Rackham Student Government
Board Meeting: July 1, 2014

Agenda

I. Call To Order
II. Approval of Agenda
III. Approval of Previous Minutes
   a. June 17, 2014
IV. Officer Reports
   a. Graduate Student Body President, Phil
   b. Graduate Student Body Vice President, Chuky
   c. Graduate Student Body Treasurer, Vacant
V. Committee Reports
   a. Academic Affairs
   b. Budgetary
      i. Application review
   c. Communications Committee
   d. Legislative Affairs
      i. Bylaw review
   e. Student Life
      i. PhD Comics movie
      ii. SLC “policy” issues
VI. Open Discussion
VII. Adjourn

Included in packet:
RSG Board Minutes June 17 (p. 2)
Budgetary Committee Minutes (p. 4)
Communications Committee Minutes June 24 (p. 7)
LAC Minutes June 17 (p. 13)
SLC Minutes June 24 (p. 15)
RSG Bylaws (p. 18)
RSG Funding Application (p. 39)
I. CALL TO ORDER: 7:13pm
   a. Present: Representatives Mike Hand, Michael Benson, Pier Davis, Patrick Pannuto, David Malewski, Vice President Mbagwu, Kyle Lady
   b. Absent:
   c. Excused: President Saccone, Representatives Alex G., David Barton

II. APPROVAL OF THE AGENDA
    Motion by Pat Pannuto, seconded by MB. Approved unanimously.

III. APPROVAL OF THE PREVIOUS MINUTES – June 2, 2014
     Motion by MH. Seconded by Approved unanimously.

IV. OFFICER REPORTS
    a. President Saccone
    b. Vice President Chuky Mbagwu
       Phil is away at a conference and not present. We are working on compiling a FAQ for background checks by Tuesday, Ideally. Once done, we will send this out to the Board as well as
    c. Treasurer

V. Approval of the Spring/Summer Leadership
   a. AAC – David Barton
   b. LAC – Michael Benson
   c. SLC –

    Moved by PP seconded by Kyle Lady. Approved with 1 abstention. (MB)

VI. COMMITTEE UPDATES
    a. Academic Affairs Committee
       A brief update was provided by Michael Benson on David Barton’s behalf. The committee didn’t
    b. Budgetary Committee
c. **Communications**

Gazette Update. Chuky is working on the Gazette now and will be getting it out soon.

MB moved to receive and approve the minutes. Seconded by MH. Approved Unanimously.

d. **Legislative Affairs Committee**

MB Moved to receive and approve the minutes from AAC and LAC. Seconded by Pat. Approved Unanimously.

e. **Student Life Committee**

We had a brief meeting and will have a bar night this Thursday at 7pm at Bill’s Beer Garden. All are invited and should attend.

Reminder, the fall picnic is coming up and is mandatory unless you’re out of town.

VII. **OPEN DISCUSSION**

VIII. **ADJOURNMENT** at 7:25pm.
I. CALL TO ORDER: 1:41pm

a. Present: Representatives David Malewski, David Weinreich, Michael Benson (Co-Chair), Vice President Chuky Mbagwu, President Phillip Saccone

b. Absent: Representative Sidney Ellington

c. Excused:

II. Chemistry Symposium Organizing Committee – Vaughn Symposium

Michael: Our first request for the summer is from the Chemistry Symposium Organizing Committee for their annual Vaughn Symposium. Please review their request. In your review, please note that the $10,000 that they receive from DOW can only be used for awards for symposium participants. Kim, the group's chair had this to say on the use of the $10,000 in the 2013 symposium:

*We normally have 6 oral presentations (1 from each chemistry cluster) and then the 21 poster awards are split up between the 6 clusters.*

*Last year the poster awards were distributed as:*

- **Inorganic:** 3 awards
- **Organic:** 3 awards
- **Chem Bio:** 4 awards
- **Materials:** 4 awards
- **Physical:** 4 awards
- **Analytical:** 3 awards

To start our discussion, I'm in strong support of funding this group. The Vaughn Symposium is a large event on campus and the Chemistry Department houses one of the largest concentrations of graduate students on campus. This event, while targeting chemistry students is open to the entire student body and would likely appeal to students from a diverse set of disciplines ranging from biomedical and chemical engineering to pharmacy and beyond (to other PIBS programs).

Phil: This event is a perfect example of what RSG should fund:

1) Large number of grad students participating
2) Academic AND professional development oriented
3) Student work is being featured
4) High profile guest speakers
5) The money requested from RSG is used to fund speaker travel/lodging as well as advertising

I would be comfortable funding between $700 and $1000.

Michael: Dave M, Dave W, Sidney, and Chuky, what do you all think about this request? As it stands now, Phil has proposed funding between $700 and $1000. Personally, I think that we should fund the group at the higher side of Phil's scale, say between $850 and $1000.

David W: I would agree. $1000? It does look like they've done their homework and have made an effort to cut costs wherever possible.

Dave M: I'm fine with $850.

Phil: I would like to make a motion to fund the Chemistry Symposium Organizing Committee for $1000 for their Vaughn Symposium. (Seconded by David W.)

Michael: Thank you for your comments; we now have a motion on the table. We've also had another number of $850 put forward by Dave M. In the interest of fairness, I would ask that each of us vote by replying all with one of three numbers: $850, $1000, or $0 (which would indicate that you don't want to fund this request.) If anyone objects to the motion before us, or to voting at this time, please speak up ASAP. Otherwise, without objection we will proceed with the vote.

Phil: Yes to $1000, No to $850, No to $0

Chuky: I agree with everything that has been said thus far regarding this application and the organization. RSG has had a history of strongly funding this group (typically around the $800 level), and they have always been prompt with their requests and prudent with their budget. The majority of their request from RSG is for essential travel and lodging costs. Their event has proven far-reaching (a large/diverse grad participants) and sustainable over the years. I am fine with increasing RSG's support this year, preferably to about $900+. Given the current motions, my vote is as follows: Yes to $1000.

David W: Yes to $1000.

David M: Yes to $1000. No to the other options.

Michael: I vote Yes as well to $1,000. Thank you for your votes! I know that this request was somewhat rushed, going forward we will allow for longer review periods, or we will schedule an in-person meeting. (The group submitted or at least tried to submit it's request over a month ago thus why we're pushing to get this resolved sooner rather than later.)
By a majority vote of the committee, we will fund the Chemistry Symposium Organizing Committee $1,000 for their Vaughn Symposium without restriction. As such, the group will be able to use the funds for any of the following requested activities: Speaker Travel, Speaker Lodging, and Advertising Posters/Flyers.

