



**The Standing Rules**

34<sup>th</sup> Senate of the

Worcester Polytechnic Institute

Undergraduate Student Government Association

Adopted: 02/13/2024

## **Scope and Purpose of These Rules**

Art. VI of the Student Government Constitution provides that the Senate must be governed by standing rules. These standing rules shall “define the policies and procedures pertaining to the general management and running of the Student Government Association” (SGA Const. Art.VI). The Committee on Internal Affairs is then, through the bylaws, given responsibility to “[review, maintain, and set] internal policy of the Senate” pending approval by the Senate (SGA Bylaws. Title 3. Art. 3. §2A). These rules are made pursuant to both the Constitution and Bylaws as referenced above.

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### **Rule 1 – The Executive Branch; Membership**

- (1) Membership of the Executive Branch consists of the following positions: the President, the Vice President, the Secretary, the Treasurer, and the Senate Chair.

### **Rule 2 – The Cabinet; Membership**

- (1) Membership of the Cabinet consists of Senators appointed as Chairpersons of the several committees, as well as the appointed and privileged Senators.
- (2) The Chairpersons of the following committees consist of:
  - a. The Committee on Student Affairs
  - b. The Committee on Community Outreach
  - c. The Committee on Internal Affairs
  - d. The Committee on Marketing
  - e. The Committee on Fiscal Responsibility and Assistance
  - f. The Committee on Appropriations
  - g. The Committee on Fiscal Education
- (3) The appointed and/or privileged Senators consist of:
  - a. The Tech Coordinator
  - b. The Accountant
  - c. The Financial Board Secretary
  - d. The Worcester Student Government Association Delegate
- (4) Jointly, the Cabinet for the Student Affairs Cluster consist of:
  - a. The Chairperson of the Committee on Student Affairs
  - b. The Chairperson of the Committee on Community Outreach
- (5) Jointly, the Cabinet for the Internal Services Cluster consist of:
  - a. The Chairperson of the Committee on Internal Affairs
  - b. The Chairperson of the Committee on Marketing
- (6) Jointly, the Cabinet for the Financials Cluster consist of:
  - a. The Chairperson of the Committee on Fiscal Responsibility and Assistance
  - b. The Chairperson of the Committee on Appropriations
  - c. The Chairperson of the Committee on Fiscal Education
  - d. The Accountant
  - e. The Financial Board Secretary

### **Rule 3 – The Senate; Membership**

- (1) Senate membership consists of all elected and appointed Senators. Assembled, the Senate consists of the Executive Branch, the Cabinet, and Senate membership.
- (2) Honorary Senators do not constitute Senate membership but have some privileges of a Senate member. See Rule 6 – The Honorary Senator

### **Rule 4 – The Senate; Session**

- (1) The 34th Senate shall enter session on January 1st, 2024. Each meeting of the session thereafter should be orderly numbered. The 34<sup>th</sup> Senate shall finally adjourn on 31<sup>st</sup> of December, 2024.
- (2) All legislation presented in this Session, not passed or denied by its conclusion, is dead unless resolution continues to the next session.
- (3) All bills presented in this Session shall be labeled “S.24” followed by a number representing the order of the proposal within this Session.
- (4) All bills passed by the Senate shall be considered permanent unless repealed by superseding legislation.

#### **Rule 5 – The Senator**

- (1) The title of Senator may either refer to an elected Senator or an appointed Senator. Elected and appointed Senators both have the same powers and privileges, so no distinction is made between the two.
- (2) All Senators share the following expectations:
  - a. Attend all regular meetings of the Senate.
  - b. Attend all regular meetings of their assigned committee.
  - c. Attend and assist in mandatory Student Government Association events.
  - d. Attend winter and fall retreats.
  - e. Meet Club Constituent expectations, as outlined in these Rules.
  - f. Help with at least two events hosted by the Committee on Community Outreach.
  - g. The Conduct Expectations of the Student Government Association, as provided in these Rules.
- (3) Provided, Senators serving in the committees in the Financials Cluster must:
  - a. Only attend the first meeting of Senate every academic term, the last meeting of the Senate session, meetings where a governing document is being discussed, or meetings where a financial matter is being heard.
  - b. Attend all Financial Board meetings.
- (4) Where attendance is required, a Senator is considered absent if their attendance has not been taken and transmitted to the proper authority.

