Rackham Student Government
Board Meeting: September 8, 2011

Agenda

I. Call To Order

II. Introductions

III. Approval of Agenda

IV. Approval of Previous Minutes
   a. August 17 2011
   b. August 31, 2011

V. Officer Reports
   a. Graduate Student Body President, Michael
   b. Graduate Student Body Vice President, Josh
   c. Graduate Student Body Treasurer, Mindy

VI. RSG Committee Logistics
   a. Charges
   b. Membership
   c. Budgets
   d. Meeting Times

VII. RSG Board Logistics
   a. Northfest
   b. Representative Responsibilities
      i. Office Hours
      ii. Event Support
      iii. Individual Projects
   c. Snacks at Meetings
Rackham Student Government
Board Meeting: September 8, 2011
Agenda

VIII. Spring / Summer Updates
    a. Executive Board
    b. Academic Affairs
    c. Budgetary
    d. Communications
    e. Legislative Affairs
    f. Student Life
    g. Bylaw Review
    h. Service Opportunities
    i. Career Opportunities

IX. Committee Progress Review

X. Fall Picnic Recap

XI. Future Events

XII. Open Discussion

XIII. Adjournment
Rackham Student Government Board Meeting Minutes
8.31.11

I. Call to Order
   a. Meeting Called to Order at 6:10pm.
   b. Members present: Tien-Huei Hsu, Mindy Waite, Michael Benson, Kaitlin Flynn, Patrick Rooney, Rob Gillezeau, Heidi Pedini, Eli Eisman, Grant Mandarino, Nina White, Will Hutchinson
      i. Quorum Present

II. Approval of Agenda
   a. Motion by Heidi Pedini, Seconded by Patrick Rooney. Approved Unanimously

III. Approval of Minutes from Aug. 3
   a. Motion by Tien-Huei Hsu, Seconded by Eli Eisman. Approved Unanimously
      i. Note on Item IV of these minutes: the email has not been sent out because new students will not be on the grad student email list until this upcoming Tuesday. Will send out the email then.
      ii. Will have the Aug. 17 minutes ready for approval at next meeting

IV. Officer Reports
   a. President
      i. Asked the Board to fill out several Doodles. Based on these responses which will be made public, we are now meeting every Thursday at 7pm.
      ii. Fall picnic- we have several people signed up. Will email people for their shifts tomorrow. If not working, come out and enjoy the picnic. We anticipate 1500-2000 students, as this is our largest event of the year.
      iii. During the summer we did a lot of social events, but look forward to working more on policy in the fall. We will send out the Bill of Rights for students to look over after Tuesday when the new email list is out. The Bill will then be sent on to the RSG Board for approval and then the Rackham Executive Board. If you have not yet looked over the Bill, DO SO.
      iv. We will reconstitute Committees next week. Choose your committees or we will choose them for you. You can be Chair of a committee if you want!
      v. MERC has not given a written decision yet regarding GSRA unionization. There is a meeting scheduled in 2 weeks and the ruling will be out around then.
   b. Vice President
      i. Not present
   c. Treasurer
      i. Have $13,623.71 in the bank
      ii. Will send out directions for creating committee Budgets.
      iii. Will have a summary of the summer budget done by next meeting
iv. Have been working on things for the RSG/Rackham picnic such as shuttles and the band (string quartet!)

v. Heidi: What is the cost of the picnic?

vi. Michael: We pay ½ with Rackham. Overall, = it will be about $2500-3000. For our ½, we will pay about $200 park rental, $200 band, $200 busses, $150 bounce house, plus food (unknown amount)

V. RSG Fall Logistics
a. Meetings will be 1hr-1hr 15 minutes max, except for the first meeting which will be longer.

b. Committee meetings will be held twice per month and can be anywhere. Community members may join all Committees except Elections and Budget

b. Office hours will be starting. We require at least 15 minutes per week. Mindy will put up a form on the website for Office Hours summaries. Send it in to the execs if someone comes in. If a student wants to remain anonymous, then that is fine and can be handled discreetly.

c. We will do a lot of events in the fall. Think of an event that you would like to see us do!

VI. Committee Reports
a. Academic Affairs
   i. Tien Huei-Hsu motions to approve minutes, seconded by Kaitlin Flynn, approved unanimously.

   ii. We have the Lunch with the Deans events coming up. We have printed a bunch of invitations. Please take one. We need a minimum of 1 RSG rep at each event, and one person has to give a 1 minute introduction to RSG and our activities/availabilities to students. We will send out a reminder email on Tuesday and give out invitations at picnic/grad student fair
      1. Eli, Tien, and Kaitlin at Division I
      2. Michael & Heidi at Division II
      3. Rob at Division III
      4. Will & Grant will be available for Division IV

b. Budgetary
   i. Disbursed funds to NIMSA for their ice cream social. Will send out another advertisement in the fall.

c. Communications
   i. Did not meet again last week. Michael takes responsibility for this not happening. Some Board members concerned about the direction of this committee.

   ii. Eli Eisman motions to approve spending money on RSG shirts as long as the shirts are “fairly made”, Kaitlin Flynn seconds. Unanimous approval. Will order 30 shirts and spend up to $300.

d. Elections
   i. No Report

e. Legislative
i. Kaitlin Flynn motions to approve minutes, Grant Mandarino seconds. Unanimous approval.

ii. Candidate Town Hall will be held in the last 2 weeks of October. Michael has rooms set up in Rackham. The format will be a debate between candidates of contested elections which each pair getting 30 minute time blocks. This makes it efficient for students and for candidates. The Ann Arbor Chronicle may co-sponsor this and the CTN may also cover this.

iii. There are no major state updates

iv. Will be sending a committee to testify before legislature about the importance of specific graduate student issues

v. Federal: SAGE has plan for the year. We now need to think up important affairs/issues on which to advocate in the spring.

f. Student Life

i. Had Dominick’s event. Went really well and spent ~$350. Some students were upset that RSG wasn’t providing alcohol, even though the fliers said RSG was sponsoring pizza. In the future, will have to make the no-RSG-sponsored alcohol idea clearer.

h. Bylaw Review Committee

i. Will be more methodical than previously planned. Will start presenting ideas to the Board next week. Will meet 1-5 times for short periods, making it more efficient for Board members who want to discuss individual issues.

h. Service Opportunities Committee (now called COSAC)

i. 10 schools in Washtenaw, but need to narrow focus to a few schools. Will work with AA public schools grades 5-8. The woman in contact with Eli is a proponent of Ypsi & AA Charter Schools, so may focus on those. Will choose schools based on funding acquisition, which is not even among schools. Will be given $0 in funds from outside of RSG. The times will be restricted to after school.

ii. Will expand to include other opportunities outside of working with children

i. Nonacademic Careers Committee (name to change???)

i. Had a lot of people show up to our first seminar on consulting careers. Next event may be delayed due to speaker not responding to emails. Looking to get about 10 events per semester, not all focused on consulting. Will also be sure to include careers for Divisions III and IV, which are often overlooked.

