Rackham Student Government
Board Meeting: January 15, 2014
Agenda

I. Call To Order
II. Approval of Agenda
III. Approval of Previous Minutes
   a. December 4, 2013
IV. Welcome and Introductions
V. Officer Reports
   a. Graduate Student Body President, Phil
   b. Graduate Student Body Vice President
   c. Graduate Student Body Treasurer
VI. Emergency Budgetary Appropriation
VII. Funding Requests
   a. Geo-Institute
   b. Urban Planning MLK
VIII. Committee Reports
   a. Academic Affairs
   b. Budgetary
   c. Communications Committee
   d. Legislative Affairs
   e. Student Life
IX. Break out session: RSG Priorities for Winter 2014
X. Approval of Committee Slates
XI. Open Discussion
XII. Adjourn

Included in packet:
RSG Board Minutes December 4, 2013 (p. 2)
Committee Assignments (p. 5)
Geo Institute Funding Application (p. 6)
Urban Planning MLK Funding Application (p. 13)
RSG Goals Worksheet (p. 21)
RSG Goals Worksheet Example (p. 22)
RSG Committee Budget Memo (p. 23)
RSG Committee Budget Request (p. 24)
RSG Bylaws (p. 25)
Executive Order Creating a Communications Committee EO-14-W1 (p. 56)
Executive Order Creating the Position of Special Position to the RSG Executive EO-14-W2 (p. 59)
a. CALL TO ORDER: 7:04pm

b. Present: Kaitlin Flynn, Phil Saccone, David Malewski, Julian Bahr, Michael Lang, David Barton, Ryne Peterson, Yiting Zhang, Mike Hand, Chris Tom, Ram Balachandran, Michael Benson

c. Absent: Ryan Roberts, Ben Sweeney, Krithika

d. Excused: Alex Gutierrez, Erin Sullivan

II. APPROVAL OF THE AGENDA

a. Motion by MB and seconded by MH, approved unanimously.

III. APPROVAL OF THE PREVIOUS MINUTES, 11/20/13

a. Motion by MB and seconded by Ryne, approved unanimously.

IV. Special Guest: Dr. Martha Pollock, Provost

a. Martha is joining us today as the Chief Academic Officer of the University. Phil asks how Martha sees the University’s strategic resources shifting to fill in the gap of federal funding for research. Martha answers that the funding model for the U is on attack on all fronts, from State funding to Federal funding and costs with tuition and labor. There are a few things that the U can do, first to become incredibly efficient in ways that allow for protecting the core of the U (environmental and staffing changes). The second way is to find new sources of funds via certificates and third is for philanthropy. Philanthropy has sustained this U for a long time and will continue to with the new $4 billion campaign for victors. The fourth way to find new sources of funds is to reform teaching and use technology to drive down the cost for some parts of learning and college. Universities are changing and we are going to have to change too. Phil asks about the certificate programs specifically and Martha answers that we have to do this carefully to not dilute the UM brand. We will have to do high quality teaching and also unpack college degrees to allow for learning specific skills vs a rich set of competencies. MB follows up and asks about charging for these certificates and how we can mix and match interaction with online courses. MB asks what the next thing is that is going to keep Michigan the best of the best. Martha answers that she deeply believes that what we need to do is excel at education and keep the student and professor relationship top notch. She believes we need to be innovating all over the place to be providing all sorts of great experiences for
undergraduate and graduate students. Send ideas for innovation to James Halloway and James Hilton for education and all.

b. Kaitlin asks about shared services and comments that over 100 graduate students in the medical school lost healthcare coverage for the month of September. Martha comments on shared services and said that there were some issues with the roll-out and there is no question about that. She also points out that this is a common cost-containment measure and the goal was to protect the faculty by avoiding salary freezes and furloughs. The idea is to get rid of redundancies and duplications within staff members and there are mixed opinions on how well it works out. The big challenge here is that there are not a lot of people that do 100% one thing at a time, the idea being to centralize services at the U. Although it did not go over very well logistically, it is also becoming real to people that costs of higher education is changing and that is where Martha believes a lot of angst comes from. The U is not abandoning shared services because it is the right thing to do, it will save resources and free up money for academic departments. What they need to do is to slow down and work with the faculty to figure out the best structure for many of these departments and issues. But overall Martha says that they do need to go forward with this. They have told the staff that there are no-layoffs. There is a role for graduate students in this stuff—there are a few committees being formed on diversity and inclusion, cost containment and faculty productivity.

c. Ram asks questions about costs for software licensing and asks about integrating more open source software to save money. Martha mentions that she is not well up-to-date with the details to give an educated answer. Ram also asks about integrating soft skills into the curriculum at the graduate level, being that we mostly graduate with lots of technical skills. Martha thinks it is a very important observation and to bring that as a suggestion to the Deans. Phil comments that RSG has also been working on bringing light to the issue of getting a translational skill set and getting good at marketing those things once we leave Michigan. Mainly skills needed to pursue nonacademic routes. Julian asks about the undergraduate Rebuild initiative to allow for redesigning courses to be the most effective. Dave mentions that the pharmacy school is implementing group and engaged based learning for the graduate students and that might be a good model for other schools. Yiting mentions that there are limited resources for PhD students who are going to academic or industry careers, for instance the resume critique and so on. She thinks that it would be a good idea to target these workshops for PhD students.