#### **Rule 6 – The Honorary Senator**

- (1) An undergraduate student can be appointed to the position of Honorary Senator by the President; the appointment does not constitute an appointment to the Senate.
- (2) Honorary Senators must meet the following expectations:
  - a. Serve on their assigned committee.
  - b. Attend all regular sessions of Senate.
- (3) Honorary Senators shall be considered absent in the same manner as Senators.

### **Rule 7 – The Executive Branch; Business and Office Hours**

- (1) The Executive Branch shall regularly meet in a private setting. These meetings shall occur in a place, time, location, and mode to be decided by the Secretary or other designee chosen by the President.
- (2) The Executive Branch shall hold Office Hours, open to all Worcester Polytechnic Institute students, staff, and faculty. The amount of Office Hours shall total at least two hours per week, and at least two members of the Executive Branch must contribute to this requirement.
  - a. The requirement is waived:
    - i. During the last week of each term.
    - ii. During the E-Term.

### **Rule 8 – The Cabinet; Business**

- (1) The Cabinet shall regularly meet in a private setting. These meetings shall occur in a place, time, location, and mode to be decided by the Secretary or other designee chosen by the President.

### **Rule 9 – The Senate Meeting**

- (1) The Senate shall regularly meet every Tuesday at 6:00pm in a location to be transmitted to the rest of Senate by the Secretary, or in their inability or absence, a person so designated by the Executive Branch.
- (2) The Secretary or their designee can, with reasonable notice, convene the Senate outside of the regular schedule.
- (3) The Senate shall not regularly meet on:
  - a. A day where classes are not scheduled.
  - b. During the E-Term.
  - c. During the last week of each term.
- (4) During a regular meeting of the Senate, no Senator should be excused from attendance but for:
  - a. Serious illness.
  - b. Uncontrollable academic commitment.
  - c. Religious observance.
  - d. Family emergency.
  - e. Jury duty.
  - f. A state of emergency has been declared affecting the Worcester Polytechnic Institute area.
  - g. An absence excused by the President prior to the regular meeting of the Senate.
- (5) The Secretary shall transmit to the Senate, no later than a day before the call to order of the Senate, a finalized meeting agenda. The agenda will include:
  - a. The attire.
  - b. Whether a financial matter is being heard, and thus, Financial Senators will be required to attend.

- c. Any materials for Senators to review ahead of the meeting, including any presentations regarding financial matters or new business proposals.
  - d. The order of business.
- (6) In the event of an unforeseen circumstance, the Secretary must notify of a delay in the meeting agenda and provide any readily prepared business.
- (7) The Secretary, or in absence, a designated Senator, shall record the Minutes for the meeting of the Senate. The Minutes shall be styled “The Minutes of the Worcester Polytechnic Institute Undergraduate Student Government Association Senate.” Until approval at a succeeding Senate, they shall be unofficial. The Minutes, upon approval, should be made available on the Student Government Association website.
  - a. Any member of the Worcester Polytechnic Institute community may contact the Secretary about an error that they believe to appear in the unofficial Minutes.
  - b. The Secretary has ten business days to draft the unofficial minutes.
- (8) The order of business in a regular meeting shall be as follows:
  - a. Call to Order
  - b. Attendance
    - i. The Secretary shall record attendance in a manner approved by the Executive Branch and report how many Senators are present.
    - ii. Senators arriving late should inform the Secretary in a manner so appropriate.
  - c. Land Acknowledgement
  - d. Approval of the minutes
  - e. Public Comments
  - f. Reports from the Executive Branch, observed in the order of President, Vice President, Secretary, Treasurer, Senate Chair
  - g. Reports from the Cabinet, observed in the order of any reporting cabinet member from Internal Services Cluster, any reporting cabinet member from Student Services Cluster, and any reporting cabinet member from Financials Cluster.
  - h. Reports from Faculty Institute & Special Committees.
  - i. Special Orders
  - j. Unfinished Business, and General Orders
  - k. New Business
  - l. Questions, Comments, and Ideas
  - m. Announcements
  - n. Advisor’s Remarks
  - o. President’s Remarks

- p. Adjournment
- (9) The Executive Branch may adopt a schedule outside of this regular agenda, should they unanimously adopt to do so.
- (10) Regular meetings of the Senate shall be open to the public.
- (11) In the event of a tie of the Senate, the Senate Chair must only vote in the affirmative or negative.