The final vote on Phil’s motion which was seconded by David W. is 5 - 0 - 1 with the breakdown below:

- David M: Yes, $1000
- David W: Yes, $1000
- Sidney: 
- Phil: Yes, $1000
- Chuky: Yes, $1000
- Michael: Yes, $1000

The motion carries and the Chemistry Symposium Organizing Committee will be funded $1,000 for their Vaughn Symposium without restrictions.

III. Adjournment

The committee stands adjourned and at the call of the chair as of June 27th at 2:37pm.
I. CALL TO ORDER: 6:10p

a. Present: Michel B, Mike H, Chu ky M, Phil S, Malcom T,

b. Absent:

c. Excused: Alex G, Stefan T,

1) Call to Order

2) Review this week's newsletter

Chuky: Any questions or complaints? Also, bring an example of a newsletter that you think would serve as a good template for a new RSG newsletter.

Phil: The writing was a little stilted. It would be great to do more copy-editing. Content was good, hit major RSG priorities.

Michael: There was a lot of content. Agrees with Phil, we hope that more people will be involved in drafting content.

Chuky: Thanks everyone for helping. There will be a tutorial on how to load content for the newsletter through the website coming shortly.

3) Ideas/items and delegations for next RSG Gazette

Chuky: When should we get the next Gazette out.

Phil: When can we get the next bang for our buck? Deadline for the Gazette on the 8th.
Chuky: What are new ideas for the Gazette.

Michael: SAGE update, and resend the committee solicitations.

Chuky: Student spotlight, what do you guys think?

Michael: Likes it. We can tie it to other things—we can have the some of the other student groups nominate someone. We may also be able to have an award tied to it.

Malcom: What are study councils?

Michael: Some departments have student leaders. Smaller and more local version of RSG.

Phil: What about polling the student body?

Michael: Solicitation for new ideas regarding social issues, CSG fee, COSAC idea, what should RSG work on?

Malcom: Can we advertise stuff that is more general to Ann Arbor?
Michael: Yes

**Things to do**
Phil/Michael: Polling questions and SAGE
Chuky: Student spotlight
Malcom: Ann Arbor fun stuff.

4) Tutorial on using website to compile newsletter (new)
Michael, takes us through the tutorial. Please refer to him any questions.

5) Open discussion
Hand: Send me the Twitter stuff.

6) Adjourn 6:51p
I. CALL TO ORDER: 7:35p
   a. Present: Representatives David Malewski, Sidney Ellington, Mike Hand III, Patrick Pannuto, MMichel Benson, Pier Davis, Malcolm Tariq, Vice President Chuky M
   b. Absent: 
   c. Excused: President Phil Saccone 
   d. Guests: Student at large Ethan Stark, Alumnus Elson Liu, and Undergraduate David Adrian

II. Call to Order

Michael, welcome to our second meeting of the semester. Phil is away in a tropic paradise for a conference. Today’s meeting should be pretty short and I’d like to welcome our guests: a current graduate student, a Rackham alumnus, and a future Rackham student.

III. Visioning Discussion

MB: This will be an ongoing discussion but I’d like us to talk, at a high level, about what the committee should take up between now and December 31, 2014.

Dave M: If you aren’t getting the tax withheld on a fellowship, eg required to pay quarterly taxes, we should help advertise what to do. The college can’t legally say anything about this.

1. Fix loophole
2. Advertise what should be

Michael B: We will also be considering hosting another election forum in the fall. We hosted one in 2012 and it was very well received, if not overly well attended. The idea here would be to present information about candidates, ballot measures, and the like without taking sides; e.g. purely educational.
What about the August Primary?

Michael B: That’s a good idea, lets pick that up at our next meeting, but we could potentially solicit a page or less from each candidate and send that out to the student body noting that we did not produce the materials.

IV. Adjournment
The committee adjourned at 7:44pm

Action Items:

Consider issues for the committee to address over the course of the next six months.
RACKHAM STUDENT GOVERNMENT
Student Life Committee
June 24, 2014
Rackham, West Study Hall

I. CALL TO ORDER: 7:13p
   a. Present: Michel B, Mike H, Chuky M, Phil S, Malcom T, Kyle L., Sidney E.
      (Late)

   b. Absent:

   c. Excused:

II. 1) Call to order
    Phil: Welcome to another meeting of SLC!

III. 2) Elect a Chair

    MB: Move to elect Mike and Kyle as Co-chairs. Seconded by Chuky.
    Approved with two abstentions.

IV. 3) Assign "project leaders" for

V. -Day in the park
    Phil will put email together as well has reserved the toys from outdoor
    adventure for Saturday’s event from 2- 4pm. Board memebrs are invited and
    encouraged to attend. We will have kickball, it’s underrated. Kyle will be
    TEAM RSG captain.

    a. Bar night

    We will have a bar night on July 8th which Phil will take care of it.

    b. Fuller Pool event
    MB will take the lead on the Fuller Pool event.

VI. Quality of life issues facing graduate students
    Kyle: CAPS office not on North Campus
    Phil: In it’s most recent past the committee has been a bit of a social only
    committee. We’d like to see it go back to that: more policy issues.
Phil: I think it would make sense to talk about North campus as well as the medical campus. It was clear that we need to work on these.

Better bus service
Phil: RSG’s role in how to resolve disputes and conflicts at the U (educational material). Phil put a guide together last fall for publication though it hasn’t been published just yet. It’s something that we could push now. Having been engaged with one student for the past year, I recognize that it can get problematic but there is a need for guidance. We don’t want RSG to get in the role of a lawyer or primary advocate, but we do want some guidance, a group that can field questions perhaps student ombudsmen similar to what Rackham utilizes.

Mike H: I would think that this would be better served out of Rackham than RSG. In terms of quality of life, it might be useful to brainstorm categories so people have a seed to work from and we can get into specifics next time.

- Parking & Transportation
- Health and Wellness
- Services for Graduate Students with Families
- Fitness
- Housing
- Entertainment
- Labs, Facilities, and Offices
- Libraries
- Information Technology
- Emergency Services
- Conflict Resolution
- Student Organizations
  - Other Student Governments
- Community Service (COSAC)

VII. How can RSG SLC get involved
Phil: Once we add specifics to the list of categories, how we can get involved and assigning people to take point for specific issues.