VII. Adjournment

a. Meeting adjourned at 7:22pm

Respectfully Submitted,
Mindy Waite
Rackham Student Government Treasurer
Spring/Summer Smart Goals

Academic Affairs Committee
- Finish Graduate student bill of rights will be finished hopefully by end of summer.
- Also organize Lunch with Deans for fall.

Legislative Affairs Committee
- Having a Candidate’s forum before the upcoming primary election.
- Pursuing the issue of funding for fire departments. Research and formulate a plan.

Student Life Committee
- Follow through on all events

Communications Committee
- 100 likes and 100 followers on Facebook and Twitter.
- Weekly newsletter running.
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<td>Classes begin</td>
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<td>12pm - Eagles @</td>
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### RSG Summer 2011 Spending Report

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<td>Tiger's Game 20% Deposit</td>
<td>Tigers Game (Rackham)</td>
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<td>Dominick's</td>
<td>Dominick's</td>
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<td>Ice cream social</td>
<td>Ice Cream Social (Rackham)</td>
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<td>Fuller pool cost (17 people x $4/person)</td>
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<td>1/2 Fall picnic (shelter, shuttle, food, band)</td>
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<td>Northfest 2011</td>
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<td>Festifall 2011</td>
<td>Embroidered polos</td>
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<td>4 $10 gift cards for Twitter/Facebook</td>
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<td>Lunch with the Deans Invites</td>
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<td>J. Bow Business Cards</td>
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<td>RSG Bracket Challenge - Amazon Gift Card</td>
<td>Vaughan Symp</td>
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<td>Food</td>
<td>NIMSA - Ice Cream</td>
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Rackham Student Government Committee Slate: Fall 2011

### Standing Committees

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### Ad-Hoc Committees

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Rackham Student Government
Office Hours Form: Fall 2011

Date:
Time:
Location:
RSG Representative Name:

Constituent Information
Name:
Uniquename:
Department:

Issues
Issues brought forth by constituent:

Solution/goals desired by constituent:

Agreed upon solution (if any):

Follow up actions required:

Follow-ups to constituent regarding progress on issue
Date of follow-up:
Progress communicated:
Poll "RSG Fall 2011 Committee Membership Request"

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<th>Committe Name</th>
<th>Academic Affairs Committee</th>
<th>Budgetary Committee</th>
<th>Communications Committee</th>
<th>Elections Committee</th>
<th>Legislative Affairs Committee</th>
<th>Student Life Committee</th>
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<th>Service Opportunities Committee (AdHoc)</th>
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http://www.doodle.com/e39hpczfmc8xqa53
Hey,
I'm not sure yet what day I'm playing IM volleyball, and there's no way of me finding that out until the second week of Sept, so that might interfere for a maximum of 4 meetings. I'm going to try to do Mondays though, so if I get the time that I request, that will work fine.
Rackham Graduate Student Government
Bylaws

Article I: Authority, Rules, and Regulations
Source of Power
Definitions
Rackham Graduate Student Government
Amendments to the Bylaws
Availability of the Bylaws
Conflicts

Article II: Powers and Functions
Rules
Fees
Appropriations
Sponsorship
Lobbying
Representation
Appointments
Elections
Bylaws
Summer Operations

Article III: Infrastructure
Committee Descriptions
Committee Composition and Powers
Committee Responsibilities
Recall of Committee Members

Article IV: Executive Officers
Officers’ Powers and Functions
Officers’ Terms

Article V: Board Elections
Elections
Board Composition
Terms
Filling of Elected Seats
Election Director
Petitions

Article VI: Duties
Board Procedures
Board Obligations

Article VII: Recall and Appointment Power
Recall
Appointments to Vacated Seats

Article VIII: Funding Guidelines

Article IX: Resolutions
ARTICLE I

A. Source of Power. All power under these bylaws is derived directly from the University of Michigan's All Campus Constitution (amended and revised, March 2009), Article 1 (Student Governments on Campus), Section B (Governments), Section C (Democratically Constituted Governments), and the Compiled Code of the Michigan Student Assembly.

B. Definitions. As referenced in these Bylaws, the following terms shall have meaning as defined in this section.

1. “All-Campus Constitution” or “Constitution” shall refer to the All Campus Constitution as maintained by the Michigan Student Assembly.

2. “Rackham Graduate Student Government,” or “Rackham Student Government,” or “RSG,” shall refer to the University of Michigan Horace H. Rackham School of Graduate Studies student government established by the Constitution.

3. “MSA” or “Michigan Student Assembly” shall refer to the University of Michigan Board of Regents recognized central student government.

4. “Rackham” shall refer to the University of Michigan Horace H. Rackham School of Graduate Studies.

5. “University” shall refer to the University of Michigan.

6. “Campus” shall refer to the Ann Arbor campus of the University, to the exclusion of the Flint and Dearborn campuses.

7. “Student organization” shall refer to student-led groups recognized by the University’s Student Organization Account Services department (hereinafter referred to as “SOAS”).

8. “Bylaws” shall refer to this document.

9. “Graduate Student” or “Student” shall refer to students currently enrolled in Rackham, or are currently enrolled for the following academic semester in Rackham.

10. “Student Body” or “Students” shall refer to the students currently enrolled in the Horace H. Rackham School of Graduate Studies within a given academic year.