V. OFFICER REPORTS

a. President Phil Saccone: Last meeting for the semester. Phil thanks everyone for a great semester. He recaps a lot of what we have achieved over the past semester. Next week there are two things going on. The first is that Darlene Ray Johnson and the director of SAPAC would like to meet and talk about the sexual assault policies at 6pm. There is also a concurrent event that is going on at 7pm about the “Hip-hop made me do it” event about racial issues in history and on campus.
b. **Vice President Kaitlin Flynn:** Our original developer backed out of our website revamp and now we are pursuing another developer to complete our project. We will probably have one last newsletter to go out pending student and RSG events in December. Please fill out the doodle poll for the RSG end of term banquet so we can get that organized. Any input on location? Finally, after 2 years of executive service and a full 2.5 to RSG I will be resigning from my position at the end of the term. I have loved my time on the board but I’m excited to let someone else step up. Phil will be sending out applications for VP soon and the new VP will be taking over in January.

c. **Treasurer Chuky Mbagwu:** Budget summary. We increased the budgetary committee’s budget halfway through the semester and allocated that further. We have $22,000 in the bank and after settling debts with Rackham we have $13,000 in the account with $8,000 of that in reserve (these are all rounded numbers). One open application yet to be reviewed.

VI. **COMMITTEE REPORTS**

a. **Legislative Affairs:** Michael takes time to clarify that non board members cannot write resolutions but can chair committees. LAC did not meet last week and won’t meet next week. Shoutouts to all-star committee members.

b. **COSAC/Student Life:** Pinball Petes is still getting finalized for around December 13 or so. MH will not be chairing the committee next semester.

c. **Academic Affairs:** met informally last night, Chris will not be on the board next semester but hopes to maintain pushing his resolution through.

d. **Budgetary:** One open application.

e. **Elections:** Dave: So, tonight is officially the last night for several of our board members. Division 1, pending appointments to other open positions: Michael Lang and Chris Tom. We appreciate your service. Division 2: Ram, Yiting, Mike Hand, and Ryan Roberts. Division 3: Kirthika. For our newly elected reps: We had a candidate in division 1 but he withdrew so Phil will be appointing 3 people. In division 2, we have a few new reps, ____. And in Division 3 we have Ryne Peterson reelected, and we also have two new reps, Piere Davis, and David Weinreich. Division 4 we have a write-in candidate win named Malcom Tariq. All of the people listed above have all agreed to serve their term. Motion by Dave and seconded by Chris Tom to approve the slate and sending out the election results to the student body. It’s approved unanimously. Voter turnout overall was very low.

VII. **Open Discussion:** clarification for next week’s board meeting and issues.

VIII. **Adjournment:** Motion to dissolve the Fall 2013 board by MB and seconded by MH approved unanimously.
Rackham Student Government Committee
Assignments Winter 2014

**Academic Affairs**
Alex G.
Ben S.
Shijun M.
Dave M.
Boying L.
David B.
Malcolm T.

**Legislative Affairs Committee**
David B.
Shijun M.
Mike B.
Pier D.
Ryne P.

**Student Life Committee**
Julian B.
Erin S.
Ben S.
Adam D.
Sidney E.

**Budgetary Committee**
Dave M.
Ryne P.
Chuky M.
Sidney E.
Adam D.

**Communications Committee**
Julian B.
Erin S.
Malcolm T.
Boyling L.
Alex G.
Chuky M.
Rackham Student Government Funding Application

Organization Name: Geo-Institute Graduate Student Organization
SOAS Account #: 933081
Registered with MSA? Yes No

Primary Contact Name: Clinton Carlson
Title: President
Email: clintonc@umich.edu
Phone: 810-347-6375

Secondary Contact Name: Athena Grizi
Title: Vice-President
Email: agkrizi@umich.edu
Phone: 734-604-9554

Please check any of the following that describe your organization:

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<tr>
<td>Community Service</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>
<td>X</td>
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<tr>
<td>Honorary</td>
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<tr>
<td>International</td>
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<tr>
<td>Political</td>
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<td>Publications/Journalism</td>
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<td>Religious</td>
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<tr>
<td>Science/Technical</td>
<td>X</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).
The goal of G-I GSO is to enhance the educational and professional experience of students within the geotechnical and geoenvironmental engineering community at the University of Michigan and uphold the reputation of the University as a leader in this field.