VIII. Open Discussion
Mike: I don’t have a whole lot for open discussion, but let’s brainstorm on those categories. IF you see something, even if it’s limited to your program, write it down and bring it up. Brainstorm social ideas, we do a lot of the same thing over the summer, a lot of
bar nights and a lot of RSG/Rackham staples. If you’d like to see us
doe something new or different, we can definitely look into it and
hopefully make it happen. At the next meeting we will review the
SLC budget and propose amendments if needed.

Last summer we attempted to hold a river cleanup. Perhaps we could
look do to it again.

Phil: Speaking of service events, we have a defined sub-committee for
SLC, the Community Outreach and Social Action sub-committee or
COSAC.

MB: Talks about Councils at program level. Will draft a guide and
send to chairs for discussion at a future meeting.

IX. Adjourn Moved by Phil seconded by MB. Approved at 7:38pm.

Action Items:

At the next meeting we will review the SLC budget and propose amendments
if needed.
Rackham Graduate Student Government

Bylaws

Adopted: 1954
Last revised: 4 September 2013
Resolutions

X.1 Resolution Types
X.2 Format
X.3 Voting
X.4 Student Body Input
X.5 Public Hearings
X.6 Executive Veto
X.7 Publication
Bylaw I
Authority, Rules, and Regulations

SECTION I.1. 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 2 (Governments), Section 3 (Democratically Constituted Governments), and the Compiled Code of the Central Student Government.

SECTION I.2. DEFINITIONS  As referenced in these Bylaws, the following terms shall have meaning as defined in this section.

(a) “All-Campus Constitution” or “Constitution” shall refer to the All Campus Constitution as maintained by the Central Student Government

(b) “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.

(c) “CSG” or “Central Student Government” shall refer to the University of Michigan Board of Regents recognized central student government.

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

(e) “University” shall refer to the University of Michigan.

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

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

(h) “Bylaws” shall refer to this document.

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

(j) “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.

(k) “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.

(l) “Authorized signer” shall be the president, vice president, or treasurer of RSG.

(m) “CSG Registered” https://maizepages.umich.edu/

(n) “SAGE” shall refer to the Student Advocates for Graduate Education Coalition founded in part by the Rackham Student Government.
SECTION I.3. 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 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 (CSG), and the University.

SECTION I.4. AMENDMENTS TO THE BYLAWS

(a) Any amendment to the Bylaws must be presented to the Board 7 days before its first reading. A second reading may take place no sooner than 6 days after the first reading.

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

(c) 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.

(d) Amendments will be adopted with a two-thirds majority vote of the Board present and voting at the 2nd reading. Amendments are in effect 14 days after a passing vote unless otherwise noted in the amendment, with the exception of changes to student fees.

(e) 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. Amendments and their corresponding roll-call votes must be recorded in RSG meeting’s official minutes.

SECTION I.5. AVAILABILITY OF THE BYLAWS  The Bylaws must be posted on the RSG website. Electronic copies must be made available to any member of the student body upon request.

SECTION I.6. CONFLICTS

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

(b) Any conflict or ambiguity arising between the Bylaws and any other student government code (including CSG) shall be resolved by the Central Student Judiciary on a case by case basis.
Bylaw II
Powers and Functions

SECTION II.1. 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.

SECTION II.2. 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.

SECTION II.3. APPROPRIATIONS RSG shall keep, manage, and appropriate monies collected under Bylaw II.2 and all other sources of income.

SECTION II.4. SPONSORSHIP RSG shall appropriate funds for programs designed to enhance and improve the Graduate Student community pursuant to the rules contained in these bylaws.

SECTION II.5. 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.

SECTION II.6. REPRESENTATION RSG shall represent the interests of the Student Body to all school, university, and external entities.

SECTION II.7. APPOINTMENTS RSG shall be the sole appointer of Student representatives for all committees requesting graduate student views and input.

SECTION II.8. ELECTIONS Each year, RSG shall hold two elections for candidates to serve on the RSG Board. The Board may, by a simple majority vote order additional elections for other purposes. Elections may include referenda.

SECTION II.9. BYLAWS RSG shall maintain these Bylaws in order to exercise their powers and to carry out the functions described herein.

SECTION II.10. SUMMER OPERATIONS RSG shall remain in force throughout the entire calendar year.

SECTION II.11. 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.
Bylaw III
Infrastructure

Section III.1. Committee Descriptions

(a) Budgetary Committee (BC)
Composition: 7 or more members
Required Members: Treasurer (Chair)
               President
               Vice President
               4 current Board members, 1 from each division
               Such additional board members as the Vice-president
               may slate. The total size of the committee may not
               exceed ten members.

(i) Quorum: A minimum of five members must be present (in person or electronically) for the committee to conduct business. In the event that there are ten members on the committee, quorum shall instead be set at six.

(ii) Representatives on the Budgetary Committee: In addition to the three executives, the Budgetary Committee is required to have at least one member from each of the four Rackham divisions. No graduate program within a division can be represented more than once, excluding the graduate student body executives, without 2/3rds approval of the board. In the event that there is no sitting representative from a division, or the member or members from that division cannot serve, the Vice-President may nominate a board member from a graduate program that is already represented on the Committee.

(iii) In the event the Budgetary Committee is unable to attain a quorum for a meeting, and the business before the committee is pressing, the Treasurer will notify the President and the Board shall assume the Budgetary Committee’s duties and powers detailed in III.1.a.iv of these Bylaws to resolve the committee’s pending time-sensitive business.

(iv) The Budgetary Committee is responsible for receiving, reviewing, and authorizing all funding requests from Student organizations by majority vote. Student Groups requesting funding may request to present their proposal to the Committee.

(v) The Budgetary Committee, with the action power described in III.1.a.iv of the Bylaws, is required to maintain minutes. These minutes shall include the individual voting records of all members for all funding requests. Minutes shall be taken by the treasurer and kept on the RSG website. Minutes shall be presented to the Board consistent with the general rules for committee minutes as provided for in these bylaws.

(vi) The Budgetary Committee 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.
(vii) Student organizations granted funding by the Board shall be required to produce itemized receipts and an Event Report to the Treasurer prior to receiving funds.

(viii) 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.

(ix) 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.

(x) Within 3 business days of a funding decision, the Treasurer or his/her designee shall notify the requesting organization of the committee’s decision, including its rationale and any stipulations provided by the committee. The requesting organization shall also be notified of its option to appeal the committee’s funding decision to the Board. Appeals must be submitted electronically to the President no later than 5 business days after the committee’s original decision is emailed and no less than 7 business days before the requesting organization’s proposed event is scheduled to commence.