10. “The Board” shall refer to the legislative branch of the Rackham Student Government, consisting of all currently elected RSG representatives as well as the Student Body President, Vice President, and Treasurer.
11. “Authorized signer” shall be the president, vice president, or treasurer of RSG.

12. MSA Registered shall be all student organizations that annually register with the Michigan Student Assembly. Registered student organizations can be found on [http://www.umich.edu/~maizpgs](http://www.umich.edu/~maizpgs).

13. “SAGE” shall refer to the Student Advocates for Graduate Education coalition founded in part by the Rackham Student Government.

**C. Rackham Graduate Student Government.** The Rackham Graduate Student Government shall consist of the Board, the executives, and the Board’s committees: the budgetary committee, the administrative committee, the academic affairs committee, the elections committee, the student life committee, and the legislative affairs committee. RSG shall be the only recognized graduate student government by and within the Rackham Graduate School, the Central Student Government (MSA), and the University.

**D. Amendments to the Bylaws.**

1. Any amendment to the Bylaws must be presented in hardcopy or delivered electronically to all members of the board at a RSG general meeting. The amendment(s) may not be acted upon for fourteen (14) days.

2. An amendment to the Bylaws shall not be considered by the Board unless both the standing Bylaw and the proposed Bylaw are presented together in hardcopy to all members of the board at a RSG general meeting where a vote on the proposal is scheduled by the President.

3. An amendment to the Bylaws shall not be considered by the Board if the amendment creates a conflict within the Bylaws or a conflict between the bylaws and the Constitution. Such a conflict may be raised as a point of order by any voting member of the Board. Should a conflict be detected following a successful vote by the Board, the President will veto the resolution and thus declare it void.

4. Amendments will be adopted with a two-thirds majority vote of the Board. Amendments are immediate in effect, unless otherwise noted in the amendment, with the exception of changes to student fees.

5. Any amendment that shall modify student fees must be approved by Student body-wide, majority vote during either a scheduled fall or winter seat election. Fee adjustments approved by the student body will be presented by the President to the Board of Regents of the University of Michigan for their approval.

6. Amendments must be recorded in a RSG meeting’s official minutes. Official minutes must be approved on or before the next RSG general meeting or the amendments are void.
E. Availability of the Bylaws. The Bylaws must be posted on the RSG website. Hardcopies must be made available to any member of the student body upon request.

F. Conflicts.

1. Any conflict or ambiguity arising between the Bylaws and the Constitution shall be resolved in favor of the Constitution.

2. Any conflict or ambiguity arising between the Bylaws and any other student government code (including MSA) shall be resolved by the Central Student Judiciary on a case by case basis.

ARTICLE II

A. Rules. RSG shall create rules and/or sanctions for the governing of students within the Graduate School. Any such rules adopted by RSG shall be presented to the Dean for her review and approval.

B. Fees. RSG shall levy fees to Students, as approved by majority vote of the Student body, pursuant to Article I, Section C of the Constitution.

C. Appropriations. RSG shall keep, manage, and appropriate monies collected under Article II, Section B of the Bylaws and all other sources of income.

D. Sponsorship. RSG shall appropriate funds to MSA registered Student organizations for programs designed to enhance and improve the Graduate Student community on Campus pursuant to the rules contained in these bylaws.

E. Lobbying. RSG shall lobby for the interests of Students within the University and externally to federal, state, and local entities as deemed appropriate by the Board.

F. Representation. RSG shall represent the interests of the student body to all school, university, and external entities.

G. Appointments. RSG shall be the sole appointer of Student representatives for all University committees requesting graduate student views and input.

H. Elections. RSG shall hold semester elections for candidates. Elections may include referenda.

I. Bylaws. RSG shall establish Bylaws in order to exercise their powers and to carry out the functions described herein.

J. Summer Operations. RSG shall remain in force throughout the entire calendar year.

K. Referenda. RSG shall send to the student body such questions as it deems necessary by a majority vote. Such questions can be informational, such as to gauge the general
opinion of the student body on a given issue, or binding such that the outcome of the vote will be binding on RSG policy decisions.

ARTICLE III

A. Committee Descriptions.

1. Budgetary Committee (BC)
   Composition: 6 - 8 members
   Required Members: Treasurer (Chair)
                    President
                    Vice President
                    4 current Board members (minimum)

   a. The BC shall be required to maintain five representatives for the purposes of divesting Student funds democratically. In the event the BC falls below the required five members, the BC duties and powers detailed in III.A.1.b. of these Bylaws are rescinded until membership requirement is met. Until met, all funding requests shall be presented directly to the Board.

   b. The BC is responsible for receiving, reviewing, and authorizing all funding requests from Student organizations by majority vote up to, but not in excess of, $700 dollars. Requests made for over $700 shall be presented to the Board during a RSG general meeting for approval, with recommendations by the BC.

   c. The BC, with the action power described in III.A.1.b of the Bylaws, is required to maintain informal minutes. These informal minutes shall include the individual voting records of all members for all funding requests. Informal minutes shall be taken by the treasurer. Informal minutes shall be kept for three years before disposal. Informal minutes shall be presented to the Board upon request from the President.

   d. The BC may hold its fiscal deliberations electronically. In such a case, all committee members will be required to participate in the discussion in a timely manner. Individuals that do not contribute to a discussion, without the approval of the Treasurer shall automatically relinquish their vote on the pending matter(s). Repeated lack of participation shall be cause for removal from the Committee by the Board. Unless otherwise specified by the Treasurer, a timely manner shall be considered to be 5 business days.

   e. The president, vice president, and treasurer shall have signing power over the RSG accounts.
f. Disbursement of all RSG funds shall necessitate a pledge procedure. Student organizations granted funding by the Board shall be required to produce itemized receipts to the BC prior to receiving funds.

g. All rules contained in these bylaws as well as in the allocation email from the RSG Treasurer must be adhered to in order to receive reimbursements. Article VIII specifically addresses organization funding requests.