# of active student members: 15
# of graduate student members: 12

Average attendance at group meetings (Board, committee, event planning, etc.): 6
Average attendance at similar events: 20-25
Average graduate student attendance at similar events: 12

How often does your group meet? Bi-monthly

Does your group charge dues to members? Yes No
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?
Our events take place on campus usually in 2355 G.G. Brown and occasionally in 1330 G.G. Brown.

Does your group engage in political activity, i.e., electoral, partisan, etc.? If so, describe this activity.
Our group does not engage in any political activity.

Does your group engage in lobbying efforts? If so, describe these efforts.
Our group does not engage in any lobbying efforts.

Does your group work with any University department or other student organizations in any capacity? If so, please describe this collaboration.
Our group works with the Civil Engineering Department, specifically the geotechnical engineering faculty to bring in speakers from the geotechnical engineering field. We also partner with the Earthquake Engineering Research Institute and the Graduate Environmental Engineering Network of Professionals, Educators, and Students student groups to organize a Civil & Environmental Engineering Technical Symposium.

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.
We are a chapter of the national Geo-Institute organization. Our chapter is recognized by the national organization, but that is the extent of our interaction.

What is your yearly budget? What % of your budget have you set aside for this event?
Our group does not raise any money. We usually spend $75 a year for welcome events and try to find funding sources like the Civil Engineering Department or Central Student Government to fund speakers or additional events. The balance in our SOAS account would only be able to cover about 50% of this event.
Event Description

Event name: Professor Richard Brachman Seminar
Event date(s): January 15, 2014
Event location: 2355 G.G. Brown

1. Briefly describe this event. What is its overall purpose?
Richard Brachman is a professor of geotechnical and geoenvironmental engineering at Queen’s University in Ontario, Canada. We have invited him to the Civil Engineering Department at the University of Michigan to speak about his research on soil-structure interaction. The purpose of this event is to teach students about a topic they may not know.

2. Describe how this event will affect our campus and the graduate student body.
Bringing Prof. Brachman to our University to speak will give students more information on a topic not extensively covered in the coursework. This event will also help establish a positive relationship between the University of Michigan and Queen’s University.

3. Describe how this event will include other groups or departments.
Other student groups within the Civil Engineering Department will be invited to this event. Additionally, fliers for the event will be posted in G.G. Brown which will be seen by students in other engineering departments.

4. With which other groups or departments are you sponsoring this event, if any?
The Civil Engineering Department will help with some funding. The geotechnical engineering faculty will promote this event to students enrolled in their courses, other faculty, and local practitioners in the field of engineering.

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

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?
N/A

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.
Prof. Brachman will teach the students about soil-structure interaction more in-depth than what is covered in the coursework. His lodging has already been purchased, so that cost is exact. The cost of travel is an estimate based on previous experiences of Prof. Brachman.

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.
N/A
9. Who is eligible to participate? (Keep in mind the more diverse the graduate student participation, the more likely RSG will fund)
Anybody is eligible to participate including graduate and undergraduate students and faculty from the Civil Engineering and other departments and local practitioners in the field of engineering.

10. How many participants do you expect? What % of those participants do you expect to be graduate students?  25-30 participants, about 75% of those being 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?
Fliers will be printed and posted around G.G. Brown, including outside graduate student offices. E-mails will also be sent to students within the Civil Engineering Department.

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.

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<th>Funding Body</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Purpose</th>
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<td>$25</td>
<td>Food</td>
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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?
In the event RSG does not fully fund our event, we will seek additional funding from the Civil Engineering Department and/or geotechnical engineering faculty. We do also have enough money in our account to cover about 50% of the event. Our event will continue as scheduled if we do not receive funding from RSG.
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>
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<td><strong>Advertising &amp; Publicity</strong> (Please attach a copy of emails/fliers to the end of this application.)</td>
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<tr>
<td>• Posters/fliers</td>
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<td>$0</td>
<td></td>
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<tr>
<td>• Other:</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Notes: Paper fliers will be printed and posted, but will not cost anything.</td>
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<tr>
<td><strong>Operations</strong></td>
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<tr>
<td>• Office supplies (please specify):</td>
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<td>• Other:</td>
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<td>Notes:</td>
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<tr>
<td><strong>Printing &amp; Publications</strong></td>
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<td>Please attach a copy of the publication to the end of this application.</td>
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<td><strong>Facilities &amp; Equipment Rental</strong></td>
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<td><strong>Services</strong></td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td>$450</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.
Lessons Learned from Full-Scale Measurements of Soil-Structure Interaction for Municipal Infrastructure Repair and Renewal

Richard Brachman, Ph.D., P.Eng.
Professor, GeoEngineering Centre at Queen’s - RMC
Queen’s University, Kingston, Ontario, Canada

ABSTRACT

Soil-structure interactions dominate an interesting class of geotechnical problems where the soil provides both loading to and support for the buried structure. Three examples are presented where full-scale physical experiments have been used to: quantify the three-dimensional ground displacements induced by a trenchless pipe installation technique called pipe bursting; evaluate the ultimate limit state of 10-m-span, deep-corrugated metal box culvert; and assess the long-term performance of buried polymer structures. With a practical focus on the measured soil and structure behaviour, the talk illustrates the useful role of carefully conducted full-scale experiments to resolve important buried municipal infrastructure issues.

