

# **The Bylaws of the Rensselaer Union Executive Board**

As amended May 5th, 2016

## **Article I: Organization**

1. The name of this organization shall be the Rensselaer Union Executive Board, hereinafter referred to as the Executive Board.
2. The Executive Board is authorized by and gains its powers from the Rensselaer Union Constitution.
3. The Executive Board shall issue decisions as well as implement and administer policy commensurate with its duties as defined in the Rensselaer Union Constitution and as specified in these Bylaws.

## **Article II: Membership**

1. A Representative shall be defined as any person who has voting rights in the Executive Board, as defined by the Rensselaer Union Constitution.
2. Executive Board membership shall consist of the President of the Union and Representatives.

## **Article III: Officers**

1. The President of the Union is the presiding officer of the Executive Board, hereinafter referred to as the President.
2. All officers of the Executive Board shall be nominated by the President of the Union and confirmed by a  $\frac{2}{3}$  vote of the Executive Board.
3. The President shall nominate a Vice President from the voting membership of the Executive Board. The Vice President shall:
  - a. Discharge the powers and duties of the President in the cases laid out in Article IX of these Bylaws or at the request of the President.
  - b. Oversee the work of all Executive Board Committees.
  - c. Coordinate annual documentation of committee work with the committee chairs to ensure continuity between years.
4. The President shall nominate a Secretary of the Executive Board from the Activity Fee paying membership of the Rensselaer Union. It shall be the responsibility of the Secretary to:
  - a. Record meeting attendance and minutes.
  - b. Distribute minutes, committee reports, motions, and other printed material to the members of the Executive Board.

- c. Ensure that minutes, public committee reports, and motions be made public and available to members of the Union no later than one week after the date of such minutes, reports, or motions.

#### **Article IV: Duties of Office**

1. Each Executive Board Representative shall either chair an Executive Board Committee or sit on an Executive Board or Joint Committee. The President shall determine if a Representative has fulfilled this requirement.
2. Each Representative and Officer shall be required to attend all Board meetings unless he/she obtains an excuse from the President.
3. Each Representative and Officer shall be expected to fulfill any additional requirements related to the business of the Board if such requirements are set by the President.
4. Each Representative and Officer must be in Good Academic Standing and have a cumulative grade point average of at least 2.5 at the time of his/her appointment to the Board.
5. Failure to meet any of the duties of office shall subject the offending Representative to removal procedures as outlined in Article IX, Section 3 of the Rensselaer Union Constitution.

#### **Article V: Meetings**

1. The Executive Board shall meet at least twice per semester and with enough frequency and regularity to fulfill its duties to the Union.
2. The time and place of the meetings shall be determined by the President.
3. Quorum shall consist of  $\frac{2}{3}$  of the voting membership of the Executive Board.
4. All meetings of the Executive Board shall be open to the public. The Executive Board may close a meeting with a  $\frac{2}{3}$  vote. The Board can invite non-Board members to a closed meeting with a majority vote. All motions passed during the closed meeting must be made public immediately after the conclusion of the closed meeting. Minutes from a closed portion of a meeting may be released by a  $\frac{2}{3}$  vote of the Board.
5. The President may remove any person who is disrupting a meeting.
  - a. The President's decision may be overruled by the objection of any Representative.
  - b. At any time, the President may call for a vote to remove a person from a meeting. This requires a  $\frac{2}{3}$  vote of the Board, and if successful can not be overruled.
6. Emergency meetings may be called by the President of the Union. In order for any meeting to be considered official and valid, all Board members must be notified of the meeting time and location at least 24 hours before the meeting is scheduled to be held.

7. At the determination of the President, and with the consent of 2/3 of all Representatives, the Executive Board may adopt special rules of order for meetings. Written documentation of these special rules of order must exist and be available to all members of the Union. These rules of order shall be subordinate to these Bylaws. In all situations not covered in these bylaws, special rules of order may be used to establish a procedure. In all situations not covered by these special rules of order or by the rules of order described in this document, Robert's Rules of Order shall be used to answer any questions on procedure.

## **Article VI: Voting and Debate**

1. Only Representatives may make motions and vote on any business of the Executive Board. Unless otherwise specified, all votes will be determined by a majority vote.
2. The President may rule any motion out of order. The President's decision may be overruled by a 2/3 vote of the Board.
3. Motions that contradict policy or procedure enacted by the Executive Board require at least a 2/3 majority vote of the Board to pass.
4. The President may vote only in the case of a tie.
5. The following shall be the procedure for all voting unless otherwise specified in special rules of order:

Voting shall be by a show of hands, unless the President or any Representative requests a roll call.