h. Five percent (5%) of the estimated yearly budget shall at all times be kept in reserve for emergency costs. These funds shall not be considered available for funding Student organizations. Use of this reserve shall only be authorized by a majority vote of the Board and the concurrence of both the Treasurer and the President.

i. Disbursements of $700 or less shall require one authorized signature.

j. Disbursements of over $700 shall require the signature of the treasurer with the approval of at least one other authorized.

k. Final funding amounts for each accepted Student organization request of $700 or less shall be determined by a majority of the BC.

l. Final funding levels for each accepted student organization request for funding of over $700 shall be recommended by the BC and voted upon by the Board. The Board may hear from the organization requesting funding and may modify the BC’s recommendation. A simple majority vote shall be required to approve funding up to $1,500. Funding above this level shall require a super majority as well as the affirmative vote of at least one executive.

m. The treasurer is responsible for producing a detailed Budget for each fall, winter, and spring/summer term, presented to the Board no later than the 4th week of the academic term. Budgets shall be approved by a majority vote of the Board and shall be posted on the RSG website, and hardcopies shall be made available to any interested Student.

n. The treasurer will produce a detailed spending report at the conclusion of each academic term. This report will include all funds budgeted and expended as well as all submitted event evaluation forms. The Board will review the report and approve it if correct by the 3rd week of the following semester. Approved funding reports will be placed on the RSG website and made available to any interested Student.

2. Student Life Committee (SLC)
Composition: Open Enrollment
Required Members: 3 current Board members
a. The Student Life Committee shall address all non-academic needs and concerns of the Student Body to the appropriate university administrator(s). Additionally, the committee shall serve to help unite the Student body through the hosting of large communal events designed to stimulate student social interaction. Specific attention shall be given to creating/hosting events that are inter-departmental, that strive to create a welcoming atmosphere for minority groups and that help to unite both central and northern sub-campus locations.

b. The Student Life Committee shall present funding requests directly to the Treasurer. Upon approval by the Treasurer, the request shall be presented to the Board for review and approval. The committee is not exempt from the funding guidelines found in article VIII of these bylaws.

c. The Student Life Committee shall be required to host at least three major Student social events per winter and fall semesters. One major social event during the spring and summer months shall be held, funding permitting.

3. **Academic Affairs Committee (AC)**
   Composition: Open enrollment
   Required Members: 3 current Board members

   a. The Academic Issues Committee shall address program needs of the Student body to the Rackham Administration. These issues shall include, but are not limited to, financial aid, fellowships, grants, awards, summer funding, and academic policies.

4. **Elections Committee (EC)**
   Composition: Open enrollment
   Required Members: Vice President or Treasurer (Chair)* (The Vice President shall chair the committee in the fall term. The Treasurer shall chair the committee in the Winter term.)
   4 current Board members (1 from each Division)
   1 Election Director

   a. The Elections Committee shall provide active advisement and procedural help to the Election Director, aiding him/her in running a smooth and timely election each fall and winter term.

   b. The Elections Committee shall propose any changes to RSG’s election policy no later than 6 weeks prior to a given election.

   c. The Elections Committee will assist the executives in the solicitation for and the selection of an election director.
5. **Communications Committee (ComCom)**
Composition: Open enrollment
Required members: Vice-President (Chair)
2 current Board members

a. The Communications Committee shall facilitate bidirectional communication between RSG and the student body. The committee shall also be responsible for maintaining and managing the RSG website as well as publishing a monthly electronic newsletter.

b. The Communications Committee shall solicit applications – from within RSG as well as the general student body – to serve on various Rackham and University boards, panels, and committees desiring graduate student representation.

d. The Communications Committee shall, at the request of the President or Vice President, assist in the vetting for appointed members.

e. The Communications Committee shall be responsible for publicizing RSG meetings and events, producing RSG paraphernalia, and providing constituents with general information about RSG.

6. **Legislative Affairs Committee (LegCom)**
Composition: Open enrollment
Required Members: President
Vice President
3 current Board members

a. The Legislative Affairs Committee will collaborate with external lobbying organizations such as the Student Advocates for Graduate Education (SAGE) coalition and the Michigan Association of Graduate and Professional Students (MAGPS) to promote the legislative agenda of the student body.

b. The Legislative Affairs Committee will work with the Ann Arbor City Council to promote the interests of the Student Body.

c. The Legislative Affairs Committee will work with the State and Federal Governments, as well as other entities beyond the University to promote the interests of the Student Body.
B. Committee Composition and Powers.

a. The Vice President will, with the advice and consent of the President and Treasurer, nominate members of the Board to sit on RSG’s various committees by the 2nd meeting of each semester.

b. Each committee shall have a chair or co-chairs. At least one chair, per committee, must be a current elected representative or executive of RSG.

c. Chairs are voted on in committee with the exception of the BC and ComCom and will be presented to the Board for Confirmation by its (the Board’s) 3rd meeting each semester.

d. Committees with open enrollment may include any number of non-RSG members or Associate Members at the discretion of the committee chair or with the approval of the Board.

e. No committee shall act on issues outside of its stipulated responsibilities described herein without prior authorization from the Board.

f. Committees may be created on a temporary basis for special projects. The formation of ad-hoc committees shall be approved by the Board without the requirement of an amendment. Ad-hoc committees do not have any power of action and serve only as advisory panels to the Board. Full committee status requires a 2/3 majority vote by the Board and inclusion into the bylaws, formally stipulating composition and duties.

C. Committee Responsibilities.

1. Meetings

a. Committees shall meet at least twice monthly and at the discretion of the chair.

b. The chair of each committee shall establish the time and location of each meeting, providing at least 48 hours’ notice to committee members, and provide an electronic copy of the committee’s preliminary agenda to committee members and upon a written request, to members of the student body.

2. Reports

a. Each committee chair shall be required to report any and all committee activities to the Board at each general meeting.
b. Reports must contain attendance records for the committee’s meetings and activities.

c. Reports may be oral or in writing. The Board’s official minutes may serve as a record of committee reports.

d. The chair of each committee shall be responsible for maintaining a written record of meeting attendance. Minutes are required and must be emailed to the Vice President within one week the meeting.

e. The chair(s) of each committee may appoint a vice-chair from within the committee’s membership. The vice chair shall be responsible for taking minutes and for chairing in the elected chair’s absence.