### **Rule 10 – The Committee Meeting**

- (1) The Chairperson of a Committee shall regularly convene their committee once a week in a place and location at their reasonable discretion.
  - a. All members' attendance and absence are to be taken by roll at the start of the meeting and transmitted to the Vice President through a form decided in agreement by the Secretary and Internal Affairs Chairperson.
  - b. The form in which attendance is taken will be accessible by all Cabinet and the Executive Branch.
- (2) During a regular meeting of the Committee, no Committee member should be excused from attendance but for:
  - a. Serious illness.
  - b. Uncontrollable academic commitment.
  - c. Religious observance.
  - d. Family emergency.
  - e. Jury duty.
  - f. A state of emergency has been declared affecting the Worcester Polytechnic Institute area.
  - g. An absence excused by the President prior to the regular meeting of the Committee.
- (3) The Committee shall not regularly convene on:
  - a. A day where classes are not scheduled.
  - b. During the E-Term.
  - c. During the last week of each term.
- (4) A majority of the Committee's membership shall constitute a quorum to conduct a vote, although not reaching a quorum should not prevent the Committee from convening.
- (5) Under special circumstances, and with pressing matters, the Executive Branch can encourage committees, under their supervision to meet outside of a regularly scheduled time.
- (6) The Committee Chairperson has the right to designate whether the meeting should be in a public or private setting.
  - a. The public meeting is open to either other senators, or the whole Worcester Polytechnic Institute community at the Committee Chairperson's discretion.



- b. The private meeting should be reserved for when sensitive information is being shared. The private meeting is to be attended just by the members of the committee and any guests invited by the Chairperson. Nothing pertaining to the meeting should be discussed outside of the meeting without permission of the Chairperson.
  - c. By default, all committee meetings shall be public meetings to all Senators unless otherwise specified by the Committee Chairperson.
  - d. All private meetings are subject to be attended to by the Executive Branch.
- (7) Only committee members can exercise the power to vote at the Committee Meeting. Additionally, in public Committee Meetings, the Chairperson may limit non-committee members from speech and debate.

**Rule 11 – The Funding Request; How Taken**

- (1) In determining the manner for hearing a funding request, the Treasurer will adhere to the following:
- a. Requests matching any of the following criteria must be heard before the Senate for approval.
    - i. Requests for events or initiatives with an intended and/or expected undergraduate student population reach of greater than 15% of enrolled students will be referred to a Senate meeting for approval.
    - ii. Requests that exceed a monetary value of \$25,000.
    - iii. Any other requests at the Treasurer’s discretion.
  - b. Organizations submitting the above requests must, prior to arriving in Senate, meet with an Executive Branch member, a Financials Cluster chair, or a designee in the Financials Cluster to discuss the funding request.
- (2) When a request is being heard in the Senate, the following procedure is to be observed:
- a. The Treasurer, or their designee, communicates to the organization a time for a single representative from the organization arrive at Senate.
  - b. The organization should arrive promptly at the arranged time, and if it is greater than ten minutes late, the request can be tabled to the next meeting.
  - c. The Senate Chair will recognize the organization who will present.
  - d. The Senate Chair will then recognize Senators to ask questions to the organization.
  - e. When all relevant questions have been asked, the organization is to be dismissed from the room.

- f. The Senate Chair may discretionally recognize Senators to ask questions about the report.
  - g. The floor is then open for a motion to be made.
- (3) When hearing a funding request in a meeting of the Financial Board, the manner of debate is up to the discretion of the Treasurer.
- (4) The Financials Cluster has the authority to develop and publicly publish Funding Request Expectations and Policies, in which must be adopted by Senate.