(xi) Funding limit. In the instance where the Budgetary Committee votes to allocate over $1,000 to an organization or event, the funding request and the committee’s vote will be presented to the Board at the next regularly scheduled Board meeting. The Board will be given an opportunity to ask questions regarding the event and the funding process. Members of the Board may, by a simple majority vote deny the budgetary committee’s allocation. In the event that an allocation is denied by the Board, the committee will re-convene to reconsider its allocation in light of the Board’s vote and its directives to the committee.

(b) **STUDENT LIFE COMMITTEE (SLC)**
Composition: Open Enrollment
Required Members: 4 current Board members

(i) The Student Life Committee shall address all non-academic needs and concerns of the Student Body. 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.

(ii) 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.

(iii) The Community Outreach and Social Action Subcommittee. SLC shall maintain a standing sub-committee that shall work collaboratively with the full student life committee, other RSG committees, as well as non-RSG related service organizations in order to provide a diverse array of volunteer opportunities to the
graduate student body, with focus on providing service to the greater Ann Arbor citizenry.

(c) Academic Affairs Committee (AAC)
Composition: Open Enrollment
Required Members: 3 current Board members

(i) The Academic Affairs Committee shall address academic & programmatic 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.

(d) Elections Committee (EC)
Composition: 4 or more members
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

(i) 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.
(ii) The Elections Committee shall receive and be copied on any and all elections related correspondence to ensure transparency between the Elections Director and the committee.
(iii) The Elections Committee shall propose any changes to RSG’s election policy no later than 4 weeks prior to a given election.
(iv) The Elections Committee shall assist the executives in the solicitation for and the selection of an election director.
(v) In the event that any member of the Elections Committee decides to run for election, a replacement shall be appointed by the President, with the approval of the Board.

(e) Legislative Affairs Committee (LAC)
Composition: Open Enrollment
Required Members: President (must be chair or co-chair)
Vice President
4 current Board members

(i) The Legislative Affairs Committee will collaborate with external advocacy organizations such as the Student Advocates for Graduate Education (SAGE) coalition, the Michigan Association of Graduate and Professional Students (MAGPS), and the National Association of Graduate and Professional Students (NAGPS) to promote the legislative agenda of the student body.
(ii) The Legislative Affairs Committee will work with the City of Ann Arbor and Washtenaw County to promote the local interests of the Student Body.
(iii) 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.

SECTION III.2. 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 single chair or co-chairs.

(c) Chairs are voted on in committee with the exception of the Budgetary Committee and the Legislative Committee 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, the vice president, the president, 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, or as directed by the President or Vice-President.

(f) Committees may be created on a temporary basis for special projects by either the President through an executive order, or by a majority resolution as approved by the Board. A resolution or executive order that creates an ad-hoc committee must specify the committee’s charge, composition, lifespan, chair, operating procedures, and privileges (financial, etc).

SECTION III.3. COMMITTEE RESPONSIBILITIES

(a) MEETINGS

(i) Committees shall meet at least bi-weekly and at the discretion of the chair.

(ii) 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.

(b) MINUTES

(i) Each committee chair shall ensure that minutes are recorded for each meeting. These minutes will be sent to the committee’s members within 5 days of the meeting for review and approval.

(ii) Each committee chair will submit approved minutes to the Board within 2 days of approval by the committee.

(iii) Minutes will be presented in a format provided by the Vice President.

(iv) Minutes will include meeting attendance as well as an accurate record of the committee’s deliberations, decisions, and future plans.
(c) **Oral Reports**

(i) Each committee chair shall be required to report any and all committee activities to the Board at each general meeting.

(ii) The chair of each committee shall be responsible for maintaining a written record of meeting attendance. Attendance is required and must be emailed to the Vice President within one week of the meeting.

(iii) The chair(s) of each committee may appoint a vice-chair from within the committee’s membership. The selection / election of a vice chair will be reported to the Board. A vice chair shall be responsible for taking minutes and for chairing in the elected chair’s absence as well as for any other tasks so delegated by the chair.

(d) **Budget**

(i) Each committee must present to the Treasurer a budget no later than the second regular meeting of the term. Committee chair(s) will take the lead in forming these budgets under the guidance of the Vice President.

SECTION III.4. **Recall of Committee Members**

(a) 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:

(i) The accumulation of 2 unexcused absences in a given academic term. Absences may be excused by the chair when requested in writing.

(ii) Failure to report committee activities to the Board for two consecutive meetings (where committee activities have occurred).

(iii) A motion by another member or chair of the committee, and a majority vote in favor by the Board.

(b) 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.

(c) 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.

**Bylaw IV**

**Executive Officers**

SECTION IV.1. **Officers’ Powers and Functions**

(a) **President:** The president shall:

(i) Be the chief executive officer of RSG, President of the Graduate Student Body, and shall preside at Board meetings with the power to vote.
(ii) Be authorized to speak on behalf of the RSG Board, its committees, and the graduate student body at large.

(iii) Be an authorized signer on all RSG accounts.

(iv) Be an ex-officio voting member of all RSG committees.

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

(vi) Set the time, dates, and frequency for all executive Board meetings, set the executive Board meeting agendas, and chair the executive board meetings.

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

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

(ix) Vacate a representative’s seat upon the accumulation of three (3) unexcused absences.

(x) Provide ultimate oversight and management of RSG’s paid staff members.

(xi) Create, Charge, and oversee Ad-Hoc committees for specifics projects and interests.

(xii) 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.

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

(xiv) Chair the Legislative Affairs Committee

(xv) Be an ex-officio voting member of all RSG committees

(xvi) Be the University of Michigan’s official delegate to the Student Advocates for Graduate Education.

(xvii) 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.

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

(xix) Appoint members of the graduate student body to university committees as appropriate.

(xx) Appoint members of the graduate student body to vacant seats on the Board subject to confirmation by the same.

(b) **Vice President** The Vice President shall:

(i) 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.

(ii) Be an authorized signer on all RSG accounts.
(iii) Take minutes at regular Board meetings.
(iv) Coordinate the activities of RSG committees, including collecting and publishing committee meeting minutes.
(v) Provide management for RSG’s paid staff.
(vi) Provide management for RSG’s directors.
(vii) Be an ex-officio voting member of all RSG committees.
(viii) Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.
(ix) Be an ex-officio voting member of all RSG committees
(x) Be an official delegate to the Student Advocates for Graduate Education
(xi) 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.
(xii) Manage RSG’s communications activities including appointment, subject to Board approval, of a newsletter editor, serving as editor for all communications emails, and manage RSG’s social media presence including Facebook and Twitter.
(xiii) When chairing the Board meeting, 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.
(xiv) 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.