3. Budget
   a. Each committee must present to the Treasurer a budget no later than 14 days after formation by the Board. Committee chair(s) will take the lead in forming these budgets under the guidance of the Vice President.

D. Recall of Committee Members.

   1. Any committee member including the chair may be removed from their position on the committee by a majority vote of the Board in the event of:
      a. Failure to report committee activities to the Board for two consecutive meetings (where committee activities have occurred).
      b. A motion by another member or chair of the committee, and a majority vote by the Board.

   2. Any committee member including the chair who is up for recall by majority vote shall be given an opportunity to address the Board. Following this speaking opportunity, the Board will vote by secret ballot. The ballots will be counted by the executive officers.

   3. The President may, with the consent of either the Vice President or the Treasurer temporarily remove a committee member or chair. Temporary removal shall be voided upon the next regularly scheduled meeting of the Board.

**ARTICLE IV**

A. Officers: Powers and Functions.

   1. President: The president shall:
a. Be the chief executive officer of RSG, President of the Graduate Student Body, and shall preside at Board meetings with the power to vote.

b. Be an authorized signer on all RSG accounts.

c. Be an ex-officio voting member of all RSG committees.

d. Set the time, dates, and frequency for all general Board meetings, set the general Board meeting agendas, and chair general Board meetings.

e. Maintain an updated roster and attendance record for the Board’s elected and appointed members.

f. Provide voting members with excused absences as deemed necessary and appropriate, subject to appeal by the Board.

g. Bring to the Board a motion to vacate a representative’s seat upon the accumulation of three (3) unexcused absences.

h. Provide ultimate oversight and management of RSG’s paid staff members.

i. Create, Charge, and oversee Ad-Hoc committees for specifics projects and interests.

j. In the event of either the vice president or treasurer being recalled/removed and/or unable to fulfill his/her duties as described in these bylaws, nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.

k. Represent the Student body as a voting member of the Rackham Executive Board, the governing administrative body of the Graduate School.

l. Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new president.

m. Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.

2. Vice President: The vice president shall:
a. Be the chief operating officer of RSG, Vice President of the Graduate Student Body, and shall be a member of the Board meetings with the power to vote.

b. Be an authorized signer on all RSG accounts.

c. Take minutes at regular Board meetings.

d. Coordinate the activities of RSG committees, including collecting and publishing committee meeting minutes.

e. Provide management for RSG’s paid staff.

f. Be an ex-officio voting member of all RSG committees.

g. Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.

h. If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting. Assume all the powers of the president in the event that the president is unable to fulfill his/her duties as described in these bylaws and/or is recalled/removed.

i. When chairing, appoint a temporary secretary to take minutes from among the present Board members if the treasurer is unavailable. If the vice president assumes chairing duties, the treasurer shall take the minutes.

j. Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new vice president.

3. Treasurer:

   1. Be the chief financial officer of RSG with oversight authority of all RSG accounts and financial transactions

a. Be an authorized signer on all RSG accounts.

b. Chair the BC

c. Be an ex-officio voting member of all RSG committees

d. Recommend to the Board a salary, consistent with the bylaws, for all RSG paid staff members.
e. Prepare a budget with the advice and consent of the President by the 3<sup>rd</sup> Board meeting of each semester for adoption. Failure by the Board to adopt the treasurer’s proposed budget after the 5<sup>th</sup> meeting of a given semester shall constitute automatic approval.

f. Disburse funds appropriated by the BC and the Board as provided for in the Bylaws.

g. Compile an RSG budget at the beginning of each academic term including committee budgets, representative project budgetse, executive discretionary accounts, and other potential expenses.

h. Compile an RSG Funding report at the end of each term.

i. Manage the approved RSG budget

j. Report at every general Board meeting the current state of the RSG budget and all RSG accounts, including pending credits and debits.

k. If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting.

l. Complete a full funding report at the close of the fall, winter, and spring/summer semesters for which s/he was appointed detailing all expenditures. This report shall be submitted to the Board and published to the Student body.

m. Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new treasurer.

n. Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.

B. Officers’ Terms.

1. Newly elected officers begin their terms with the commencement of the new semester. The president and vice president shall assume their duties at the start of the spring semester. The treasurer shall assume his/her duties at the start of the winter semester.

**ARTICLE V**

A. Elections. RSG general elections shall be held on dates determined by MSA. The election timetable and rules are found in Article V of MSA’s Compiled Code.
B. Board Composition. The Board shall consist of currently enrolled Students as follows:

1. Representation for the Board shall be divided among the four major Divisions defined by Rackham:

   - Biological and Health Sciences
   - Physical Sciences and Engineering
   - Social and Behavioral Sciences
   - Humanities and the Arts

2. There shall be one representative for each 400 Students or major fraction thereof presently enrolled in each of the Divisions. A major fraction thereof shall mean that the remainder is greater than 200 Students after the number of Students in the Division is divided by 400. Each Division must receive at least one representative, regardless of size.

   a. The basis for deciding a Student’s appropriate Division by his/her current area of study for the purposes of election shall be determined by Rackham. Current Division listings are as follows:

   **Division I - Biological and Health Sciences**
   Administration of Nursing & Patient Care Services
   Bioinformatics
   Biological Chemistry
   Biology
   Biostatistics
   Cell and Developmental Biology
   Cellular and Molecular Biology
   Chemical Biology
   Clinical Research
   Clinical Research Design and Statistical Analysis
   Community Health Nursing
   Dental Hygiene
   Ecology and Evolutionary Biology
   Endodontics
   Environmental Health Sciences
   Epidemiological Science
   Gerontological Nursing
   Health and Health Care Research
   Human Genetics
   Immunology
   Industrial Ecology
   Industrial Health
   Kinesiology
   Medical Scientist Training Practice
   Medical Surgical Nursing
   Medicinal Chemistry
Microbiology and Immunology
Molecular and Cellular Pathology
Molecular and Integrative Physiology
Molecular, Cellular and Developmental Biology
Natural Resources and Environment
Neuroscience
Nursing
Nursing Business and Health Systems
Nutritional Science
Oral Health Sciences
Orthodontics
Parent-Child Nursing
Pediatric Dentistry
Periodontics
Pharmaceutical Sciences
Pharmacology
Program in Biomedical Sciences (PIBS)
Prosthodontics
Psychiatric Mental Health Nursing
Restorative Dentistry
Social and Administrative Sciences (Pharmacy)
Spatial Analysis
Toxicology