### **Rule 12 – The Form of Debate**

- (1) Acknowledging that proceedings are to be conducted under Robert’s Rules of Order, the following procedure of debate is to be recognized:
- a. A Senator is recognized by the Senate Chair to present a motion.
  - b. If the motion is one that requires a verbal “second”, and the motion has then been seconded, the Senate Chair, laying the question on the table, will restate the motion.
  - c. If the motion does not require a second, the Senate Chair will restate it immediately, and the question will be on the table.
  - d. Then, if the question is debatable, the Senate Chair will recognize people to debate the question.
    - i. The Senate Chair will offer to first recognize the Senator that made the motion.
    - ii. The Senate Chair will attempt to, where possible, recognize people in alternating positions on the questions.
    - iii. The Senate Chair will also favor those who have not spoken previously on the current question.
  - e. Debate will continue until the Senate Chair sees the question to have been sufficiently debated, or if no more Senators indicate they would like to debate the question. Alternatively, if a motion has been adopted to limit debate to a certain length of time, debate will expire at that time.
  - f. In an undebatable question, the Senate Chair should immediately put the question to a vote following the stating of the question.
  - g. The preferred methods for voting will be unanimous consent, vote by voice, or an electronic voting platform that protects anonymity of Senators.
  - h. Following conclusion of the vote, the Senate Chair announces the result of the vote. The Secretary will include the vote total in the minutes.

### **Rule 13 – The Tech Coordinator**

- (1) The Tech Coordinator shall receive, twenty-four hours before a regularly scheduled meeting, all finalized documents and presentations to be presented in the Senate. The Tech Coordinator shall prepare one combined presentation, in order of the agenda, with the documents.
  - a. The Tech Coordinator may receive documents, at their discretion, closer to the convening of the Senate.
  - b. Accounting for unusual circumstances, the Executive Branch may require the Tech Coordinator to reference alternative sources that may be proposed within the time constraint.
- (2) Following the conclusion of the Senate meeting, the Tech Coordinator will distribute a finalized version of the combined presentations and store them in a shared file storage system.
- (3) Any electronic materials shown or referenced during the Senate meeting shall be made available during the distribution of the finalized minutes.

#### **Rule 14 – A Transparent Government**

- (1) Whenever the Executive Branch invokes the authority, powers, and privileges of the Senate, the Executive Branch will notify the Senate within twenty-four hours of doing so. This notification must include the powers utilized, the reasons that warranted Executive Branch utilization of said power, and the minutes of the Executive Branch acting as the Senate.
  - a. The authorities, powers, and privileges of the Senate are those expressly given to the Senate.
- (2) Any member of the undergraduate student population may, for good cause:
  - a. Transmit to the Fiscal Responsibility and Assistance Chair a request for the detailed financial records of an organization.
    - i. Such request must also be reviewed in coordination with the Treasurer. Jointly, the Fiscal Responsibility and Assistance Chair and the Treasurer will determine if the request has good cause. If so, the records will be compiled.
- (3) The answer to the requests in Part 2 of this Rule must be compiled and sent within a timely manner of receipt. If the request in Part 2 lacks good cause, the Fiscal Responsibility and Assistance Chair must inform the requestor that the request has been denied with reason for denial.

#### **Rule 15 – Club Constituents**

- (1) The Vice President or their designee shall assign all Worcester Polytechnic Institute student organizations to one or more Senators as their Club Constituents within a timely manner.
- (2) When assigned as a Club Constituent, Senators shall:

- a. Send an introductory communication to the organization's executive board as listed in MyWPI in a timely manner, briefly introducing themselves and offering a meeting to discuss how the Student Government Association could be of assistance. Outlines and timelines are subject to be determined by the Vice President.
  - b. Make a good-faith effort to meet with the organization's executive board at least once per semester to share resources, provide guidance in navigating student organization policy, including financial request and budgeting processes, and discuss how the Student Government Association could be of assistance.
  - c. Ensure any questions from the organization are answered, either by the Senator or by referring them to appropriate resources, such as a member of the Student Government Association's Executive Branch.
  - d. Approximately once an academic year, extend an invitation to the organization an opportunity to be featured as the Student Government Association Club of the Week and coordinate with the Vice President to facilitate a presentation in an upcoming Senate meeting.
- (3) Should a Senator feel uncomfortable being assigned as Club Constituent for one or more organizations, they can inform the Vice President, who shall not assign them as a constituent for the given organization(s).
- (4) The Vice President, at their discretion, may require Senators to share a summary of their meetings and communications with their assigned organization(s) to stay apprised of student organization affairs and to determine if Senators are adequately fulfilling their role as Club Constituents.