BIOGRAPHY

Dr. Brachman is a Professor of Civil Engineering at Queen’s University. The phrase ‘buried but not forgotten’ captures his unique expertise on measuring the physical response of buried structures (e.g., pipes, culverts) and landfill geosynthetics (e.g., geomembranes, geosynthetic clay liners) using innovative large-scale experiments, field studies and numerical analysis. His unique scholarly contributions are related to determining the effects of stress, temperature, chemicals and time on soil-structure interactions that directly impacts how well, and how long, these important components of our buried infrastructure perform their function. He has received four Best Paper Awards for works published in the Canadian Geotechnical Journal, Geotextiles and Geomembranes, and Geosynthetics International. His achievements have also been recognized with the Geosynthetics Award and the Canadian Geotechnical Colloquium from the Canadian Geotechnical Society.
Speaker Bio: Dr. Brachman is a Professor of Civil Engineering at Queen’s University. The phrase ‘buried but not forgotten’ captures his unique expertise on measuring the physical response of buried structures (e.g., pipes, culverts) and landfill geosynthetics (e.g., geomembranes, geosynthetic clay liners) using innovative large-scale experiments, field studies and numerical analysis. His unique scholarly contributions are related to determining the effects of stress, temperature, chemicals and time on soil-structure interactions that directly impacts how well, and how long, these important components of our buried infrastructure perform their function. He has received four Best Paper Awards for works published in the Canadian Geotechnical Journal, Geotextiles and Geomembranes, and Geosynthetics International. His achievements have also been recognized with the Geosynthetics Award and the Canadian Geotechnical Colloquium from the Canadian Geotechnical Society.
Rackham Student Government Funding Application

Organization Name: Urban Planning MLK Committee
SOAS Account #: 
Registered with MSA?  Yes

Primary Contact Name: Adam Kokenakes
Title: Co Treasurer
Email: adampk@umich.edu
Phone: 248-798-7063

Secondary Contact Name: Lacey Sigmon
Title: Co Treasurer
Email: sigmon@umich.edu
Phone:

Please check any of the following that describe your organization:

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<td>Science/Technical</td>
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<td>Social Justice</td>
<td>✓</td>
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Describe the overall purpose/mission of your organization and the planned initiatives and activities intended to uphold said objective(s).

From our Constitution:

The UP-MLK Committee is a student group committed to exploring racial issues both within and outside of the urban planning field. Each year, we work on a project connected to the theme of the overall University MLK Symposium and then organize an event as part of the college-wide Symposium. We also organize a day of service for urban planning students to volunteer in the community.

# of active student members:  __14__
# of graduate student members: __14__

Average attendance at group meetings (Board, committee, event planning, etc.): ___10___
Average attendance at similar events: ___10___
Average graduate student attendance at similar events: ___10___

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

13
How often does your group meet? Each Thursday 12-1pm (Working session 1-2pm)

Does your group charge dues to members? No

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?

Yes, we plan one event per year and it takes place on campus. Last year the event was held in the Art and Architecture building on north campus. This year the event will be held in the Student Union on central campus. Additionally, we volunteer for a community service day that takes place in Detroit.

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

No.

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

No.

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

We are a student group of the Urban Planning Department.

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.

No.

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

We only put on one event a year so our entire budget goes towards this event. Current budget $2639.

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

Event name: Urban Planning MLK Symposium 2014
Theme “Can planning empower agency in marginalized communities?”
Event date(s): January 15, 2014
Event location: Student Union Central Campus

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

The MLK Symposium coincides with university wide MLK Day related events, with a focus on urban planning related topics and our two department pillars: social justice and sustainability. The purpose is to bring together dynamic speakers for a panel discussion and a question and answer session to discuss relevant topics.

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

Graduate and undergraduate students will be exposed to urban planning topics that support Martin Luther King’s dream for social justice. Students are able to participate through a question and answer session and meet informally with speakers after the presentation. Additionally, we will expose University of Michigan Urban Planning as graduate degree and career that strives for a diverse student body.

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

We are holding the 2014 symposium on central campus in attempt to attract a wide student audience.

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

None at this time.

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

On campus event.

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?

We are purchasing food however we are not asking RSG to pay for that food. Because we are putting an event on student union we are required to use their catering service. The menu has not yet been decided.