**Division II - Physical Sciences and Engineering**
Aerospace Engineering
Aerospace Science
Applied and Interdisciplinary Mathematics
Applied Physics
Applied Statistics
Astronomy & Astrophysics
Atmospheric and Space Science
Biomedical Engineering
Biophysics
Chemical Engineering
Chemistry
Civil Engineering
Computer Science and Engineering
Construction Engineering and Management
Design Science
Electrical Eng & Atmospheric, Oceanic & Space Sci
Electrical Engineering
Electrical Engineering - Systems
Environmental Engineering
Financial Engineering
Geology
Industrial and Operations Engineering
Macromolecular Science and Engineering
Materials Science and Engineering
Mathematics
Mechanical Engineering
Naval Architecture and Marine Engineering
Nuclear Engineering and Radiological Sciences
Nuclear Science
Oceanography Marine Geology & Geological Chemistry
Physics
Space and Planetary Physics
Statistics

Division III - Social and Behavioral Sciences
Anthropology
Anthropology and History
Applied Economics
Arabic Studies
Asian Studies: China
Asian Studies: Japan
Business (exception: MBAs)
Communication
Economics
Education
Education and Psychology
Educational Studies
Health Behavior and Health Education
Health Service Organizations and Policy
Health Services Research
Higher Education
History
Information
Judaic Studies
Modern Middle Eastern and North African Studies
Political Science
Psychology
Psychology and Women's Studies
Public Administration (Ford School of Public Policy)
Public Policy
Public Policy and Economics
Public Policy and Political Science
Public Policy and Sociology
Russian and East European Studies
Social Work and Social Science
Sociology
South Asian Studies
Southeast Asian Studies
Survey Methodology
Women's Studies and Sociology

**Division IV - Humanities and the Arts**
American Culture
Architecture
Art
Asian Language and Culture Chinese
Asian Languages and Cultures
Classical Art and Archaeology
Classical Studies
Classical Studies - Latin
Comparative Literature
Creative Writing
Dance
English and Education
English and Women's Studies
English Language and Literature
Germanic Language and Literature
Greek and Roman History
Guest Student
History and Women's Studies
History of Art
Independent Interdependent Degree Program
Landscape Architecture
Linguistics
Linguistics and Germanic Languages and Literatures
Media Arts
Music Composition
Music Composition and Theory
Music Conducting
Music Performance
Music Theory
Music: Music Education
Music: Musicology
Near Eastern Studies
Philosophy
Real Estate Development
Romance Language and Literature French
Romance Language and Literature Italian
Romance Language and Literature Spanish
Screen Art and Cultures
Slavic Language and Literature
Unclassified
Urban and Regional Planning
2. A president, who shall be President of the Graduate Student Body of the University of Michigan, along with a vice president, each with full voting rights.

3. A treasurer, who shall act as the principal financial officer for RSG and chair of the BC, with full voting rights.

C. Terms.

1. Two elections shall be held each year, on the same timeline as those of MSA (Michigan Student Assembly). One shall be held during November, and the other shall be held during March. Officers and Representatives shall hold their elected seats for one-year terms. One half of the seats apportioned to each division shall be elected in the fall with the other half being elected in the Winter.

2. The President and Vice President of the Graduate Student Body shall be elected by the student body on a single ticket during the Winter election.

3. The Treasurer shall be nominated by the President and Vice President from and among the current and former RSG membership after the fall election has concluded. The treasurer will assume office for a one-year term upon confirmation by the new Board. A 2/3 majority of the board, including the President and Vice President is required to confirm the treasurer.

4. Each representative’s one-year term shall begin with the following semester. March electees shall assume office beginning the spring semester. November electees shall assume office beginning the winter semester. Upon election, and prior to taking office as an elected representative, all representatives elect shall be considered associate members.

D. Filling of Elected Seats.

1. For any given Division with multiple vacancies during an election cycle, the candidate with the most votes is awarded the first seat. The candidate with the second highest vote total receives the second seat, and so forth.

2. In the event of a voting tie between two candidates for one seat, the newly constituted Board shall vote at the first general Board meeting of the new term. In the event of a Board voting tie, the votes of representatives of the Divisional candidates in question shall decide. In the event of a Divisional voting tie, the winner will be determined by the president at the first regularly scheduled General Board meeting after the election results were determined.
3. President/vice president: The executive officer positions shall be filled together on a single ticket. They shall be elected by general Student body vote in the winter term. In the event of a tie, the newly constituted Board shall vote to determine the winner at the first general meeting of the spring/summer term. In the event of a Board voting tie, the treasurer shall determine the winner.

E. Election Director (ED).

1. Eligibility: The election director shall be a currently enrolled University student. The director may not be a Board member or any student currently running for office in RSG.

2. Recruitment: The election director shall be recruited through a campus-wide email sent by RSG no later than 49 days prior to the election (as determined by MSA).

3. Appointment: The Board shall appoint the election director by majority vote no later than 39 days in advance of any general election.

4. Salary: A salary of $300 shall be paid for services rendered. Under extraordinary circumstances, the Board, with the recommendation of the Elections Committee, the Treasurer, and the President may approve a salary bonus for the ED of up to a maximum of $200. All monies will be paid upon successful (as determined by the Board) completion of a given election cycle.

5. Duties:
   a. The ED shall report weekly to the president with updates on candidates and election progress.
   
   c. The ED shall report the current status of the elections including preparations, advertising, candidate applications, and the like to the Board at least once a week upon his/her confirmation by the Board and until the election is completed, as determined by the President.

