered non-voting
- 326 members with floor privileges.
- 327 §§ 4.9.3 Be required, at its first meeting, to assign all Representatives to committees based on the following
- 328 procedure:
- 329 cl. i Going down the roll in alphabetical order, each Representative's name will be read and
- 330 then discussion of the qualifications of the Representative for service on committees based
- 331 on their priority(s) will begin.
- 332 cl. ii A motion for assignment for a specific committee will be made and then debated. This
- 333 will continue until a vote passes by majority, and then the next Representative will be
- 334 reviewed.
- 335 cl. iii Every Representative will be assigned to one committee before any Representative is
- 336 assigned to two committees.
- 337 cl. iv The Academic Affairs Committee membership shall be assigned based on §4.3.1.
- 338 §§ 4.9.4 Be required to interview all applicants to vacant Assembly seats and propose a recommendation or
- 339 judgment of all applicants' qualifications as per §6.8.
- 340 §§ 4.9.5 Act on all questions concerning the Assembly by coordinating the Assembly's actions and
- 341 business.
- 342 §§ 4.9.6 Review all legislation for grammar and formatting only. The Chair and Clerk will have the power
- 343 to correct such errors and appropriately number all legislation.
- 344 §§ 4.9.7 Be required to commit the proposed legislation to the appropriate committee of the Assembly, at
- 345 which time it shall be considered pending business of that Committee. If the Steering Committee
- 346 cannot decide what committee the proposed legislation is to be committee to, then it will be
- 347 introduced to the Assembly under new business at the next General Meeting.
- 348 §§ 4.9.8 Be required to meet no sooner than one (1) calendar day prior to all General Meetings.

- 349
350 §4.10 All Committees will be open to the public and have their meeting rooms and times recorded and available.
351
352 §4.11 A quorum in a committee shall be considered a majority of the number of registered members in the
353 official record.
354
355 §4.12 All committee chairs are required to establish weekly meetings for their committees at a time and location
356 that is appropriate to conduct official business and that is accessible to the public. During Work Session
357 Meeting weeks, the Work Session Meeting shall fulfill the weekly meeting requirement.
358

359 **ARTICLE V ELECTIONS, NOMINATIONS, AND APPOINTMENTS**

- 361 §5.1 The following order shall be used to determine the priority of the internal elections: Chair, Committee
362 Chairs, and the UPUA Representative to the Faculty Senate
363
364 §5.2 All candidates during the debate period, except when addressing the Assembly, shall remain outside the
365 chamber during the election's process.
366
367 §5.3 Officer and the UPUA Student Representative to the University Faculty Senate Elections
368 §§ 5.3.1 The presiding officer of the Assembly (Vice President, Chair, or Chair Pro-temp) will open
369 nominations of all officers listed §§ 5.1 one at a time, sequentially.
370 §§ 5.3.2 Upon closure of each nomination round for an office, each candidate will be given five (5) minutes
371 to address the Assembly. After that time has expired, the Chair will open the floor for questions
372 addressed to the candidate for no longer than five (5) minutes.
373 §§ 5.3.3 After candidates have delivered their speeches, the debate period will begin. Members will be
374 limited to two (2) minutes per speech.
375 §§ 5.3.4 The vote will be taken by secret ballot unless uncontested, which the candidate will then be
376 considered duly elected to the office. A candidate needs a majority of votes cast to win. Votes will
377 continue to be taken until one candidate has secured a majority of the vote. If a majority vote for
378 one candidate is not received after the first vote, the candidate with the least number of votes will
379 be removed from the race and the vote will be taken again. This process will be repeated until there
380 are only two candidates left.
381 §§ 5.3.5 Votes shall be tallied by the presiding officer with the help of the Secretary and Chair (when
382 applicable).
383
384 §5.4 Committee Voting Member Selection
385 §§ 5.4.1 The presiding officer, at the first Assembly meeting, will pass around a committee priority form in
386 which Representatives will place their top three committee choices in order, indicating if they wish
387 to serve on more than one committee.
388 §§ 5.4.2 Representatives will be assigned committee membership by the Assembly Officers at the first
389 Steering Committee meeting, at which time members may make petitions for one (1) minute.
390
391 §5.5 Confirmations and Appointments
392 §§ 5.5.1 Nominations required and submitted by the President shall be evaluated by the Internal
393 Development Committee before a vote of the Assembly upon discharge.
394 cl. i Nominees will have five (5) minutes to address the Assembly and will entertain
395 questioning ten (10) minutes.
396 §§ 5.5.2 Appointments by the Chair will be represented to the Assembly for approval.
397 cl. i The nominees will have five (5) minutes to address the body and will entertain questioning
398 for five (5) minutes.