(c) TREASURER: The Treasurer shall:

(i) Be the chief financial officer of RSG with oversight authority of all RSG accounts and financial transactions.
(ii) Be an authorized signer on all RSG accounts.
(iii) Chair the Budgetary Committee
(iv) Be an ex-officio voting member of all RSG committees
(v) Recommend to the Board a salary, consistent with the bylaws, for all RSG paid staff members.
(vi) Prepare a budget with the advice and consent of the President by the 3rd Board meeting of each semester for adoption. Failure by the Board to adopt the treasurer’s proposed budget after the 5th meeting of a given semester shall constitute automatic approval.
(vii) Disburse funds appropriated by the Budgetary Committee and the Board as provided for in the Bylaws.
(viii) Compile an RSG budget at the beginning of each academic term including committee budgets, representative project budgets, executive discretionary accounts, and other potential expenses.
(ix) Compile an RSG Funding report at the end of each term.
(x) Manage the approved RSG budget.
(x) Report at every general Board meeting the current state of the RSG budget and all RSG accounts, including pending credits and debits.
(xii) If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting.
(xiii) Have the authority to interpret the spirit and intent of funding articles of these bylaws and to implement the same subject to approval by the President.
(xiv) 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.
(xv) 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.
(xvi) Present a report either orally or in writing to the Board at each meeting detailing his/her Treasurer activities.
(xvii) 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.
(xviii) 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.

SECTION IV.2. OFFICERS’ TERMS

Newly elected officers begin their terms with the commencement of the new semester. The president and vice president shall assume their duties on the first day of classes of the spring semester. The treasurer shall assume his/her duties on January 1st.

Bylaw V
Directors

Directors. The following positions are appointed by the President and confirmed by the Board for a set term, as provided for by the President. Directors report directly to the Executive Board, under the general supervision of the Vice President. All actions made by the directors contained in this article of the bylaws may be vetoed by a majority vote of the executive board or a 2/3rds majority of the Board unless otherwise noted.

SECTION V.1. EVENTS DIRECTOR

The Events Director shall:

(a) Be responsible for event calendaring, ensuring that RSG’s calendar of sponsored events is manageable given the number of seated representatives, as well as other external time commitments, including federal holidays and academic breaks.
(b) Be responsible for event planning, by developing a process for committee chairs and representatives to develop their events and to present them for approval to the RSG board in a timely manner. This process should be developed in concert with the Treasurer and the Vice President who will have oversight respectively of the financial and communications aspects of the proposed events. Once approved by the executive board, the Events Director will meet with each of RSG’s committees to implement the new process.

(c) Be responsible for coordinating and responding to requests from student groups to co-host events, whether in person or by email.

(d) Be responsible for compiling and calendaring a list of events to be held at the beginning of each semester and present this document to the RSG Board by the second meeting of the semester.

(e) Review all RSG sponsored events within 14 calendar days of an RSG sponsored event’s conclusion. The Events Director will work with the event’s planner(s) to construct a written report to the executives and the Board of the event which will, at a minimum, contain the following:

(i) A detailed ‘How To’ guide for future chairs or representatives on how to hold the event.

(ii) A detailed financial accounting showing both what was budgeted and what was actually spent.

(iii) Recommendations as to what went well and what could be improved upon should the event be held again.

(iv) Recommendations as to if the event should be hosted again by RSG or if there is a more appropriate host.

(f) Be an ex-officio co-chair of the following RSG Committees: Academic Affairs, Community Outreach and Social Action, Legislative Affairs and Student Life.

(g) Have approval authority for all RSG sponsored events. Prior to an event being sponsored by RSG, the Events Director will review the proposal and will either approve or reject the event plan. Events may be rejected for any of the following reasons: incomplete proposal, overlap with other RSG events, lack of person power to successfully run the event or any other reason approved by another executive.

(h) Have the power to modify event plans as necessary to ensure that RSG’s overarching theme(s) and messages are being delivered.

(i) Report to the Executive Board.

(j) Vacancy of this position due to resignation or removal will be filled by the President by or at the next regularly scheduled RSG Board meeting.
SECTION V.2. ELECTIONS DIRECTOR

(a) ELIGIBILITY: The election director shall be a currently enrolled University student. The director may run for office during their . The director should, however, be a current Board member who is not up for reelection.

(b) APPOINTMENT: The President shall appoint the election director no later than 39 days in advance of any general election.

(c) SALARY: If the Elections Director is not an RSG board member, 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.

(d) DUTIES: The Election Director Shall:

(i) Report weekly to the president with updates on candidates and election progress.
(ii) 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.
(iii) Work with the Elections Committee to advertise the election to the student body including the ability to run for any open Board positions as encouraging maximum voter turnout.
(iv) Consult the Office of the Registrar to verify current enrollment numbers to determine the list of eligible voters and candidates. Once a year, this list should be used to apportion representative seats to the four Rackham divisions.
(v) Email all eligible graduate students to seek candidates for representative and executive seats open in the election. This email should be sent multiple times and the first such email should be sent no later than 3 weeks prior to the start of the election.
(vi) No later than 5 p.m. 5 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.
(vii) Collect all candidate names and uniqnames and will submit them to the voting website no later than 3 days prior to the election, at which point a sample official ballot will be posted for public viewing.
(viii) Be available during the full voting period and answer all questions received from candidates and members of the Board. When answered electronically, the elections committee should be carbon copied on all responses.
(ix) Notify the Board and all candidates of election results no later than 5 business days 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.
(x) Award seats on the RSG Board to the candidates that receive the highest vote counts. No candidate shall win a seat if he receives less than 2 eligible votes.

(xi) Ensure that in the event of a tie for a seat, the candidates will present themselves at the following RSG Board meeting. The Board will break the type with a majority vote.

(e) **REMOVAL:** The Executive Board may remove the ED for failure to perform duties, as determined by a majority vote. Should the ED be removed, any promised salary shall be forfeited. The President will then appoint a new election director. Should the ED be removed from office within two weeks of the election, the President or his designee will fulfill the remaining roles of the Election Director without financial compensation. The treasurer will reallocate any forfeited salary accordingly.