The ED shall work with the EC to advertise the election to the student body including the ability to run for any open Board positions as encouraging maximum voter turnout.

   d. The ED shall consult the Office of the Registrar to verify current enrollment numbers to determine the current, appropriate number of seats per Division. No later than one month prior to the election, the ED shall email Graduate to seek candidates for representative seats and advertise the election.

   e. No later than 5 p.m. 16 days prior to the start of the election, candidates must, via email to the ED, indicate their intention to run. The ED shall
consult the Office of the Registrar to verify current enrollment status and Divisional membership of candidates.

f. The ED shall collect all candidate names and information and submit them online to the voting website no later than 12 days prior to the election, at which point a sample official ballot will be posted for public viewing.

g. The ED shall maintain the voting website and ensure its proper function.

h. The ED shall remain available during the full voting period and answer all questions received from candidates.

i. The ED shall notify the Board and all candidates of election results no later than 24 hours after vote counts have been completed. These results will be posted on the RSG website within 24 hours of notice to the Board being presented.

j. The ED shall receive active advisement and support from the Elections Committee and members of the Board not seeking election.

5. Removal: The board may remove the ED for failure to perform duties, as determined by a majority vote of the Board. Should the ED be removed, any promised salary shall be forfeited. Selection process shall then recommence. Should the ED be removed from office too close in time to an election (as judged by the Board), the President or his designee will fulfill the remaining roles of the ED without financial compensation. The treasurer will reallocate the ED’s forfeited salary accordingly.

F. Petitions.

1. Petitions, amendments, and ballot questions may be submitted to the Student body during a general election for campus vote. The Board must approve all such items by majority vote no later than 16 days prior to the general election.

ARTICLE VI

A. Board Procedures.

1. Membership

   a. Elected Members
1. Elected Members are all Board members who have been elected by the student body during a regular or special election or elected by the Board to fill a vacancy.

2. Elected Members include the president, vice president, and the treasurer.

3. Only Elected Members may vote on official business during Board meetings.

4. Each Elected Member must be a member of at least one RSG committee as defined in these bylaws.

5. Each Elected Member must plan, execute, or attend at least two non-meeting RSG events each academic term (fall, winter, and spring/summer).

b. Associate Members

1. Associate Members are all non-elected members who show a continued interest in RSG proceedings.

   a. Individuals may become an RSG Associate Member by attending 3 consecutive Board meetings or by attending 3 consecutive committee meetings.

2. An Associate Member may only vote as a member of an RSG committee.

3. Associate Members may participate in Board discussions and debates.

4. Associate Membership shall expire at the next regularly scheduled election as defined in the All Campus Constitution.

5. Associate Members are limited to a single term. Exceptions must be requested in writing and approved by the Board.

e. Appointed Members

1. Appointed members are all non-elected members of RSG that have been jointly nominated by the President and Vice President and confirmed by a majority vote of the Board to serve in a specific leadership role for RSG.
2. With the exception of the RSG Treasurer, appointed Members will not be given a vote on the Board.

3. The President and Vice President may notify members of the Graduate Student Body of any vacancy in an appointed position.

d. Student Body

1. Members of the student body not included in sections a, b, or c above shall be allowed and encouraged to attend RSG Board and committee meetings and to provide information to the Board and its committees when requested. These members will not be allowed to participate in RSG debates or discussions without the permission of an Elected Member.

2. Quorum: Quorum shall consist of half of all non-vacant voting seats, rounded up.

3. Roll call: Each general meeting shall commence with a roll call attendance conducted by the Vice President. This attendance report will be included in the meeting’s minutes.

4. Minutes: Minutes shall be approved electronically or at the next General Board meeting. Minutes shall be posted on the RSG website (by the Vice President) for all Board members at least 72 hours in advance of the next General Board meeting.

5. In accordance with the Constitution, no RSG member shall receive monetary compensation from RSG for services rendered.

6. Board meetings shall be open to the Student body.

B. Board Obligations.

1. Attendance: All RSG members are required to attend general meetings. After the accumulations of three (3) unexcused absences, the member is immediately recalled. Elected Members must also attend a minimum of two RSG sponsored events each semester.

2. Excused absence: Any RSG member may receive an excused absence from the president provided permission is requested at least 48 hours prior to the general meeting, or within five (5) days subsequent to the absence for reasons deemed appropriate by the president.
ARTICLE VII

A. Recall. For conduct deemed inappropriate by members of the Board, a recall vote may be initiated against another representative and/or officer. A board member shall be considered recalled after a seconded motion and 3/4 majority vote of the Board.

B. Appointments to Vacated Seats.

1. Board members: In the event of a vacancy due to recall, election to an officer position, graduation, resignation, or any other reason, the Board may canvass the Student body via email to invite interested Students to serve as Representatives for the remainder of the term. Any Associate (non-voting, but regularly participating) Member in the same Division as the vacated seat shall be included in the Board’s consideration during the appointment process. Vacancy shall be filled by majority vote. The appointed representative shall only serve out the remainder of the previous representative’s term. This appointment power shall be voided within one month of a general election.

2. Executive Officers:

   a. President: If the president cannot fulfill his/her duties as described in these bylaws or is recalled, the vice president shall assume presidential duties.

   b. Vice President: If the vice president cannot fulfill his/her duties as described in these bylaws or is recalled, the president shall nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.

   c. Treasurer: If the treasurer cannot fulfill his/her duties as described in these bylaws or is recalled, the president and vice president shall nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.

ARTICLE VIII

A. Funding Guidelines.

1. The Board and its BC will consider funding requests from all MSA-registered student organizations. Requests for event funding will be reviewed on a first-come, first-served basis. Groups requesting greater than $700 in funding are required to make a presentation to the Board at a regularly scheduled Board meeting. Groups requesting less than $700 may be required to make a presentation, at the discretion of the treasurer.
2. A maximum of two requests per organization shall be funded in a given academic year.

3. The Board and its BC will not consider retroactive funding requests.

4. The Board and its BC will not consider funding requests submitted fewer than fifteen business days prior to an event. This restriction may be waived by the Treasurer on a case-by-case basis.

5. All monies appropriated for a funding request will be for specific items originally listed in a submitted budget. Where budget items are originally approved but have less or no expense actually incurred, excess appropriated funds will be forfeited. Funds cannot be reallocated to budget items not previously approved by the Board.