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.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
Our event is centered around planning related speakers. Charles Anderson, President and CEO of the Urban League of Detroit, will be giving the keynote address. He will be followed by a performance (we're still finalizing the details, but will most likely be Detroit poet and activist Jessica Care Moore). Following the performance, we will have a panel that includes Anderson, Katherine Underwood (a city planner with the Detroit Planning Commission), Joe Heaphy (main developer of the Bell Building in Detroit), and one addition panelist (we're waiting for confirmation, but we hope it will be Khalilah Gaston, deputy director of the Vanguard CDC in Detroit). These speakers will address issues related to the symposium topic. We offered all speakers a small honorarium ($250) but are not asking RSG for that money. That amount was the same as previous symposiums. We are asking RSG for travel money for these speaker to cover the cost of gas to and from the event ($50 each).

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.

No such materials are being used.

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

All students, faculty, and public are welcome to attend.

10. How many participants do you expect? What % of those participants do you expect to be graduate students? 150-200 expected guests with the majority (60-75%) being graduate students.

11. Are your date and location confirmed? Yes

12. Will you charge admission? No

13. Will this be donated to charity? Yes No

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

We will be using two rounds of flyers on north and central campus, social media, and in class announcements. Additionally, the event has the support of the Urban Planning faculty and students will be encouraged to attend.

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>SAMI Grant</td>
<td>$1000</td>
<td>$1000</td>
<td></td>
</tr>
</tbody>
</table>

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

Yes, the event will still be held. We will be applying for additional funds from the Urban Planning Department. We hope that the amount requested for our annual event is a reasonable.

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>Advertising &amp; Publicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posters/fliers</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Posters not yet finished, however we are not asking RSG to fund them.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office supplies (please specify):</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Publications</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities &amp; Equipment Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (please specify):</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room rental</td>
<td>$189 (Pendleton Room)</td>
<td>$189</td>
<td></td>
</tr>
<tr>
<td>Notes: This cost is strictly for rental of the room, not including any food cost. Below we are asking RSG for $100 towards our student transportation to our day of service at the NSO Bell building Detroit, Michigan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker honorarium</td>
<td>$1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker travel</td>
<td>$250 ($50*5)</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Speaker lodging</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Travel $150 for student travel to Detroit for outreach activity. Same amount last of 2013 budget.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

17
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost 1</th>
<th>Cost 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$300</td>
<td>$150</td>
</tr>
<tr>
<td>Vehicle Rental</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Gas</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Capital Goods**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost 1</th>
<th>Cost 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-shirts</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Food:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$750</td>
</tr>
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</table>

**Other:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost 1</th>
<th>Cost 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2639</td>
<td>$589</td>
</tr>
</tbody>
</table>

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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Joe Heaphy

Joe Heaphy is the Vice-President of Real Estate Development for the Neighborhood Service Organization (NSO), a 55 year old nonprofit social service agency that serves Detroit, Wayne County and Oakland County. In this position he works to develop permanent supportive housing for those with special needs. Joe has worked on affordable housing policy and development issues for more than 15 years. Prior to working at NSO, he was the Executive Director of Lighthouse Community Development in Oakland County, Michigan where he worked to develop affordable housing and revitalize neighborhoods. In his previous life as a New Yorker, Joe was the Executive Director of the New York State Tenants & Neighbors Coalition, a statewide tenant’s rights organization. He has a Bachelor of Arts in Political Science from the State University of New York at Buffalo and a Master in Public Administration from Columbia University.

Kathryn Underwood

Senior Planner, City of Detroit City Planning Commission

Kathryn Lynch Underwood is a senior planner with the City of Detroit City Planning Commission. She has been a planner for over 20 years, with areas of expertise including land use policy, urban food systems, zoning, and sustainable redevelopment policy. Her current work includes formulating urban agriculture codes and policy and a green building policy for the City of Detroit. Kathryn also helped create the Detroit Food Security Policy, sits on the Detroit Food Policy Council, and is a member of the Michigan Association of Planning Food Systems Policy Planning Committee. She is a founding member of Detroiter’s Working for Environmental Justice, the Detroit Agriculture Network, and the Detroit Black Community Food Security Network. She also serves on the board of The Greening of Detroit and the advisory board of the Architectural Salvage Warehouse of Detroit. Kathryn has bachelor’s degrees in Political Science and Environmental Studies from the University of Michigan-Dearborn, and a Masters in Urban Planning from Wayne State University. She is a life-long resident of Detroit.

Khalilah Gaston

Currently deputy Director of vanguard community development Corp. Previously of Michigan Land Banker. University of Michigan alumni.