- i. In a show of hands vote, the President will request the number in favor, then the number opposed, then the number of abstentions. The President will then announce the result of the vote. In the case of a tie, the President may then announce his/her vote and then the outcome of the vote. The vote count on any motion shall be recorded on the motion and in the minutes by the Secretary and made public with the motion.
- ii. If a roll call is requested, the President shall read the names of Representatives ordered alphabetically by surname.
  1. Each Representative shall vote or pass, in which case his/her name will be read again after the first completion of the roll call. At this time the Representative must vote or abstain. Refusal to vote shall be determined an abstention.
  2. The result of the roll call shall not be determined until all Representatives present have voted or abstained.
  3. The names of those in favor and those against shall be recorded on the motion and in the minutes by the Secretary and made public with the motion

## **Article VII: Committees**

1. The Chair of each Executive Board Committee, except the Union Programs and Activities Committee, shall be nominated by the President of the Union and confirmed by a 2/3 majority vote of the Board. Committee Chairs serve at the pleasure of the President. A Vice Chair may be selected by the Chair with the counsel of the President.
2. Committee membership shall be open to all members of the Rensselaer Union.
  - a. Any committee member who is not a member of the Executive Board must be approved by the Committee Chair before receiving membership in the committee.
  - b. Members of a Committee serve at the pleasure of the Committee Chair and of the President, and may be removed at any time for good cause.
    - i. Good cause for removal includes, but is not limited to, neglecting the duties of membership, failure to adhere to the rules of order during meetings, or failure to adhere to these bylaws when conducting business in the name of the committee.
    - ii. Members are expected to dutifully attend meetings of the committee and complete committee assignments within reasonable deadlines.
3. During meetings, each Committee shall follow rules of order determined at the discretion of its Chair. Such rules of order shall be made public immediately following their adoption and before any official committee business may commence.
4. All committees shall be empowered to create subcommittees to aid them in the performance of their functions. The President must be consulted before the creation of any subcommittee. The Committee Chair shall be an ex-officio member of any such subcommittee.
5. All Committees shall be empowered to set their own policies to aid them in the performance of their functions. These policies may be reviewed and amended by the Executive Board.
6. Each committee shall meet at least twice per semester and with enough frequency to satisfy its obligations to the Executive Board.
7. At the discretion of the President, each Committee Chair shall address the Board at least once per semester to convey the Committee's activities, projects, and updates.
8. The Policies Committee shall be a standing Committee of the Executive Board.
  - a. It shall assess the state of all Executive Board policies and procedures not delegated to another committee, make recommendations as to the improvement of such policies and procedures, and report its findings to the Executive Board.

- b. It shall maintain a document detailing all of the policies and procedures of the Executive Board, and any supplementary documents thereof. This document shall be publicly available to any member of the Union upon request.
  - c. It shall review all applications for the classification of new organizations and changes in classifications for old ones not delegated to another committee, and make recommendations to the Board.
- 9. The Business Operations Committee shall be a standing Committee of the Executive Board.
  - a. It shall assess the state of all retail services under the direction of the Executive Board; develop ways to improve such services, with the objective of improving the quality and diversity of goods and services available to the Rensselaer Community; and report its findings and recommendations to the Executive Board.
  - b. It shall investigate new sources of revenue to the Union, maintain all existing sources of revenue excluding the Activity Fee, and report its findings and recommendations to the Executive Board.
  - c. It shall investigate the current state of all Union facilities and report its findings and recommendations to the Executive Board.
- 10. The Marketing, Advertising, and Publicity Committee shall be a standing committee of the Executive Board.
  - a. It shall be responsible for promoting the Union and related activities, services, and events.
    - i. It shall promote Union events to the student body.
    - ii. It shall assist the publicity and advertising efforts of Union-funded organizations.
  - b. It shall maintain a cohesive Union brand.
- 11. The Union Programs and Activities Committee shall be a standing committee of the Executive Board.
  - a. It shall be responsible for organizing events to benefit the entire student body.
    - i. It shall create such events of its own origin,
    - ii. It shall provide support for clubs and organizations hosting such events, and
    - iii. It shall possess and operate resources necessary to make such events possible.
  - b. It shall be the primary operator of Union facilities.
  - c. It shall establish subcommittees to better maintain and utilize specific facilities and resources.
    - i. Each subcommittee shall be chaired by a person elected from its membership.