6. The guidelines contained in the following four clauses will be used by the RSG BC and the Board in making decisions about funding requests. Each request will ultimately be considered on its individual merits.

7. The following are likely to be funded:
   a. Academic events
   b. Cultural events
   c. Proposals that are well written with a detailed budget, including expenses and expected/secured income
   d. Events which are public and held on campus
   e. Community service events involving or benefiting graduate students
   f. Projects that may need start-up funds but which will become self-sustaining in a short period of time
   g. Events that involve more than 100 graduate students and/or have at least 25% graduate student participation
   h. Programs designed to enhance quality of life for the Student body.

8. The following are not likely to be funded:
   a. Parties
   b. Events not open or easily accessible to the entire UM community
   c. Publications which do not positively impact the UM community
   d. Events that, in our judgment, should be receiving funds from some other obvious, appropriate source
   e. Club sports
   f. Proposals from social fraternities or sororities
   g. Proposals from lobbyists
   h. Capital goods
   i. Activities exclusive to the membership of one organization
   j. Film and photo development/photographers/videographers
k. Loans
l. Political lobbying

9. The following may require additional information prior to consideration:
   a. Food
   b. Honoraria
   c. Travel
   d. Requests from the Central Student Government.
   e. Guest Speakers (biographies, prior speaking engagements)

10. The following will not be funded:
    a. Alcohol
    b. Drugs
    c. Medication
    d. Charitable contributions
    e. Class projects
    f. Human resources (coaches, secretaries, employees)
    g. Late fees/penalties of any type
    h. Proposals with non-itemized budgets
    i. Plaques/trophies/prizes
    j. Scholarships/stipends/awards
    k. Events intended for participation by the entire graduate student body if that event is scheduled for a day that is identified as a major holiday on the calendar of University sanctioned holidays.
    l. Proposals from individual students (RSG will only accept funding requests from MSA-registered organizations)

B. Organization Funding Reports

    1. Upon a Board or BC decision to fund a group, the treasurer will send an email to the group’s contact person that designates the date – 30 days after the event takes place – by which a report and receipts are due. A detailed event report, provided by the treasurer in that email, must include the number of students in attendance, the percentage of graduate students attending, a summary of how the event went, as well as a financial breakdown. Receipts for reimbursement must be attached to this report and mailed to the treasurer’s campus address given at request approval. Organizations failing to meet this deadline will forfeit any appropriated funds and will be excluded from requesting/receiving RSG funding until at least the end of the current semester pending any appeal to the Board. This exclusion may be extended by a majority vote of the BC. Under circumstances beyond an organization’s control, the treasurer may extend this deadline provided groups send timely and reasonable requests for such an extension.

    2. Per Section A, Clause 3, items in funding reports not approved by the Board will not be reimbursed.
ARTICLE IX

A. Resolution Types.

1. A sense of the Board (SB) shall be an official statement on behalf of the student body as articulated by the Board.

2. A Board Resolution (BR) shall be an official policy declaration of the student body as articulated by the Board. Board resolutions shall be binding on all officers, members, and committees of RSG for matters pertaining to RSG internal business. In the case where the subject of a BR is external to RSG, The President shall transmit the approved BR to the Dean for her review and approval.

B. Format.

1. Every RSG resolution shall contain the following:
   i. A title.
   ii. A unique resolution number, assigned by the Vice President in his/her role as the chair of the ComCom
   iii. A set of descriptive clauses, explaining the rationale for the resolution and providing support for any operative clauses contained within the resolution.
   iv. A minimum of one operative clause directing action in the case of a BR or stating an opinion in the case of a SB.
      1. The first operative clause in a BR shall have a format
         “Therefore be it resolved by the Rackham Student Government on behalf of the student body of the Horace H. Rackham Graduate school that”
      2. The first operative clause in a SR shall have a format
         “Therefore, on behalf of the student body of the Horace H. Rackham Graduate school and articulated by its elected representatives, it is the sense of the Board that”
   v. The signature upon final vote by at least one executive officer attesting to the vote count and that the process to consider a resolution as outlined in this article and in Roberts Rules of Order was followed.
vi. The signature of the President or the Vice President approving the final passage of the resolution. The Officer not chairing shall have the authority to approve or veto.

C. Voting

1. All voting members of the Board shall be able to vote on RSG Resolutions.
2. The President, when chairing deliberations of a resolution shall only vote on the final passage thereof to make or break a tie vote. The president may vote when not chairing.
3. The Vice President, when chairing deliberations of a resolution shall only vote on the final passage thereof to make or break a tie vote. The vice president may vote when not chairing.
4. The Treasurer, when chairing deliberations of a resolution shall only vote on final passage thereof to make or break a tie vote. The Treasurer may vote when not chairing.

D. Student Body Input

1. Upon a motion, second, and majority vote by the Board any resolution may be postponed to a time certain to allow for formal input from the student body.
2. Unless waved by a 2/3rds majority of the Board, a vote to adopt a BR will be out of order unless a public hearing on the BR has been advertised and conducted.

E. Public Hearings

1. Board resolutions serve as official statements of policy and as such require input from the student body.
2. Prior to the second reading of a BR, notice shall be posted to the RSG website as well as to the student body via each department / program’s graduate coordinators, and via an email to the graduate student body that a resolution shall be coming to a vote. The notice shall include the title of the resolution, a short description of the resolution including objective pros and cons, and the date / location of the meeting where the Board will consider the resolution.

F. Executive Veto

1. Resolutions not approved by the President or Vice President within 1 week of passage by the Board shall be in full force and approved.
2. Resolutions vetoed by the President or Vice President shall be presented to the Board at its next regularly scheduled meeting. The resolution shall be accompanied by a memo indicating the rationale for the veto. Upon a
motion, second, and 2/3rds majority vote of the Board, the veto shall be overridden and the resolution shall be in full force.

G. Publication
1. Upon the final adoption and approval of a resolution, a signed version of shall be posted to the RSG website and included in the Board’s minutes.
2. Copies of the approved resolution should also be transmitted to the Michigan Daily, the Michigan Voice, MSA, and members of the Student Body (upon request).