Charles Anderson

In January 1997, the Board of Directors unanimously reappointed N. Charles Anderson as President/CEO. Anderson holds the distinguished honor of being the 6th and the 8th President of the Detroit Urban League. Today, Anderson is responsible for the vision and direction of one of Detroit’s premiere civil and human rights organizations, and oversees a staff of over 60 employees and an annual budget of $5.5 million.

Jessica Care Moore

Jessica Care Moore is an internationally renowned poet/ publisher/ activist/ playwright and actor. She is a five-time Showtime at the Apollo winner; has featured on hip-hop mega-star, Nas’ “Nastradamus” album and was a returning star of Russell Simmon’s HBO Series, Def Poetry Jam. TED talk: https://www.youtube.com/watch?v=aVOTyNatUF8

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

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

Rackham Student Government Winter 2014
Goal Worksheet

Academic Issues

Student Services (non-academic)

Federal/State/Local Issues

Social Events/Community Service

Communications
Rackham Student Government Winter 2013
Representative Goal Worksheet

Academic Issues

a) GSRA student-employee issues
b) IP issues - informed consent
c) Continued work on the GSBOR
d) Informational packets on IP, conflict resolution, for students
e) Development of guidelines defining the scope of obligated IP assignment from student-employees to the University.
f) Development of "Informed Consent" protocol for cases where students give up their IP to the University.
g) Development of required disclosures for Conflict of Interests from UM faculty and staff.
h) Development of notification and mitigation practices for said Conflicts of Interests.
i) Identification of services to whistle-blowing situations.
j) Dispute Resolution Board to address student issues
k) Ideas for non-traditional and international grad student funding
l) PhD Candidate Courses
m) Building Hours
n) Masters Student Study Space

Local Issues

a) Consulting seminar or club, collaborate with office that put the event on last semester
b) Leasing ordinance
c) University Divestment
d) PILOTs
e) Status of Pfizer campus (NCRC)
f) More Political Awareness
g) Tuition Equality

State/Federal Issues

a) Consider hosting informational tax seminars for students who pay quarterly taxes (if this is even legal)
b) RTW issues
c) GSRA issues
d) Link division III to Umich internship/alumni resources through the Ford school services
e) Tuition Equality
f) Grant and funding availability
g) Cost of tuition, State bill with tuition coverage for Michigan students
h) Decreased availability of loans
i) Taxing of stipends and loans
j) Support for non-traditional grad students
k) Tuition increases vs undergraduate rates.
**Student Services Issues (non academic)**

a) water fountains on North campus  
b) graduate student health initiatives (Michael Lang's suggestions)  
c) Housing network and affordability issues  
d) Student legal services-- can they address grad student issues or host a seminar?  
e) Succession from CSG  
f) Host an interdisciplinary faculty panel from LS&A discussing non-academic careers as well as additional projects that university faculty undertake.  
g) Housing: Northwood issues, closing of Lawyer’s club, West quad and Baits II  
h) Increasing bussing during peak hours (or longer hours overall)  
i) Peer mentoring program, emphasis on non-traditional or international students  

**Social Events**

a) Day at the horse races  
b) Bus trips to Detroit (van trips?), combine with COSAC event?  
c) Bar night combined with COSAC event  
d) Auto show trip (next year likely)  
e) More volunteer projects for COSAC  
f) running group(s)  
g) host discussion at the UMMA and receptions at the UMMA for graduate students  
h) establish a peer mentorship program for incoming graduate students. This does not need to be program specific but should align with the interests of the incoming students  
i) Grad student formal  
j) Red Wings!  
k) Earth Day Event  
l) Events for Students interested in non-traditional careers
Memorandum

From: RSG Executive Board
To: RSG Committee Members
RE: Instructions for completing Committee Budget Request forms
Date: January 15, 2014

Please prepare your budget requests using the attached form and submit to the RSG executive board no later than 1/24/14 at 11:59am. We understand that certain details in the budget may need revision as planning for the event evolves. The Treasurer is committed to resolving these issues as they arise. Please do your best to produce an inclusive budget, but please don't hesitate to contact the Treasurer if an issue arises.

As for the justification of different budget items, we want to balance everyone’s desire for a simple and streamlined process with our fiduciary responsibility. There is no need to provide extensive justification for common sense items. We recommend that committees focus on providing justification for items that are of significant monetary size and/or for items that might not have a clear purpose from an outside-of-the-committee perspective.

Please feel free to contact Phil with any questions at rsg-president@umich.edu.
Rackham Student Government
Committee Budget Request Form
(Winter 2014)

PLEASE RETURN TO RSG TREASURER BY January 24, 2014 (11:59 PM)

Committee Name:

Committee Chair (Please include contact information):

Total Amount of Funding Requested:

For each event, please address the following:
(Note: It is not necessary to physically/electronically duplicate this form for each event. Please format the budget request in the following manner: Event 1, response to prompts 1-5, Event 2, response to prompts 1-5, etc.)