- ii. The chair of each subcommittee or his/her duly appointed representatives shall be an officer of the committee.
      - d. It shall be chaired by a person selected by majority vote of its members and approved by the President and a  $\frac{2}{3}$  majority vote of the Executive Board. If the chairmanship remains vacant and the Committee is unable to select a chair, the President may appoint any member of the Union to the chairmanship.
12. The Executive Board may create Temporary Committees to deal with specific issues as the need arises.
  - a. These committees shall be given a specific purpose and have such powers granted to it by the Executive Board, to support its given purpose. These powers shall not exceed the powers of the Executive Board.
  - b. The Board may impose a time restriction on a Temporary Committee. If no such clause is established by the Board then the Committee shall be disbanded upon the completion of their established goal unless their tenure is extended by a  $\frac{2}{3}$  vote of the Board.

#### **Article VIII: Amendments**

1. Each amendment to these bylaws must be proposed in its entirety and passed by a  $\frac{2}{3}$  vote of the total voting membership of the Executive Board, followed by a majority vote in the Student Senate.
2. These bylaws shall be amended so not to be in conflict with local, state, federal, or international laws, the Rensselaer Polytechnic Institute Corporate Charter, the Rensselaer Polytechnic Institute Bylaws, the Rensselaer Polytechnic Institute Student Bill of Rights, the Rensselaer Union Constitution, and decisions of the Board of Trustees of Rensselaer Polytechnic Institute.
3. These bylaws shall be modified to reflect an approved amendment by either:
  - a. Inserting new clauses into these bylaws at their appropriate places, or
  - b. Removing clauses from these bylaws.

#### **Article IX: Succession**

1. If the President is removed from office, has an extended leave of absence, resigns, or is otherwise unable to discharge the powers and duties of office, then the Vice President shall assume the duties of the President as Acting President of the Union.
2. If the Vice President is unable to discharge the powers and duties of President as Acting President, then the same shall be discharged by the most senior Executive Board Representative able to discharge such duties. Seniority, for the purpose of this Article, shall be defined as the number of calendar months served as an Executive Board

Representative. Seniority of Executive Board Representatives with the same number of months served shall be determined by their office in the following order:

- a. Policies Committee Chair
- b. Senior Class Representative
- c. Junior Class Representative
- d. Graduate Class Representative
- e. Sophomore Class Representative
- f. Freshman Class Representative
- g. Senate Executive Board Liaison

If seniority cannot be determined by office, then seniority shall be determined among Executive Board Representatives with the same number of calendar months served by the order in which they were confirmed by the Student Senate. If no Representative can discharge the powers and duties of President as Acting President, the Grand Marshal shall appoint a Member of the Union as Acting President.

3. The Acting President of the Union shall discharge the powers and duties of President until such a time that a meeting of the Executive Board can be called. The first and only order of business of such a meeting shall be the selection of a new President of the Union. This meeting shall be presided over by the Judicial Board Chairman, who shall cast no vote in any case. This meeting shall be held no later than two weeks after the President's office was vacated.
4. All nominations for the position of President must be moved and seconded by an Executive Board Representative.
5. Every nominee for the position of President must be a Representative of the Executive Board as defined in these Bylaws.
6. In the case of multiple nominees, the appointment for President of the Union shall be selected by a series of simple majority votes.
  - a. If there are two nominees, a vote shall be taken, and the nominee with a simple majority shall be named the appointment for President of the Union.
  - b. If there are three or more nominees, a series of votes shall be taken.
  - c. In each vote, the nominee with the fewest number of votes shall be removed from consideration, and only the remaining nominees shall be considered in the next vote.
  - d. This series of votes shall continue until a single nominee remains, and that nominee shall be named the appointment for President of the Union.
7. The nominee who is appointed for President of the Union must be approved by a 2/3 vote of the total voting membership of the Executive Board. If the appointment is not approved by a 2/3 vote of the total voting membership of the Board, a new process of nominations begins.

8. The Executive Board's appointment for President shall discharge the powers and duties and of President as Acting President until they have been confirmed by the Student Senate. Upon the new President's confirmation all officers of the Executive Board are relieved of office.
9. The new President shall nominate officers of the Executive Board.