399
400 **Article VI ATTENDANCE, EXPULSION, AND VACANCIES**
401

402 §6.1 Attendance of the General and Work-Session meetings of the Association is mandatory for all members of
403 the Assembly, Assembly Staff, Department Directors, and the Head of the Board of Arbitration.
404

405 §§ 6.1.1 If a Representative or Assembly Staff member accumulates two (2) unexcused absences per
406 legislative session from General, Committee, Work session meetings, or office hours he or she will
407 be subject to possible expulsion as outlined below.

408 §§ 6.1.2 For the purpose of Representative attendance at General or Work Session Meetings, roll may be
409 only called twice, counting as one half (1/2) of an absence each time.

410 §§ 6.1.3 For all Executive Board Directors, failure to attend General meetings will count as one (1) absence
411 and after two absences will be grounds for impeachment and removal from their positions.
412

413 §6.2 Excused Absences

414 §§ 6.2.1 Absences may be excused for the following reasons:

- 415 cl. i Severe illness or hardship (i.e. death in the family)
- 416 cl. ii Official university activities or intercollegiate athletics
- 417 cl. iii Exam or class
- 418 cl. iv Other reasons at the discretion of the Secretary

419
420 §§ 6.2.2 In order for an absence to be excused, the Secretary or a delegate of the Secretary must receive
421 twenty-four (24) hours notice, unless in case of emergency or circumstances prohibit
422 communication. The Secretary has discretion over whether to accept an excuse for an absence
423 within twenty-four (24) hours of a meeting, but must keep a record of all reasons for absences.

424 §§ 6.2.3 The Secretary must notify a member of the Assembly or Staff of a an unexcused absence within
425 five (5) business days following the missed General or Work Session Meeting via email.
426

427 §6.3 Removal, Expulsion, and non-Chief Officer Impeachment Procedure:

428 §§ 6.3.1 In case of attendance policy violat~~e~~, a report by the Secretary on the nature of the absences, not
429 exceeding five (5) minutes.

430 §§ 6.3.2 Report followed by the appropriate motion by the Vice Chair or if necessary the Chair not
431 requiring a second.

432 §§ 6.3.3 An opportunity for the member to be removed to make a statement, not exceeding five (5) minutes.

433 §§ 6.3.4 Questions for ten (10) minutes

434 §§ 6.3.5 Discussion

435 §§ 6.3.6 Vote (3/4th of those present and voting)
436

437 §6.4 Staffer and Liaison

438 §§ 6.4.1 Staffers may be removed by either a majority vote of the Assembly or at the discretion of the Chair.

439 §§ 6.4.2 Liaisons may have their titled revoked either by a majority vote of the Assembly or at the
440 discretion of the Chair.
441

442 §6.5 All Assembly officers' positions may be reconsidered at anytime by standard parliamentary means.
443

444 §6.6 Votes of expulsion, removal, or removing a title are their own line in the agenda as a subset of New
445 Business and must be submitted to the secretary before a General Meeting. The member, staffer, or liaison
446 in question must be given adequate notice.
447

- 448 §6.7 Committees will follow the above attendance policy. It is expected that all members of a committee will
 449 attend its meetings.
 450
- 451 §6.8 Vacancies
- 452 §§ 6.8.1 A seat is considered to be vacant after a Representative has tendered his/her resignation or has been
 453 expelled and is no longer a voting member of Assembly. Additionally, a seat is vacant if no
 454 member has been sworn in.
- 455 §§ 6.8.2 Within five (5) academic days of the effective date of the resignation, expulsion or absence, the
 456 Chair shall notify the Assembly or the appropriate student organization as defined in the
 457 Constitution as required to fill the vacancy via email.
- 458 §§ 6.8.3 If the vacancy is within the Assembly’s jurisdiction to fill, the seat(s) shall be publically advertised
 459 for a minimum of one (1) academic week.
- 460 §§ 6.8.4 The Chair will collect the applications for the vacancy. The Chair shall check that the applicant(s)
 461 meets all requirements set forth in the UPUA Constitution and the current elections code. If an
 462 applicant(s) does not meet all criteria they shall be rejected.
- 463 §§ 6.8.5 The officers of the Steering Committee will be required to interview the applicant(s) and submit its
 464 recommendation to the Assembly after the close of the application deadline.
- 465 §§ 6.8.6 The applicant(s) must be elected to fill the seat(s) as per §§5.3, with each applicant for the position
 466 being considered a nominee and requiring a mandatory majority vote by secret ballot, even if
 467 uncontested.
 468