1) Approximate date of the event.

2) Very briefly, how does the event fit the mission of your committee as defined by the RSG by-laws?

3) Detail the specific items that the committee is requesting, the dollar amount, and provide a brief justification for the expenditure.

4) Event co-sponsors and an estimation of their financial contribution, if any.

5) Is this the first time you are holding the event?
Rackham Graduate Student Government

Bylaws

Adopted: 1954
Last revised: 4 September 2013
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<th>Resolutions</th>
<th>26</th>
</tr>
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<tbody>
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<td>X.1</td>
<td>Resolution Types</td>
<td>26</td>
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<td>X.2</td>
<td>Format</td>
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<td>X.3</td>
<td>Voting</td>
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</tr>
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<td>X.6</td>
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<td>28</td>
</tr>
<tr>
<td>X.7</td>
<td>Publication</td>
<td>28</td>
</tr>
</tbody>
</table>
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 I (Student Governments on Campus), Section B2 (Governments), Section C3 (Democratically Constituted Governments), and the Compiled Code of the Michigan Student Assembly – 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 Michigan Student Assembly – 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” shall be all student organizations that annually register with the Michigan Student Assembly. Registered student organizations can be found on [https://maizepages.umich.edu/](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 in hardcopy 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 to CSG registered Student organizations 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 University committees requesting graduate student views and input.

SECTION II.8. ELECTIONS Each year, RSG shall hold semester 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 establish and 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.
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) The Budgetary Committee shall be required to maintain five active members for the purposes of divesting Student funds democratically. 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 re-
moval 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 pro-
duce 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 or-
ganization 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 commit-
te’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 con-
cerns 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 creat-
ing/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 present funding requests directly to the Tre-
surer by the 2nd week of the term. Upon approval by the Treasurer, the request
shall be presented to be Board for review and approval. The committee is not
exempt from the funding guidelines found in Bylaw NUMBER of these bylaws.
except when such an exemption is requested and approved by a 2/3rd majority vote of the Board.

(iii) 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.

(iv) 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.

(ii) The Academic Affairs Committee shall present Budget requests directly to the Treasurer by the 2nd board meeting (week) of the term. Upon approval by the Treasurer, the request shall be presented to the Board for review and approval.

(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) The Elections Committee shall present Budget requests directly to the Treasurer by the 2nd week of the term. Upon approval by the Treasurer, the request shall be presented to the Board for review and approval.
(vi) 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) **Community Outreach & Social Action Committee (COSAC)**

**Composition:** Open Enrollment  
**Required Members:** 2 current Board members  

(i) The Community Outreach & Social Action Committee will work collaboratively with the SLC and the AAC 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. While the primary role of RSG is to enhance the academic and social lives of Graduate Students attending the University of Michigan, a special emphasis will also be placed on fostering youth scholarship in the surrounding communities.

(ii) The Community Outreach & Social Action Committee shall present Budget requests directly to the Treasurer by the 2nd week of the term. Upon approval by the Treasurer, the request shall be presented to the Board for review and approval.

(f) **Legislative Affairs Committee (LCOMLAC)**

**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 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 specific 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 vice 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.

(xi) 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 tie 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

SECTION 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 solely to the provisions contained in these bylaws.

SECTION 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

17
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
(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, on the same timeline as those of CSG (Central Student Government). 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) Petitions, amendments, and ballot questions: 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.

(iii) 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

(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.

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

(iii) 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.
(iv) 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.

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

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

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) Food
(ii) Honoraria
(iii) Travel
(iv) Requests from the Central Student Government.
(v) 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 entitites 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).
AN EXECUTIVE ORDER CREATING THE COMMUNICATIONS COMMITTEE

WHEREAS, Members of the Rackham Student Government, want to improve communication with the graduate student body AND

WHEREAS, Article 4, section A, subsection 1i explicitly grants the President the power to “create, charge, and oversee Ad-Hoc committees for special projects and interests”; NOW THEREFORE I, PHILLIP A. SACCONE, AS THE DULY ELECTED PRESIDENT OF THE RACKHAM STUDENT GOVERNMENT AND BY THE POWER VESTED IN ME BY THE CONSTITUTION OF THE STUDENT BODY OF THE ANN ARBOR CAMPUS OF THE UNIVERSITY OF MICHIGAN AND THE BYLAWS OF THE RACKHAM STUDENT GOVERNMENT DO HEREBY ORDER THE FOLLOWING:

Section 1. That a Communications Committee (C Com) be created, effective immediately.

Section 2. Under the direction the Vice President, the communications committee shall facilitate communication between RSG and the student body. The Communications Committee shall be responsible for publicizing RSG meetings and events, maintaining RSG’s web presence, and publishing the RSG Newsletter. The operating procedure shall comply with the RSG bylaws as well as section 3 of this order.