**Bylaw VI**

**Board Elections**

SECTIION VI.1. **ELECTIONS**  RSG general elections shall be held in November and March on dates determined by CSG. The Board may, by a simple majority vote, move the date of the elections within the prescribed months. The Board may also vote to extend the length of the elections by a simple majority vote. RSG’s elections including candidacy eligibility and timelines shall be subject soley to the provisions contained in these bylaws.

SECTIION VI.2. **BOARD COMPOSITION**  The Board shall consist of currently enrolled Students as follows:

(a) Representation for the Board shall be divided among the four major Divisions defined by Rackham:

   (i) Biological and Health Sciences
   (ii) Physical Sciences and Engineering
   (iii) Social and Behavioral Sciences
   (iv) Humanities and the Arts

(b) 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.

   (i) 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, as of March 1, 2012 are as follows:

   **DIVISION I - BIOLOGICAL AND HEALTH SCIENCES**
   Acute Care Nursing
   Bioinformatics
   Biological Chemistry
   Biostatistics
Cancer Biology
Cell and Developmental Biology
Cellular and Molecular Biology
Cellular Biotechnology
Chemical Biology
Clinical Research
Clinical Research Des and Statistical Analysis
Community Health Nursing
Dental Hygiene
Ecology and Evolutionary Biology
Endodontics
Environmental Health Sciences
Environmental Justice
Epidemiological Science
Epidemiology
Genetic Counseling
Gerontological Nursing
Health and Health Care Research
Human Genetics
Immunology
Industrial Ecology
Industrial Health
Kinesiology
Landscape Architecture
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 and Maxillofacial Pathology
Oral Health Sciences
Orthodontics
Parent-Child Nursing
Pediatric Dentistry
Periodontics
Pharmaceutical Sciences
Pharmacology
Physiology
Program in Biomedical Sciences
Prosthodontics
Psychiatric Mental Health Nursing
Restorative Dentistry
Social and Administrative Sciences
Spatial Analysis
Toxicology

DIVISION II - PHYSICAL SCIENCES AND ENGINEERING
Aerospace Engineering
Aerospace Science
Applied and Interdisciplinary Mathematics
Applied Physics
Applied Statistics
Astronomy and Astrophysics
Atmospheric and Space Science
Atmospheric, Oceanic and Space Sciences
Biomedical Engineering
Biophysics
Chemical Engineering
Chemistry
Civil Engineering
Complex Systems
Computer Science and Engineering
Construction Engineering and Management
Design Science
Earth and Environmental Sciences
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
Physics
Plasma Science and Engineering
Science, Technology and Public Policy
Science, Technology, and Society
Scientific Computing
Space and Planetary Physics
Statistics

DIVISION III- SOCIAL AND BEHAVIORAL SCIENCES
Anthropology
Anthropology and History
Applied Economics
Asian Studies: China
Asian Studies: Japan
Business Administration
Cognitive Science and Cognitive Neuroscience
Communication
Culture and Cognition
Economics Education
Education and Psychology
Educational Studies
Greek and Roman History
Health Behavior and Health Education
Health Service Organizations and Policy
Health Services Research
Higher Education
History
History and Women’s Studies
Information
Latin America and Caribbean Studies
Lesbian/Gay/Bisexual/Transgender Queer Studies
Modern Middle Eastern and North African Studies
Political Science
Psychology
Psychology & Women’s Studies
Public Administration
Public Policy
Public Policy and Economics
Public Policy and Political Science
Public Policy and Sociology
Real Estate Development
Russian and East European Studies
Russian, East European and Eurasian Studies
Social Work and Social Science
Sociology
South Asian Studies
Southeast Asian Studies
Survey Methodology
Urban and Regional Planning
Urban, Technological, and Environmental Planning
Women’s Studies and Sociology

Division IV - Humanities and the Arts
African American Diasporic Studies
African Studies
Afroamerican and African Studies
American Culture
Arabic Studies
Architecture
Art
Asian Languages and Cultures
Classical Art and Archaeology
Classical Studies
Classical Studies-Greek
Classical Studies-Latin
Comparative Literature
Creative Writing
Dance
English & Women’s Studies
English and Education
English Language and Literature
Film Studies
Germanic Language and Literature
History of Art
Judaic Studies
Linguistics
Media Arts
Medieval & Early Modern Studies
Museum Studies
Music Composition
Music Composition and Theory
Music Conducting
Music Performance
Music Theory
Music Theory Pedagogy
Music: Music Education
Music: Musicology
Near Eastern Studies
Philosophy
Romance Language and Literature French
Romance Language and Literature Italian
Romance Language and Literature Spanish
Screen Arts and Cultures
Slavic Language and Literature
Women’s Studies
Independent Interdependent Degree Program

(c) 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.

(d) A treasurer, who shall act as the principal financial officer for RSG and chair of the Budgetary Committee, with full voting rights.

SECTION VI.3. TERMS

(a) Two elections shall be held each year. 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.
(b) 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.

(c) 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.

(d) 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.

**SECTION VI.4. FILLING OF ELECTED SEATS**

(a) 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.

(b) 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.

(c) 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.

**SECTION VI.5. PETITIONS, AMENDMENTS, BALLOT QUESTIONS, AND REFERENDA**

(a) Binding Questions including fee change proposals, bylaw amendments put to the student body or certain other 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 14 days prior to the general election. Questions to be placed on a general election ballot may not be approved during a first reading.

(b) Non-binding Questions may be put to the student body through any process as approved by the Board. These may include but are not limited to distribution through an electronic newsletter or in tandem with an election.

**Bylaw VII**

**Membership Rights and Responsibilities**

**SECTION VII.1. RSG BOARD** The RSG Board shall serve as the legislative branch of the graduate student government. The Board shall be chaired by the President and vice-
chaired by the Vice-President. All elected representatives in good standing shall have a vote on the Board. The Board shall consider issues of import to the graduate student body and shall offer its input and directives as it sees fit.

Membership

(a) Elected Members

(i) Elected Members are all Board members who have been elected by the student body during a regular or special election or nominated by the President and confirmed by the Board to fill a vacancy.
(ii) Elected Members include the president, vice president, and the treasurer.
(iii) Only Elected Members may vote on official business during Board meetings.
(iv) Each Elected Member must be a member of at least one RSG committee as defined in these bylaws. Failure to maintain active committee membership shall be cause for the President to vacate a representative’s seat.
(v) Each Elected Member must plan, execute, or attend at least two non-meeting RSG events each academic term (fall, winter, and spring/summer). Failure to plan, execute, or attend at least two non-meeting RSG events per term shall be cause for the President to vacate a representative’s seat.