**Rule 16 – Conduct Expectations of the Student Government Association**

- (1) Within a reasonable and timely manner after the adoption of these Standing Rules, the Senate shall also adopt an additional document titled Conduct Expectations of the Student Government Association.
- a. The Conduct Expectations of the Student Government Association document outlines the specific conduct standards expected of members of the Student Government Association.
  - b. The document is to be authored jointly by the Internal Affairs committee and the Executive Branch. Once approved by both the Internal Affairs committee and the Executive Branch, the document is then presented to the Senate, for adoption pursuant to internal policy adoption standards.

- (2) The Internal Affairs Chairperson with the Vice President shall establish a method for receiving violations of the Conduct Expectations of the Student Government Association.
- (3) Upon receipt of the violation, the Internal Affairs Chairperson, and the Vice President, acting together, shall investigate the alleged violation. They may:
  - a. Meet with the member to discuss the alleged conduct violation.
  - b. Consult with involved parties or those with specified knowledge who could increase their understanding.
  - c. Refer the alleged conduct violation to the rest of the Executive Branch.
  - d. Recommend the member be deemed an “idle” Senator.
  - e. Deem the member an “idle” Senator, initiating removal proceedings.
- (4) At all points of the investigation, the Internal Affairs Chairperson and Vice President may include the Executive Branch and must include the Executive Branch when changes of membership are pertinent.
- (5) No member of the Student Government Association should be held to any conduct standards not established under this rule.

## Revision History

DATE	INTRODUCED	DESCRIPTION
2024-February-13	Internal Affairs Chairperson Spencer Greene, Senator Benjamin Antupit	Conduct Expectations, Club Constituents, Transparent Government, Tech Coordinator, Debate, Office Hours, and Generalities.
<b>2023-January-20</b>	Interim President Tori Cormier	Changed Project work to Committee work Added Senate Chair Updated senator, financial senator, and cabinet responsibilities Updated financial board attendance requirement
<b>2022-February-8</b>	President Micah Wilde	Updated specifications for senator responsibilities
<b>2021-March-2</b>	Treasurer Marc Rosenthal	Removal of Funding Request and Budget Reallocation Rules
<b>2019-November-19</b>	Accountant Kevin Bimonte	Creation of process for Budget Reallocations
<b>2019-February-19</b>	Parliamentarian Giulio Cataldo and Treasurer Ryan Candy	Updating all rules, inclusion of process for Funding Request Appeals
<b>2014-September-16</b>	Sec. Miralda	Updated Senator Responsibilities
<b>2013-November-26</b>	Sec. Tina Dutra	Change Rule 5 to Senator Responsibilities
<b>2013-September-24</b>	Sec. Tina Dutra	Attendance Policy Change, formatting
<b>2013-February-12</b>	Sec. Tina Dutra	Committee Name Change from PPE to CIA
<b>2012-December-4</b>	Sec. Sarah Triplett	Updating Rule 5
<b>2010-January-14</b>	Parliamentarian Daniel DeCiero	Formatting for all Rules.
<b>2008-April-4</b>	Sec. Ashleigh Smeal	Necessary Notification Amendment
<b>2008-February-6</b>	Sec. Ashleigh Smeal	Updated Amend Dates
<b>2008-January-31</b>	Sec. Ashleigh Smeal	Financial Board Mandatory Attendance; Office Hours
<b>2006-February-14</b>	Sen. Syed Ali	Alphabetizing Definitions, Updating Rules 3,4,5,6,8,9,10
<b>2005-October-25</b>	Sen. Sean Sears	Updating Rule 6
<b>2005-October-25</b>	Sen. Sean Sears	Creating a definition of Cabinet
<b>2004-March-2</b>	Sen. Mary Schubert	Updated Senate Meeting Time
<b>2004-February-24</b>	Sen. Mary Schubert	Updated Written Documents and Senate Meeting Time
<b>2002-January-22</b>	Sen. Brandon Lord	Added Webmaster Office Hour to Rule 5
<b>2000-April-4</b>	Sen. Toni Colognesi	Eliminated annual standing rules passage
<b>2000-February-15</b>	Sen. Christopher O'Malley	Fixed "two meeting miss" loophole