Article VII OFFICE HOURS

- 471 §7.1 All Representatives, Department Directors, and Chief Officers will be required to hold at least one (1)
 472 office hour per week in the UPUA office (314 HUB) to allow the student body the opportunity to meet
 473 UPUA members.
 474
- 475 §7.2 Setting Office Hours
- 476 §§ 7.2.1 Office hours shall be set in the official record, the complete schedule which shall be posted on the
 477 UPUA website.
- 478 §§ 7.2.2 Members of the UPUA shall be required to establish new office hours each semester. Office hours
 479 must be registered no later than the add/drop date of each semester and attendance shall not be
 480 enforced until after that date.
- 481 §§ 7.2.3 Members of the UPUA who join the Association after the add/drop date of the semester must
 482 register office hours within one (1) week of their membership.
 483
- 484 §7.3 Excusal from Office Hours shall follow the same standards as for meetings.
 485
- 486 §7.4 All unexcused absences from office hours shall count as one half (½) of an unexcused General or Work-
 487 Session absence.
 488
- 489 §7.5 Members shall be allowed to reschedule their office hours for a particular week or all weeks at any time
 490 within the semester and thus avoid unexcused absence.
 491

Article VIII LEGISLATION

- 494 §8.1 Legislation is defined as all Acts of the Assembly.
- 495 §§ 8.1.1 A Resolution is any legislation that deals with rendering an opinion that may contain spending
 496 provisions. Resolutions shall be formatted based upon Appendix A and require a majority of those
 497 present and voting to pass.

498 §§ 8.1.2 A Policy is any legislation that establishes rules internal and within the authority of UPUA that
499 may contain spending provisions. Policies shall be formatted based upon Appendix B and require
500 a majority of those present and voting to pass.
501

502 §8.2 Legislative Process

503 §§ 8.2.1 Legislation shall require sponsorship to be considered. Adequate sponsorship shall consist of two
504 (2) Representatives not from the same constituency (for example academic seats). This provision
505 does not apply to working papers adopted by Committees or discharged from Committee. The
506 This provision shall be waived for the President.

507 §§ 8.2.2 Legislation shall be introduced to the Assembly by either of three methods:

508 cl. i Draft legislation deemed a “working paper” can be introduced by a voting member of a
509 committee, if that committee has jurisdiction over that matter. Upon a vote to discharge,
510 the legislation will be sent and considered pending business of the Steering Committee at
511 their next meeting.

512 pt. a The Steering Committee will review the legislation discharged by committee and
513 ensure that the committee had proper jurisdiction over the contents.

514 pt. b If the legislation was within the jurisdiction of the committee which discharged it,
515 then it shall be included in “New Business” at the next General Meeting of the
516 Assembly.

517 pt. c If the legislation is found not to be in the jurisdiction of the committee, it shall be
518 recommitted as prescribed in §§ 4.9.6. The Steering Committee shall retain the
519 power stated in §§ 4.9.5.

520 cl. ii Legislation can also be introduced by submitting it to the Clerk or the Chair of the Steering
521 Committee.

522 pt. a Once submitted it will be considered pending business of the Steering Committee
523 and committed following the procedure outlined in §§ 4.9.6.

524 pt. b At a general meeting the Chair shall report the legislation by stating its title and the
525 action taken by the Steering Committee as listed under reports in the agenda.

526 cl. iii Legislation requiring emergency or immediate consideration shall be presented to the Clerk
527 or Chair during any General Meeting, preferably prior, and will be place in “New
528 Business” but will require a two-thirds (2/3)s vote before consideration by the Assembly.

529 pt. a If the legislation does not receive a two-thirds to be considered, it shall be referred
530 to the Steering Committee as prescribed by §§§ 4.9.6.
531

532 §8.3 Legislation that is discharged from the Steering committee will automatically be added to “New Business”
533 and shall be considered at the next General Meeting. The Steering Committee shall not have original
534 jurisdiction over any legislation.
535

536 §8.4 At a General Meeting legislation will be introduced in the following manner:

537

538 §§ 8.4.1 A report by the Committee Chair and/or sponsors detailing the nature of the legislation limited to
539 three (3) minutes.

540 §§ 8.4.2 A Question and Answer period limited to five (5) minutes.

541 §§ 8.4.3 Discussion limited to two (2) minutes per speech. This time may be extended.

542 §§ 8.4.4 Vote
543

544 §8.5 Voting Procedures on Legislation

545 §§ 8.5.1 Vote on legislation shall be conducted by roll call, with the number of those for, against, and
546 present but abstaining recorded in the official record.