(b) Associate Members

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

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

(ii) An Associate Member may only vote as a member of an RSG committee.

(iv) Associate Members may participate in Board discussions and debates.

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

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

(c) Appointed Members

(vi) Appointed members are all non-elected members of RSG that have been jointly nominated by the President or Vice President and confirmed by a majority vote of the Board to serve in a specific leadership role for RSG.

(vi) With the exception of the RSG Treasurer, appointed Members will not be given a vote on the Board.

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

(d) Student Body

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(i) 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.

SECTION VII.2. BOARD OBLIGATIONS

(a) 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.

(b) 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.

SECTION VII.3. OPERATING PROCEDURES

(a) Board meetings shall be held weekly during the academic year (September–April) and bi-weekly during the summer months. Board meeting dates shall be determined by the President prior to the start of a term after consulting with the membership of the board.

(b) No funds may be appropriated by the RSG board to purchase food or beverages for RSG members in conjunction with regularly scheduled board meetings.

(c) The Board’s Agenda will generally include the following items:

   (i) Call to Order
   (ii) Approval of Agenda
   (iii) Approval of Previous Minutes
   (iv) Officer Reports
   (v) Director Reports
   (vi) Guest Speakers / Discussion
   (vii) Funding Request Appeals
   (viii) Committee Announcements
   (ix) Old Business
   (x) New Business
   (xi) Open Discussion
   (xii) Adjournment

(d) All Board agendas and their supporting documents will be published on the RSG Website in a timely manner.
(e) The Board may adopt additional operating procedures on a term-by-term basis. All such operating procedures shall expire at the end of the term in which they were adopted. Operating procedures may be adopted by a super-majority vote of the Board at any point.

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

(g) 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.

(h) 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.

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

(j) Board meetings shall be open to the Student body.

**Bylaw VIII**

**Recall and Appointment Power**

**SECTION VIII.1. 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.

**SECTION VIII.2. APPOINTMENTS TO VACATED SEATS**

(a) **BOARD MEMBERS:** In the event of a vacancy due to recall, election to an officer position, graduation, resignation, or any other reason, the President 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 President’s nomination considerations. The President shall nominate a graduate student to fill the vacancy. If the nominated student is enrolled in the same division as the vacant seat, a simple majority vote of the Board shall be required to confirm the nomination. In the event that the nominated student is enrolled in a different Rackham division than the vacant seat, a 2/3rds majority vote shall be required to confirm the nomination. The appointed representative shall only serve out the remainder of the previous representative’s term.

(b) **EXECUTIVE OFFICERS:**

(i) **PRESIDENT:** If the president cannot fulfill his/her duties as described in these bylaws or is recalled, the vice president shall assume presidential duties.

(ii) **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.
(iii) 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.

Bylaw IX
Funding

SECTION IX.1. FUNDING GUIDELINES

(a) The Board and its Budgetary Committee will consider funding requests student organizations. Requests for event funding will be reviewed on a first-come, first-served basis. Groups may be requested to make a presentation to the Budgetary Committee, at the discretion of the treasurer.

(b) The Budgetary Committee will not consider retroactive funding requests.

(c) The Budgetary Committee will not consider funding requests submitted fewer than twenty one (21) days prior to an event. This restriction may be waived by the Treasurer on a case-by-case basis.

(d) 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. The requesting organization may request a reallocation from the Treasurer within the appropriated monies. Re-allocations will be reported to the Budgetary Committee and to the Board and should only be approved in the spirit of the committee’s original funding rationale.

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

(f) The following are likely to be funded:

   (i) Cultural events
   (ii) Proposals that are well written with a detailed budget, including expenses and expected/secured income
   (iii) Events which are public and held on campus
   (iv) Community service events involving or benefiting graduate students
   (v) Projects that may need start-up funds but which will become self-sustaining in a short period of time
   (vi) Events that involve more than 100 graduate students and/or have at least 25% graduate student participation
   (vii) Programs designed to enhance quality of life for the Student body.

(g) The following are not likely to be funded:
(i) Parties
(ii) Events not open or easily accessible to the entire UM community
(iii) Publications which do not positively impact the UM community
(iv) Events that, in our judgment, should be receiving funds from some other obvious, appropriate source
(v) Club sports
(vi) Proposals from social fraternities or sororities
(vii) Proposals from lobbyists
(viii) Capital goods
(ix) Activities exclusive to the membership of one organization
(x) Film and photo development/photographers/videographers
(xi) Loans
(xii) Political lobbying

(h) The following may require additional information prior to consideration:

   (i) Honoraria
   (ii) Travel
   (iii) Requests from the Central Student Government.
   (iv) Guest Speakers (biographies, prior speaking engagements)

(i) The following will not be funded:

   (i) Alcohol
   (ii) Drugs
   (iii) Medication
   (iv) Charitable contributions
   (v) Projects / Activities in which students are receiving course credit for completion
   (vi) Human resources (coaches, secretaries, employees)
   (vii) Late fees/penalties of any type
   (viii) Proposals with non-itemized budgets
   (ix) Plaques/trophies/prizes
   (x) Scholarships/stipends/awards
   (xi) 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.
SECTION IX.2. ORGANIZATION FUNDING REPORTS

(a) Upon a Board or Budgetary Committee 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. 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 Budgetary Committee. Under circumstances beyond an organization’s control, the treasurer may extend this deadline provided groups send timely and reasonable requests for such an extension.

(b) The funded organization must provide itemized receipts verifying that the allocated fund were used appropriately and in accordance with the budgetary committee’s allocation decision as well as any approved reallocation requests. In the case where an itemized receipt isn’t available, proof must be provided and is subject to the Treasurer’s discretion.

(c) Per Bylaw IX.1.d, items in funding reports not approved by the Budgetary Committee or approved by the Treasurer in a reallocation request will not be reimbursed.

Bylaw X
Resolutions

SECTION X.1. RESOLUTION TYPES

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

(b) 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 as well as such other officers, offices, or entities as directed by the resolution or as appropriate.

SECTION X.2. FORMAT

(a) Every RSG resolution shall contain the following:

(i) A title.
(ii) A unique resolution number.
(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”

(vii) The signature upon final vote of the Vice President or his/her designee 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.

(viii) The signature of the President approving or vetoing the final passage of the resolution.

SECTION X.3. VOTING

(a) All voting members of the Board shall be able to vote on RSG Resolutions.