Section 3. Communications Committee

A. Composition. The Communications Committee shall be composed of no less than four (4) members of the RSG Board, including Vice President who will serve as chair, and one member of the Student Life Committee (preferably the Chair). Any member of the Rackham Student Body may join the Communications Committee and shall have voting rights, subject to the conditions outlined in subsection C.

B. Quorum. A quorum shall exist when half plus one of the committee members are present as determined by the chair.
C. Voting Rights. All members of the Rackham student body are eligible to vote on this committee. Voting rights may be obtained and retained at any point in time, following the committee’s formation by:

1) Notifying the chair of their intent to serve on the committee.

2) Attending a minimum of 50% of the committee meetings and discussions.

After meeting both requirements listed above, a member of the student body shall have voting rights on the Communications Committee. Maintenance of voting rights shall be pursuant on continued compliance with the requirements listed above.

D. Committee Operations. The Communications Committee shall meet no less than once every two weeks through the Winter session of RSG.

E. Charge. The Communications Committee shall improve the clarity of public information published by RSG. This includes, but is not limited to, the RSG website, newsletter, Facebook account, Twitter account, and email advertisements. The committee will design and implement new and innovative ways to communicate with the graduate student body about issues that are central to RSG’s mission: graduate student advocacy, funding student organizations, and promoting socialization within the graduate student body.

The Committee will regularly follow-up with the standing RSG committees to address their communication needs. RSG committee chairs are encouraged to use C Com to communicate with the graduate student body. Specific requests for advertisements, web posts, emails etc. must be submitted to the committee no later than one week before the requested date. This committee will be in effect until the last day of Winter Term. Before the final board meeting of the Winter Term the Communications Committee will prepare an oral and written summary of their progress. The Committee is hereby charged with the following duties:

1) Maintain the RSG Web apparatus (Facebook, Twitter, Website)
   - Remove old and outdated information
   - Make sure the current information on the website is accurate
   - Communicate with RSG committees about their website needs

2) Draft advertisements for RSG sponsored events

3) Publish the newsletter
F. Reports. The Communications Committee will submit regular reports to the Board on its progress and will seek feedback from the same.

G. Modification. The committee may, by a simple majority vote recommend an extension of its timeline or an expansion of its charge to the President. An amendment to this order shall not be necessary to affect either such change, as a memorandum from the President to the chair shall suffice.

IT IS SO ORDERED.

____________________________________
Phillip A. Saccone
President, Rackham Student Government
AN EXECUTIVE ORDER CREATING A SPECIAL ADVISOR TO THE RSG EXECUTIVE

WHEREAS, Preserving the history and institutional practices of both RSG and the University is essential for representing the graduate student body; AND

WHEREAS, Through the course of performing their duties, former RSG Executives develop an in-depth knowledge of these practices as well as substantial contacts within the various communities (administrative, advocacy, etc.) where RSG functions; AND

WHEREAS, The RSG Board, and the RSG Executives should be able to mobilize these resources on behalf of the graduate student body; AND

WHEREAS, Article 4, section A, subsection 1a grants the president powers as RSG’s Chief Executive as well as authority to run the executive branch of the graduate student body’s government; NOW THEREFORE I, PHILLIP A. SACCONI, AS THE DULY ELECTED PRESIDENT OF THE RACKHAM STUDENT GOVERNMENT AND BY THE POWER VESTED IN ME BY THE CONSTITUTION OF THE STUDENT BODY OF THE ANN ARBOR CAMPUS OF THE UNIVERSITY OF MICHIGAN AND THE BYLAWS OF THE RACKHAM STUDENT GOVERNMENT DO HEREBY ORDER THE FOLLOWING:

SECTION 1. A position be created with the title Special Advisor to the RSG Executive. This appointment should be reserved for those who have demonstrated exceptional leadership while serving as an executive on RSG.

SECTION 2. The Special Advisor to the RSG Executive will have the following powers and responsibilities:

a. Advise the RSG Executive Board: The Special Advisor to the RSG Executive will counsel the Executive Board on matters before RSG. They will serve as the institutional historian and provide perspective from previous RSG Boards.
b. Attend Executive Board Meetings. The Special Advisor to the RSG Executive will be a non-voting member of the RSG Executive Board.

SECTION 3. The requirements for appointment as the Special Advisor to the RSG Board are as follows:

a. The person must have served as an RSG Executive for a full year

b. The person is not required to hold a representative position on the RSG Board

SECTION 4. Appointment. The appointment and term of service is at the discretion of the RSG President. The RSG President must reappoint the advisor each term. No more than two Special Advisors may serve during one term.

SECTION 5. This Executive Order will stand in perpetuity unless amended or discontinued by a subsequent Executive Order, or until its adoption into the bylaws.

IT IS SO ORDERED.

____________________________________
Phillip A. Saccone
President, Rackham Student Government