- 547 cl. i All other motions may be counted by either a voice or show of hands at the discretion of
548 the Presiding Officer.
549 cl. ii A roll call vote may be requested by motion and must be approved by a one-fifth (1/5)
550 minority.
551 §§ 8.5.2 All legislation must pass the Assembly with a simple majority unless these Bylaws, policy, or
552 parliamentary authority require otherwise. The nature of the decision taken must be indicated on
553 the legislation.
554
555 §8.6 Reconsideration
556 §§ 8.6.1 At any instance before a vote by the Assembly, legislation may be committed or recommitted.
557 §§ 8.6.2 The Assembly or any committee cannot be forced to consider failed legislation in whole or with
558 slight modifications during the same session unless the Assembly adopts a motion to reconsider.
559
560 §8.7 Legislation shall take effect immediately upon passage and the approval of the President and be effective in
561 perpetuity.
562

Article IX COMPILED CODE

- 563
564
565 §9.1 The UPUA shall establish a compilation of all rules, Bylaws, regulations, Policies, and procedures of all
566 UPUA entities, subsidiaries, and affiliated organizations title “The UPUA Compiled Student Code”.
567 §9.2 The Clerk and Secretary shall be responsible for updating, assembling, and maintaining the Compile Code.
568

Article X REFERENDA

- 569
570
571
572 §10.1 The UPUA may conduct referenda of the University Park Student Body to obtain information concerning
573 any subject under its purview.
574
575 §10.2 Proposals for referenda must come from an appropriate committee and must follow the procedure for
576 Policy if initiated by business members.
577
578 §10.3 Upon the approval of the Association to hold a referendum, it must be conducted within two (2) weeks and
579 adequately advertised under the direction of the President and any individual(s) he or she wishes to charge
580 with responsibility.
581

Article XI AMENDMENTS

- 582
583
584 §11.1 Amendments to these Bylaws will be introduced as a Policy and be adopted at any General Meeting of the
585 Assembly by a two-thirds (2/3) vote of Representatives present.
586

Article XII ENACTMENT

- 587
588
589 §12.1 These Bylaws shall be put to the Assembly for enactment.
590
591 §12.2 These Bylaws shall be enacted upon introduction and passage by two -thirds (2/3) of Representatives
592 present and voting.
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Appendix A

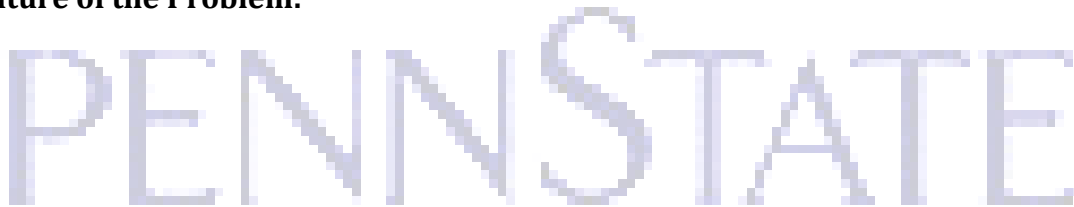
Resolution # ____

The University Park Undergraduate Association (UPUA)
of the [year] - [year] Session
[date presented]

*Be it Enacted by the Association, having been considered by the
Committee on _____, a*

RESOLUTION
[title]
(Decided: [Y/N/A])

Nature of the Problem:



Recommended Course of Action:

Respectfully submitted,

[Sponsor 1 Signature]
[Name], [Title]
[Committee]



[Sponsor 2 Signature]
[Name], [Title]
[Committee]

Committee Vote: __/__/__

Signature of the Assembly Chairman: _____

Affirm

[President]

Veto

The University Park Undergraduate Association

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Appendix B
Policy # ____

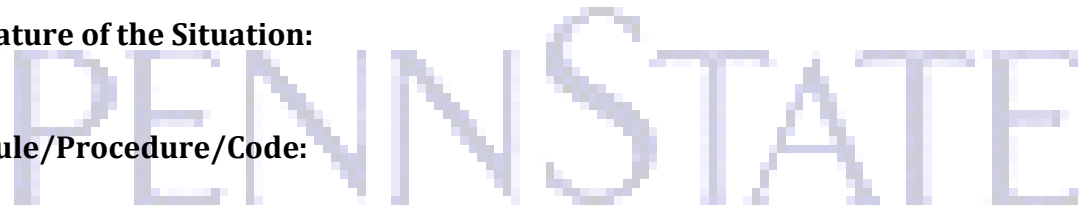
The University Park Undergraduate Association (UPUA)
of the [year] - [year] Session
[date presented]

*Be it Enacted by the Association, having been considered by the
Committee on _____, a*

POLICY
[title]
(Decided: [Y/N/A])

Nature of the Situation:

Rule/Procedure/Code:



Respectfully submitted,

[Sponsor 1 Signature]
[Name], [Title]
[Committee]

[Sponsor 2 Signature]
[Name], [Title]
[Committee]

Committee Vote: ___/___/___

Signature of the Assembly Chairman: _____



Affirm

Veto

[President]
The University Park Undergraduate Association