(b) The President, when chairing deliberations of a resolution shall only vote on the final passage thereof to make or break a tie vote.

(c) The Vice President, will retain his/her full vote on the final passage of a resolution, regardless of if chairing the Board.

(d) The Treasurer, will retain his/her full vote on the final passage of a resolution, regardless of if chairing the Board.

SECTION X.4. STUDENT BODY INPUT

(a) 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.

(b) 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.

SECTION X.5. PUBLIC HEARINGS

(a) Board resolutions serve as official statements of policy and as such require input from the student body.

(b) 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.
SECTION X.6. EXECUTIVE VETO

(a) Resolutions not approved by the President within 1 week of passage by the Board shall be in full force and approved. Resolutions vetoed by the 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.

SECTION X.7. PUBLICATION

(a) 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.

(b) Copies of the approved resolution should also be transmitted to the Michigan Daily, the Michigan Voice, CSG, and members of the Student Body (upon request).
Rackham Student Government Funding Application

Organization Name:  
SOAS Account #:  
Registered with MSA?  Yes  No  

Primary Contact Name:  
Title:  
Email:  
Phone:  

Secondary Contact Name:  
Title:  
Email:  
Phone:  

Please check any of the following that describe your organization:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Academic/Professional</td>
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<tr>
<td>Creative Arts/Expression (Visual, Performance, and/or Exhibition)</td>
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<tr>
<td>Community Service</td>
<td></td>
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<tr>
<td>Cultural/Ethnic</td>
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<td>Environmental</td>
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<tr>
<td>Graduate</td>
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<tr>
<td>Honorary</td>
<td></td>
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<tr>
<td>International</td>
<td></td>
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<tr>
<td>Political</td>
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<tr>
<td>Publications/Journalism</td>
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<tr>
<td>Religious</td>
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<tr>
<td>Science/Technical</td>
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<tr>
<td>Social Justice</td>
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</tbody>
</table>

Describe the overall purpose/mission of your organization and the planned initiatives and activities intended to uphold said objective(s).

# of active student members:  ______
# of graduate student members:  ______

Average attendance at group meetings (Board, committee, event planning, etc.):  ______
Average attendance at similar events:  ______
Average graduate student attendance at similar events:  ______

How often does your group meet?  ______
Does your group charge dues to members?  Yes  No

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.

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Do all of your activities/events take place on campus? If yes, where do you prefer to hold your programs? If not, where else do they take place?

Does your group engage in political activity, i.e., electoral, partisan, etc.? If so, describe this activity.

Does your group engage in lobbying efforts? If so, describe these efforts.

Does your group work with any University department or other student organizations in any capacity? If so, please describe this collaboration.

Is your group affiliated with a national, parent, and/or umbrella organization? If so, please describe this relationship and how it plays a role in your organization's functioning.

What is your yearly budget? What % of your budget have you set aside for this event?

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
Event Description

Event name:
Event date(s):
Event location:

1. Briefly describe this event. What is its overall purpose?

2. Describe how this event will affect our campus and the graduate student body.

3. Describe how this event will include other groups or departments.

4. With which other groups or departments are you sponsoring this event, if any?

5. If your organization is traveling, explain why this is integral to your event and how it will impact the graduate student community.

6. If your organization is purchasing food, explain why this is integral to your event and how it will impact the graduate student community. Also, where are you ordering from and what is the approximate food cost/attendee?

7. If your organization is bringing a speaker, performer, DJ, photographer (or any other paid individual for services rendered), explain why this is integral to your event and how it will impact the graduate student community. Please explain how the amount he or she will be paid was determined based on similar services. Additionally, attach a short biography to the end of this application.

8. If your organization is applying for capital goods (anything that can be reused after the event has taken place), explain why such goods are integral to the event.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.

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9. Who is eligible to participate? (Keep in mind the more diverse the graduate student participation, the more likely RSG will fund)

10. How many participants do you expect? What % of those participants do you expect to be graduate students?

11. Are your date and location confirmed?   Yes   No

12. Will you charge admission?   Yes   No
   If so, how much per person?

13. Will this be donated to charity?   Yes   No
   If yes, what percentage will be donated?

14. How do you intend to advertise, in particular to graduate students?

15. To what other funding bodies have you applied and/or have received funds from? Please note each funding body here, the amount for which you applied, the amount that was granted, and to what purpose you intend to put those allocated funds. Requests of funding for the majority of events cost solely to RSG will rarely be fully funded, please seek out additional funding sources as well.

<table>
<thead>
<tr>
<th>Funding Body</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
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<td>$</td>
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</tbody>
</table>

16. If RSG does not fully fund your event in the amount requested, how do you intend to cover those costs? Will the event still be held?

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
Event Budget

List all expenses. Please use the notes section below each category to explain costs in greater detail. Be sure to cover ALL costs, not just those you are asking RSG for funding for.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Cost</th>
<th>Amount Requested from RSG</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising &amp; Publicity</strong></td>
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<td></td>
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<tr>
<td>• Posters/fliers</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
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<tr>
<td><strong>Operations</strong></td>
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<tr>
<td>• Office supplies (please specify):</td>
<td>$</td>
<td>$</td>
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<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Notes:</td>
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<tr>
<td><strong>Printing &amp; Publications</strong></td>
<td>$</td>
<td>$</td>
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<tr>
<td>Please attach a copy of the publication to the end of this application.</td>
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<tr>
<td><strong>Facilities &amp; Equipment Rental</strong></td>
<td>$</td>
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<tr>
<td>• Equipment (please specify):</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>• Room rental</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Notes:</td>
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<tr>
<td><strong>Services</strong></td>
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<tr>
<td>• Speaker honorarium</td>
<td>$</td>
<td>$</td>
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<td>• Speaker travel</td>
<td>$</td>
<td>$</td>
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<tr>
<td>• Speaker lodging</td>
<td>$</td>
<td>$</td>
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<td>• Other:</td>
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<tr>
<td><strong>Student Travel</strong></td>
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<td>• Lodging</td>
<td>$</td>
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<td>• Transportation</td>
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<td>• Vehicle Rental</td>
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<td>• Gas</td>
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<td><strong>Capital Goods</strong></td>
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<td>• T-shirts</td>
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<td>• Other:</td>
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<tr>
<td><strong>Food:</strong></td>
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<td><strong>Other:</strong></td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
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Please remember to attach a mock-up version of the flier, publication, or t-shirt design with the RSG logo or “Sponsored by the Rackham Student Government” statement to your application.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.

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